

Create a Post in the Community Feed

This guide shows approved alumni how to share news, photos and updates with fellow Augustinians in the Community Feed, and how to follow the approval of a post, since every alumni post is checked by an administrator before it goes live.

BEFORE YOU START

- ✓ Approved alumni account & login
- ✓ Your message (up to 5,000 characters)
- ✓ Photos (optional): JPEG, PNG, WebP or GIF, up to 10 photos, 5 MB each

STEP 0

Open the Community Feed

The Community Feed shows the latest posts from alumni of all year groups.

The screenshot shows the Alumni Portal interface. On the left is a sidebar with navigation links: Campaigns, Feed (selected), Notices, Directory, Events, Gallery, My Donations, Profile, and My Submissions. The main content area is titled 'Community Feed' with the subtitle 'Latest posts from alumni across all year groups'. At the top right of the main area is a '+ Create Post' button. Below the title, there are three campaign cards: 'Library Renovation & New ...' (45d left), 'Science Laboratory Equip...' (90d left), and 'Alumni Scholarship Fund' (Goal reached). Below these are three post cards. The first is a pinned post from 'St. Augustine's Alumni Office' (Class of 2019) dated 10 Sept 2026, with 24 likes. The second is from 'Lamin Jatta' (Class of 2016) dated 26 Sept 2026, with 11 likes. The third is from 'Isatou Njie' (Class of 2019) dated 22 Sept 2026, with 7 likes. At the bottom left of the sidebar, there is a user profile for 'Fatou Ceesay' and a 'Sign out' button. At the bottom right of the main area, there is a chat icon.

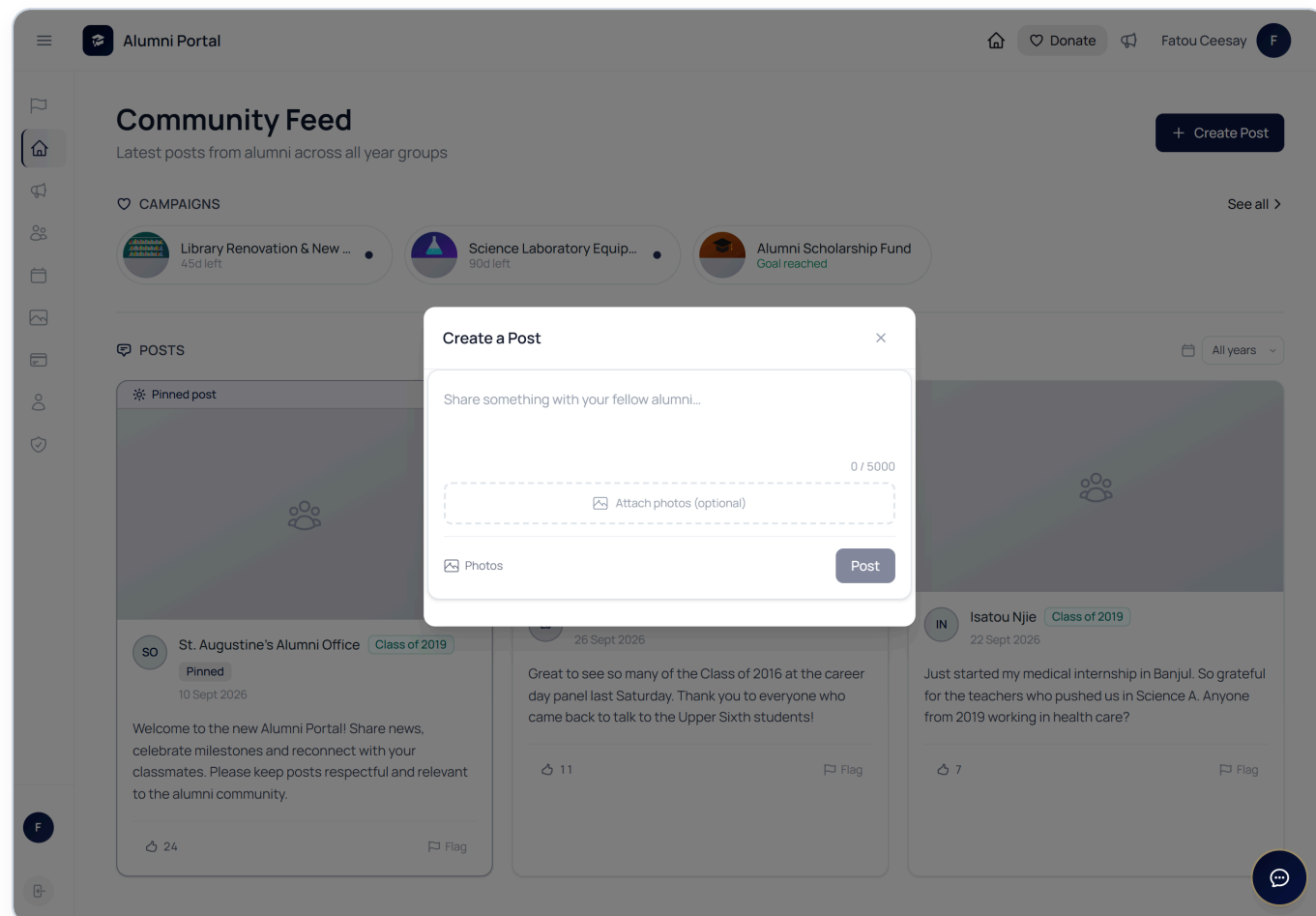
HOW TO OPEN THE PAGE:

