KIC Events Management:

1. Navigate to : https://ki.church/post-management/
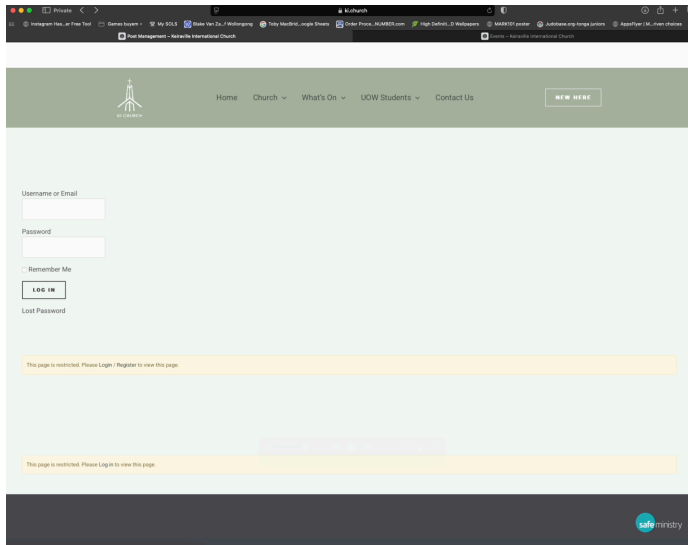
2. Login to the KIC Events account

3. Scroll to the bottom of the page where you will find the Dashboard

Post Deletion

To delete a post click the trash can and confirm **-THIS CANNOT BE UNDONE-**

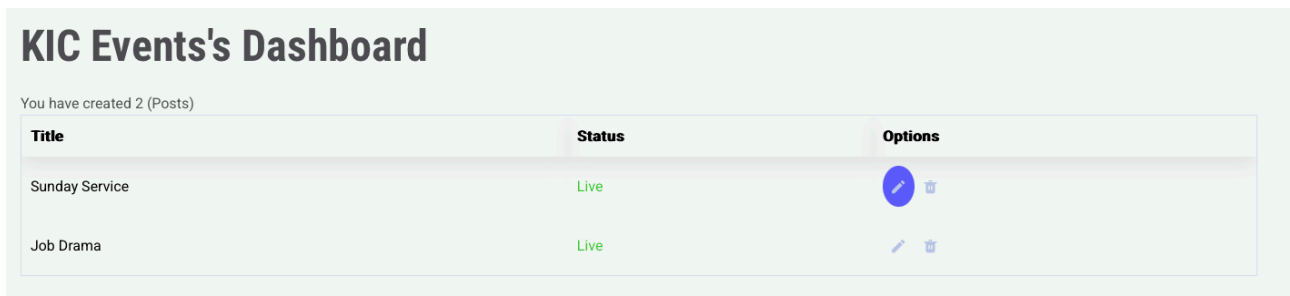| Title	Status	Options
You have created 2 (Posts)		
Sunday Service	Live	✏️ 🗑️
Job Drama	Live	✏️ 🗑️

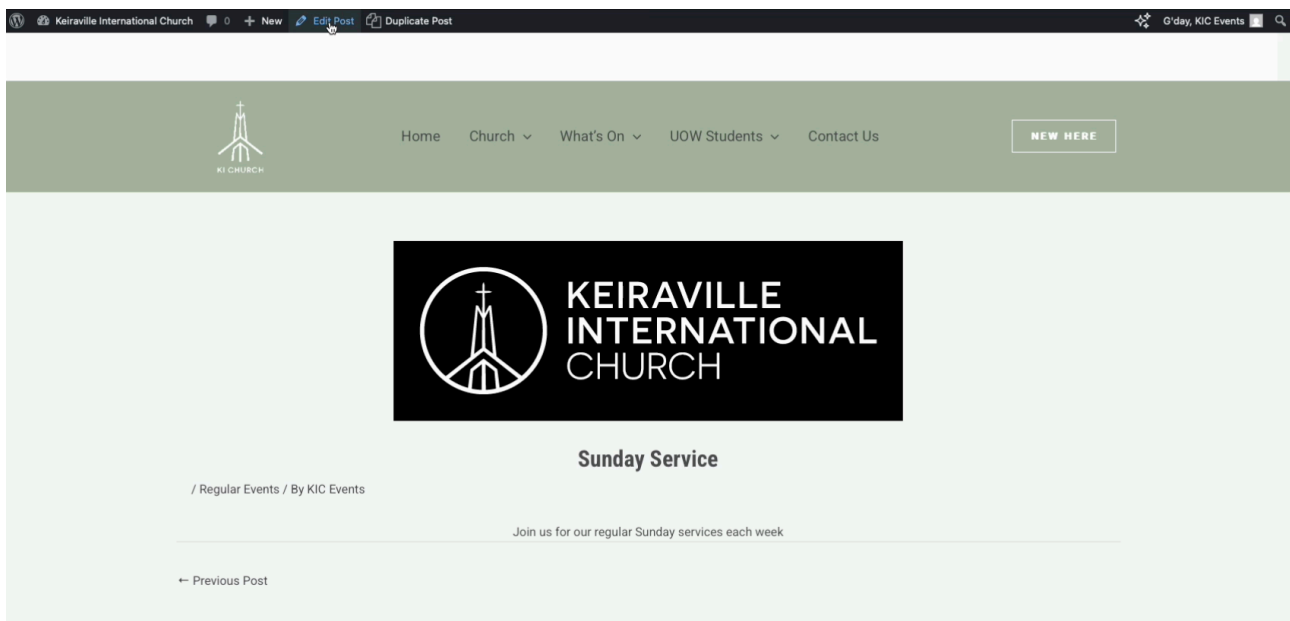Are you sure to delete?

Cancel   OK

Post editing
4. To edit a post first click the pencil next to the post

5. Once the next page loads click on the edit post button at the top of the page

6. Ensure you save once you have finished editing -top right of the page