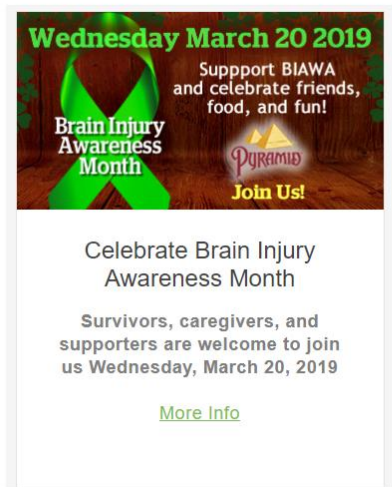


Blog Posting

How do you create a Blog post?

Blogs are the 1 to 3 small Blocks on the lower part of many screens. Before a Blog can be added to the site the content must be created and is composed of 4 basic elements.



The screenshot shows a blog post layout. At the top is a large image (Blog Art) with the text "Wednesday March 20 2019", "Support BIAWA and celebrate friends, food, and fun!", "Brain Injury Awareness Month", "Pyramid", and "Join Us!". Below the image is the blog title "Celebrate Brain Injury Awareness Month". Under the title is the blog description: "Survivors, caregivers, and supporters are welcome to join us Wednesday, March 20, 2019". At the bottom is a green link labeled "More Info".

Blog Art

Blog Title

Blog Description

Blog Link

1.) Blog Art: 370X200 JPG

If this is going to link to a Classy or other page with a header a 1,280X720 is also needed.

2.) Blog Title: Less than 55 letters (shorter is better)

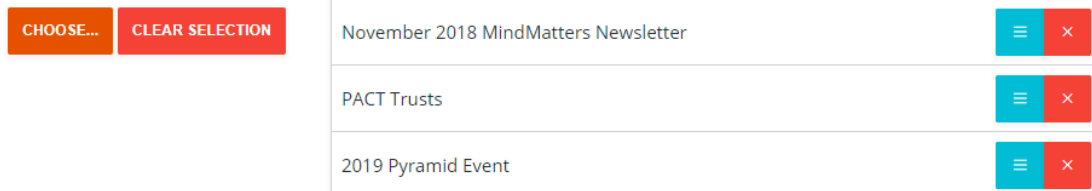
3.) Blog Description: Less than 120 letters

4.) Blog Link: Can be a page, PDF or other link







How do you Add or Remove Blogs from a page bottom?

A Blogs appearance on a page is controlled through the page's Features Posts section. Only 3 will display (even though more than three can be Selected).

Featured Posts

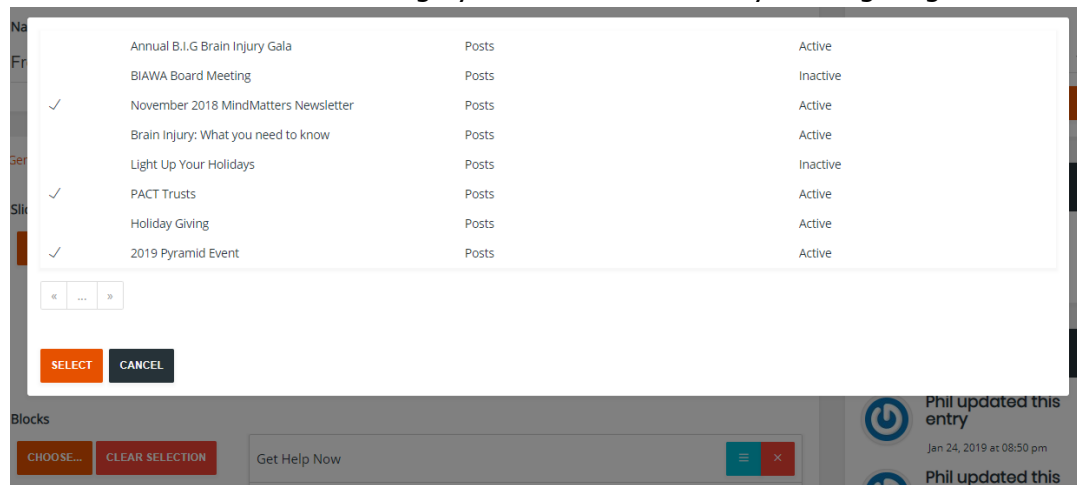


The screenshot shows the "Featured Posts" section. On the left are two buttons: "CHOOSE..." and "CLEAR SELECTION". On the right is a table with three rows, each representing a featured post. Each row has a title and two icons (a blue square with three horizontal lines and a red square with an 'x').

November 2018 MindMatters Newsletter		
PACT Trusts		
2019 Pyramid Event		

Blog Posting

A user can remove or add a Blog by CHOOSEING from any existing Blog.



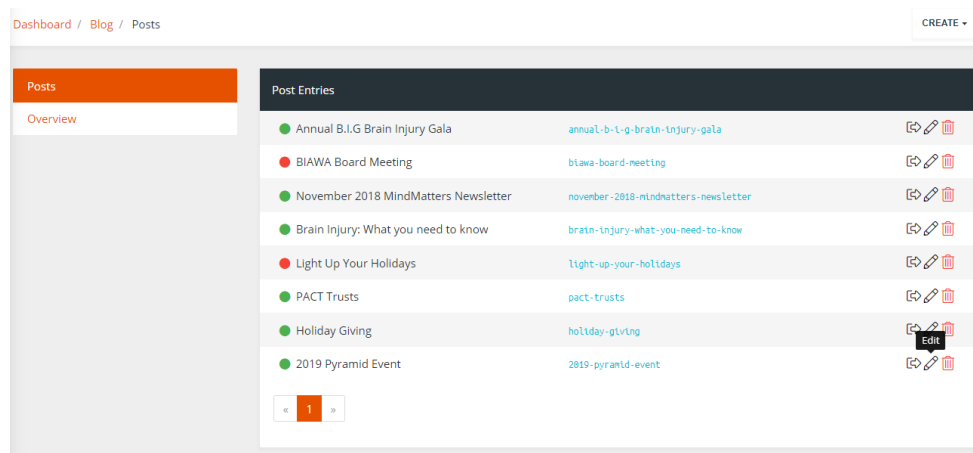
Before a Blog can be selected it must first be created.

How do you Create or Edit a Blog Post?

Click BLOG from the Control Panel.

Posts displays a list of Blogs that can be Edited or Deleted (Trash Can).

Overview is the News & Updates Page and displays all active Blog Posts. And editable content on the News & Updates Page.



Clicking the Pencil Icon allows users to edit a Blog Post.

Clicking Create on the upper right-hand side of the screen allows for the creation of a new Blog Post.