- Sign in to the Alumni Portal (<https://alumni.saintaugustinesgambia.org>).
- In the left sidebar, click **Feed**. The **Community Feed** page opens with the active campaigns at the top and the posts below.
- The dark **Create Post** button is at the top right. If you cannot see it, your account may still be waiting for approval, or your graduation year is not set on your profile.

STEP 1

Click Create Post

The post form opens in a window on top of the feed.



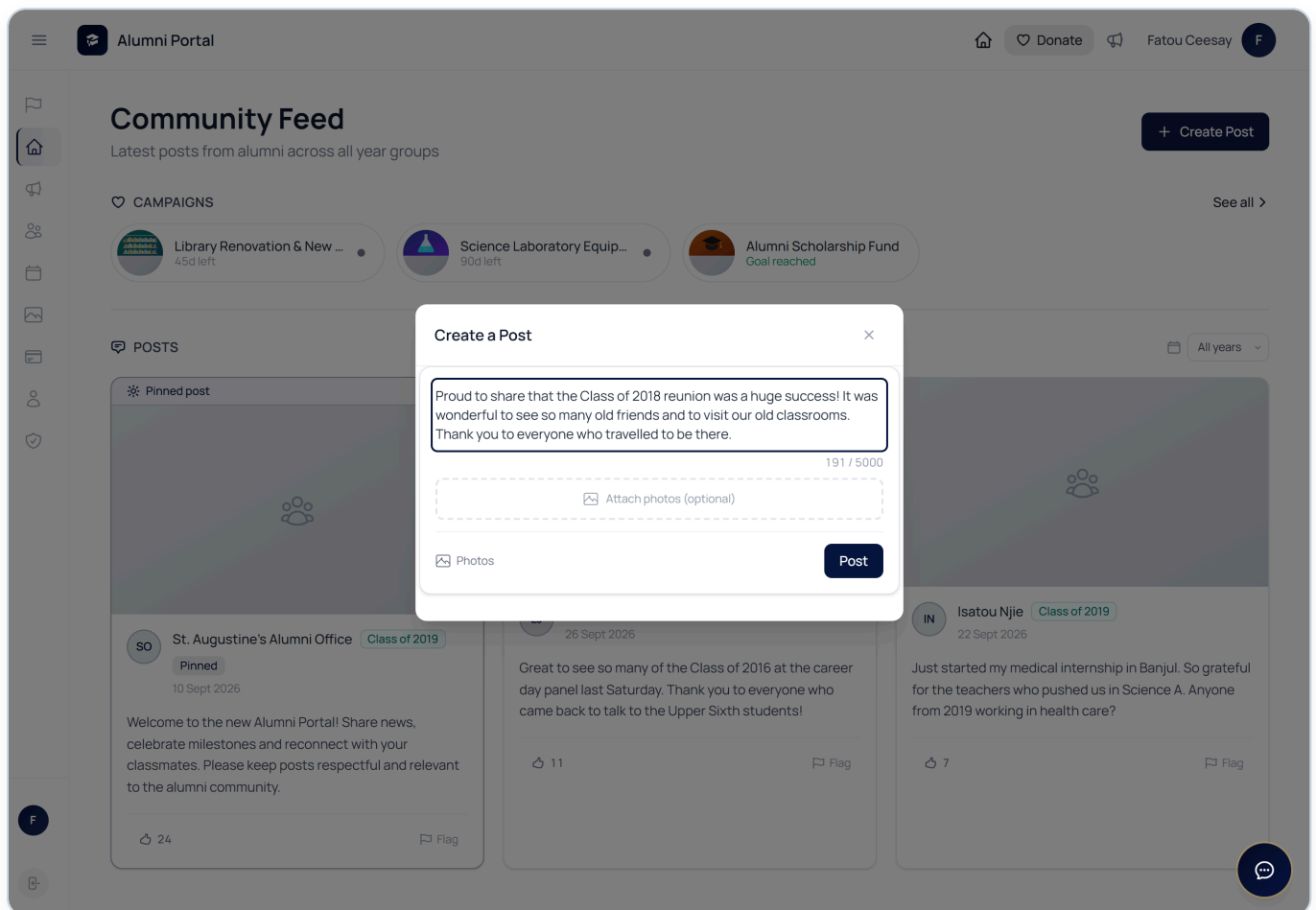
WHAT TO DO:

