

BlogOnSister



User Guide

Getting Started

To create your blog, go to <http://blogonsisters.com/wp-signup.php> and complete the form.

Tip: Do NOT leave any spaces in your blog address



The screenshot shows a registration form titled "JOIN" with the following fields and options:

- Email Address:** A text input field.
- DisplayName** (name used to sign your posts): A text input field.
- Password** (must be atleast 6 characters): A text input field.
- Confirm Password**: A text input field.
- First name**: A text input field.
- Last name**: A text input field.
- Blog Title:** A text input field.
- Blog address (URL):** A text input field with a pre-filled prefix "http://" and a suffix ".blogonsisters.com/".
- What is the first letter of the alphabet?:** A text input field.
- I Agree:** [Terms of Service](#)
- Buttons:** "Cancel" and "Signup »"

Once you submit the form, check your email for a message from BlogOnSisters. Click on the link to activate your blog. You will be taken to the BlogonSisters site where you will see both your user ID and password. Please record or print out your user ID and password.

Creating a Post

To create new post, go to <http://blogonsisters.com/>, Click on the "LOGIN" link on the top menu bar. If you are already logged in, this link will not be visible. This will bring you into the User Panel screen shown below.



To write your first post, click on “**Add New**” under *Post* on the left hand side of the page or “**New Post**” on the top right hand side of the page. Give your post a title, and add your content. You have a number of options available in the formatting bar (plain text or html), and you can also add images or media on your post.



Most importantly, be sure you **choose a category** from the list on the bottom left hand side of the page. If you neglect this step, your blog will not be published. Click on **Publish** when you are done.



Editing a Post

You can edit any post from your *Dashboard*. To edit from your *Dashboard*, click on *Posts*, then the post you would like to edit, then *Edit*.



Remember to click on the *Save* button when you have completed editing and/or revising your post.