

IWIL Website Training – Step-by-Step Guide

Content Editors

Login as a Member

1. Go to the website: iwil217.org.
2. At the top of your screen, click on the Member Login button
3. Fill in your email and member password
4. Click “Log In”
5. At the bottom of your screen, you will see a black banner with the Antilles logo on the left.
6. Click the Antilles logo to be taken to the Website Admin (back end of the website) to begin managing website content.

Understand the Dashboard

1. Locate the colored boxes that indicate LRS Antilles Modules
2. Locate the left navigation column in a gray background. This lists the Antilles modules. Use the left column to choose a module.
3. Find your name in top right corner.
4. Hover over your name to see options to edit your profile and submit a customer support ticket. [Check with the IWIL Communications Chair before submitting a ticket.]
5. Click Sign Out if you wish to sign out of the website.
6. In upper right-hand corner, find a box with an arrow.
 - a. Click on the box to open the website homepage in a new tab.
 - b. This allows you to easily navigate between front-end and back-end of the website.