- Click the **Create Post** button. The **Create a Post** window opens.
- Your post is added to your own year group, for example **Class of 2018**. You do not need to choose it.
- You can close the window at any time with the **X** or the **Esc** key.

STEP 2

Write Your Post

Type the message you would like to share.



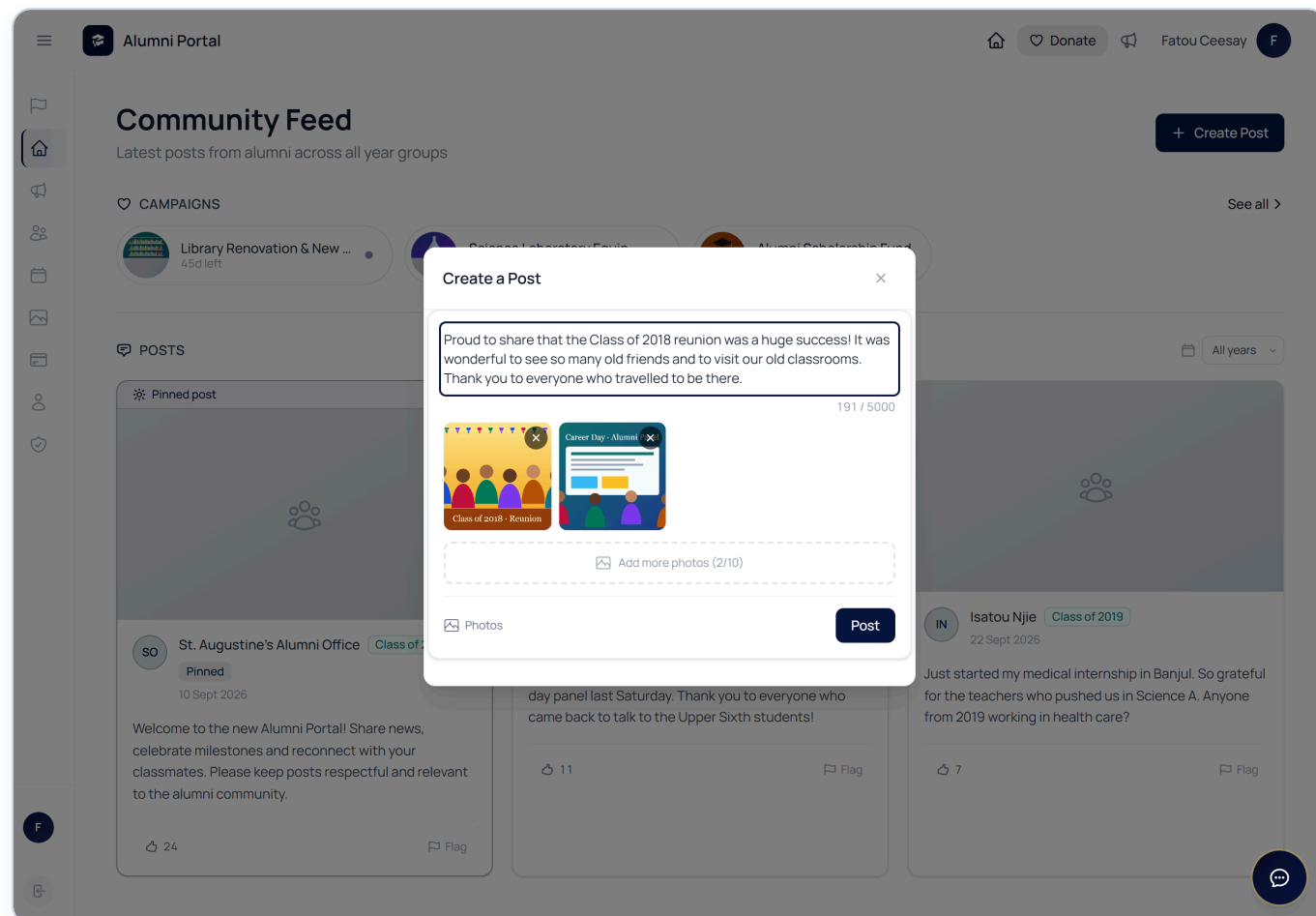
WHAT TO DO:

