Hi Emma,

Here’s how to add the recipes to the website:

1. Log into Wordpress at actionforhealthykids.org/afhk.
2. Go to Posts > Add New (for each new recipe).
3. In a new tab, open up Wordpress, go to Posts, search for “smoothie” and then open the recipe for Tropical Fruit Smoothie so you can see how they are built.
4. Back in the other tab, add the recipe title, then check the box for Recipes in the Categories field on the right side of the page.
5. Scroll down to where it says Activites/Posts/Stories and click the Add Row button. Choose Rich Text Content. This is where you will enter the actual content.
6. The recipe content is here:
   1. <http://www.dole.com/recipes/g/gosh-golly-gee-pineapple-and-carrot-smoothie-remix>
   2. <http://www.dole.com/recipes/p/protein-packed-breakfast-tacos>
   3. <http://www.dole.com/recipes/b/Breakfast-banana-split>
   4. <http://www.dole.com/recipes/f/fruity-breakfast-burrito>
   5. <http://www.dole.com/recipes/b/banana-breakfast-pudding-with-pistachio-crumble>
7. Give each recipe a snappy little headline sentence (you can look at our other recipes for examples).
8. Add the image. The images are all found [here](file:///\\afhk-svr\Public\Communications-PR\DEVELOPMENT\DONORS\Dole\Recipes%20for%20website) but need to be uploaded to WordPress.
9. Copy the ingredients list and edit out any brand names.
10. Copy the cook/prep time.
11. Copy the instructions (edit out brand names if necessary).
12. Add this sentence to the bottom:
    1. Recipe courtesy of Dole. Visit [Dole.com](http://www.dole.com/en/recipes)for more kid-friendly recipes!
13. On the right side, set the Featured Image to be the same one you used for the recipe.
14. In the Excerpt field, copy the same intro sentence you wrote for the top of the recipe.
15. Click the Publish button!