**Adding Abstracts to the Poster Site**

Below are all the instructions/access needed to add the Abstracts from JotForm to the Poster site.

**Login Details**

* **Website login:** <https://poster.bwh.harvard.edu/wp-login.php>
* **Username:**
* **Password:**

**Adding Abstracts**

For the time being the abstracts can be added from the excel file titled “Abstracts for PosterSite” which is in the “Poster Site Tutorial – Discover Brigham” teams chat under “Files”.

**Please Note:** When you finish adding a poster to the poster site, be sure to indicate on the excel sheet by striking through or graying out the name.

**Steps: Adding Abstracts To The Poster Site**

1. Login to the Poster site: <https://poster.bwh.harvard.edu/wp-login.php>
2. Click on posts > Add new post



1. Add presenter’s name with degree (e.g. **Jane Doe, DDS**) as post title (using name in JotForm)
2. Assign poster category (This will show the pop up fields to enter abstract data)
3. Begin adding the rest of the information from the JotForm submission
4. Add type of research in post tag



1. Add poster/presentation PDF’s URL in the custom field (if any)
2. Publish and view post