- Click the large box that says **Share something with your fellow alumni** and type your message.
- A post must have some text. The counter under the box shows how many of the **5000** characters you have used.
- Keep the post respectful and relevant to the alumni community. An administrator reads it before it goes live.

STEP 3

Add Photos (Optional)

A picture makes your post stand out.



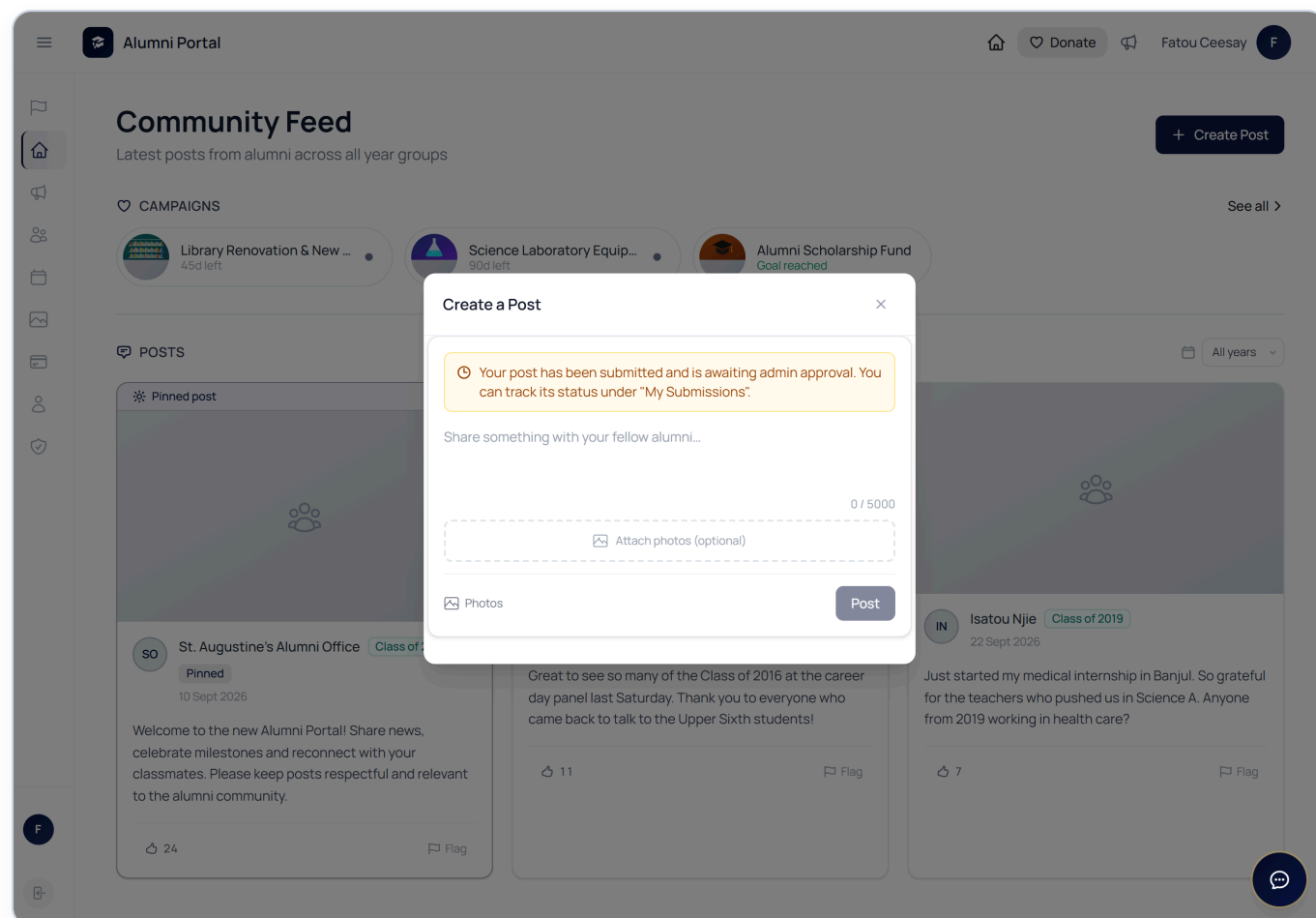
WHAT TO DO:

- Click **Attach photos (optional)** or **Photos**, or drag pictures into the dashed box.
- Choose **JPEG, PNG, WebP or GIF** files. You can add up to **10** photos, each no larger than **5 MB**.
- Small previews appear. Click the **X** on a preview to remove that photo.

STEP 4

Click Post

Your post is sent to the administrators for approval.



WHAT TO DO:

- Click the **Post** button. It shows **Posting...** for a moment.
- A yellow message appears: **Your post has been submitted and is awaiting admin approval.** The form is cleared. Your post is *not* visible in the feed yet.
- If a red message appears instead (for example "Session expired" or "Connection lost"), sign in again or check your internet connection and click **Post** again. Close the window with the **X**.

STEP 5

Track It in My Submissions

See whether your post is waiting, approved or rejected.

Alumni Portal

Campaigns

Feed

Notices

Directory

Events

Gallery

My Donations

Profile

My Submissions

Fatou Ceesay

View profile

Sign out

My Submissions

Track the approval status of content you've submitted

All (3)

Pending (1)

Approved (1)

Rejected (1)

Type

From

To

All (3)

mm/dd/yyyy

mm/dd/yyyy

TYPE	CONTENT	STATUS	SUBMITTED
Post	Proud to share that the Class of 2018 reunion was a huge success! It was wonderful to see so many old friends and to visit our old classrooms. Thank you t...	Pending review	30 Sept 2026
Post	Buy cheap phones and laptops from my shop in Serrekunda, best prices in town! Reason: Advertising is not allowed in the community feed.	Rejected	16 Sept 2026
Post	Reminder: the Class of 2018 WhatsApp group has moved. Message me if you would like to be added.	Approved	31 Aug 2026

HOW TO CHECK THE STATUS:

In the left sidebar, click **My Submissions**.

Your post is listed with the status **Pending review**. The other statuses are **Approved** and **Rejected**.

For a rejected post the administrator's **Reason** is shown in red. Use the **All / Pending / Approved / Rejected** tabs and the date filters to find a submission.

STEP 6

See Your Post in the Feed

Once an administrator approves it, your post is live for everyone.

The screenshot shows the Alumni Portal interface. At the top, there's a navigation bar with a menu icon, the 'Alumni Portal' title, a home icon, a 'Donate' button, a notification icon, and a user profile for 'Fatou Ceesay'. Below this is the 'Community Feed' section, which includes a 'Latest posts from alumni across all year groups' subtitle and a '+ Create Post' button. A 'CAMPAIGNS' section follows, featuring three progress bars: 'Library Renovation & New ...' (45d left), 'Science Laboratory Equip...' (90d left), and 'Alumni Scholarship Fund' (Goal reached). The 'POSTS' section is below, with a date filter set to 'All years'. It displays three posts: a pinned post from 'St. Augustine's Alumni Office' (Class of 2019) dated 10 Sept 2026, a post from 'Fatou Ceesay' (Class of 2018) dated 30 Sept 2026 about the Class of 2018 reunion, and a post from 'Lamin Jatta' (Class of 2016) dated 26 Sept 2026 about the Career Day Alumni Panel. Each post shows a thumbs-up icon for likes and a 'Flag' button. A 'Delete' button is visible on the post from Fatou Ceesay. A chat icon is in the bottom right corner.

WHAT TO DO:

- Open **Feed** again. Your approved post appears with your name, your **Class of** badge, the date and your photo.
- Other alumni can like it with the thumbs-up button. You will see a **Delete** button on your own posts and a **Flag** button on other people's posts.
- To remove your post, click **Delete** and confirm.

IMPORTANT NOTES

- Every alumni post is **reviewed by an administrator** before it appears, so it will not show in the feed straight away. Approval is not instant, so be patient and check *My Submissions*.
- Only **approved** alumni can post. An account that is still under review is shown the *Your account is under review* page instead of the feed.
- Posts are limited to **5,000 characters**. Photos must be JPEG, PNG, WebP or GIF, up to **10** per post and **5 MB** each.
- An administrator can reject a post that is not suitable for the community feed. The reason is shown in *My Submissions*; you can then write a new post.
- Use the year filter above the posts (**All years**) to see posts from one class only.

Done!



Your post has been submitted for approval. You will see it in the Community Feed as soon as an administrator approves it.