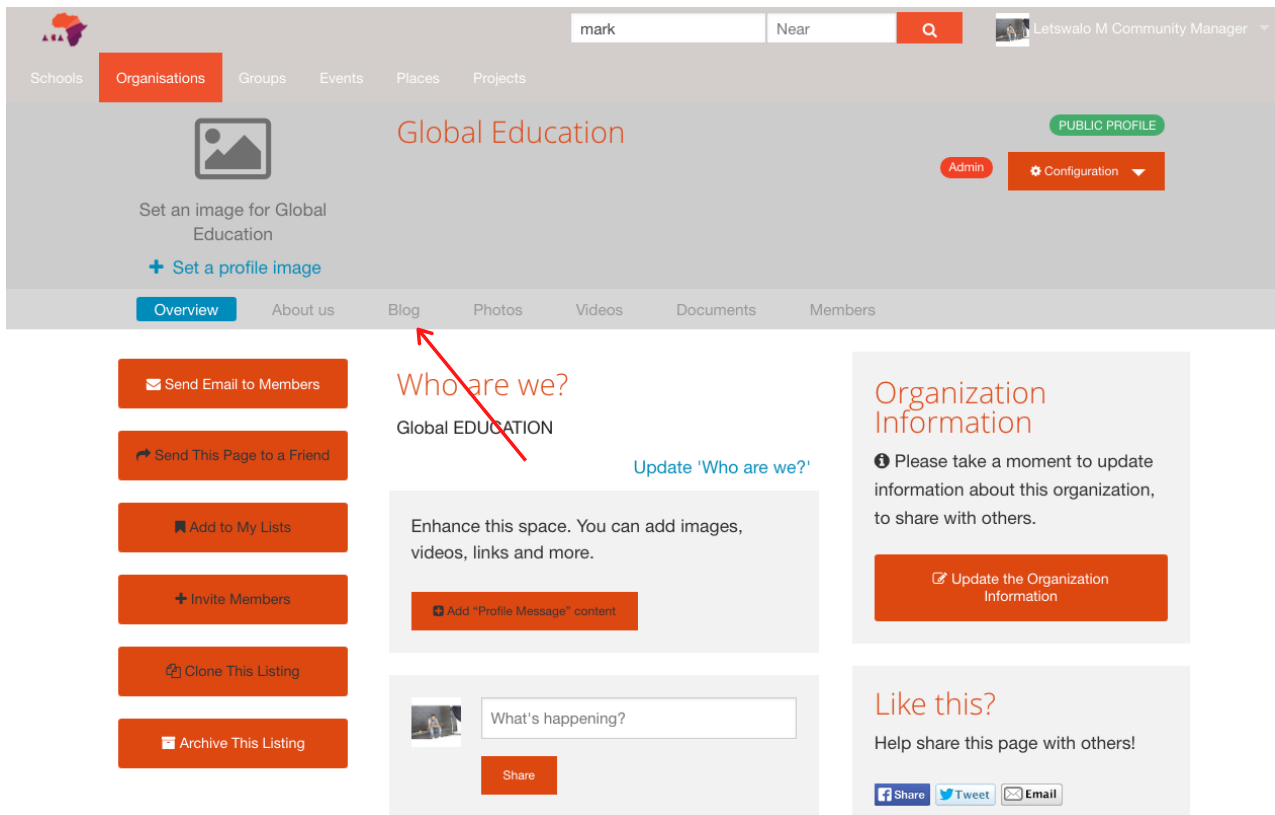
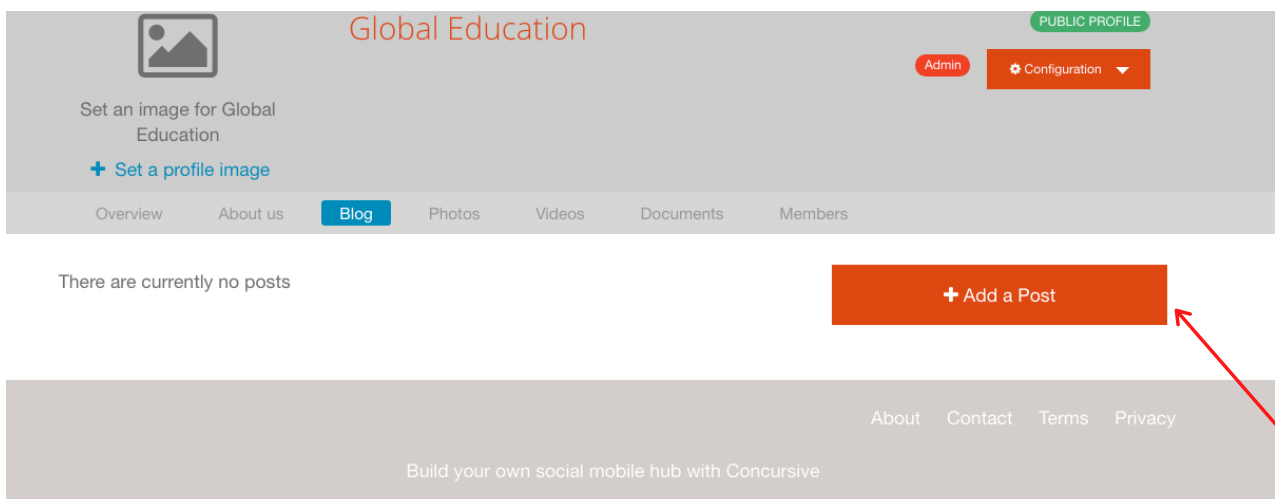


Tutorial 5

How to add a blog in your organisation profile



1. On the navigation bar select 'blog'.

















2. Then in the blog page, select 'Add a post' on the right side of the screen. We suggest that articles be written in a Word or Google document first. If there is a power outage or surge while writing on our platform, the blog may be lost.

New Post

Subject *

255 characters max

Summary or Introduction

Paragraph    **B** *I* U ~~S~~           

p

Be sure to save a draft to see what your post will look like before you publish it.















3. Under 'New post' type in the 'subject, intro and body' of your blog or you can copy and paste from your word document as we suggested. If you copy and paste, make sure that you immediately remove formatting. This is an important step as some fonts from word may cause some issues. You can always re-add formatting as per the tools on our system.

New Post

Subject *

255 characters max

Summary or Introduction
















Paragraph    **B** *I* U ~~S~~           








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
Be sure to save a draft to see what your post will look like before you publish it.

4. You can insert pictures, videos, links and edit your blog by selecting on the toolbar.

Body or Additional Details


Paragraph    **B** *I* U ~~S~~            

Font Family  Font Sizes  A  A  *I*_x   

p

Start Date/Time ^{*}


2020/05/06  at 04 : 00 PM CAT




Category

Uncategorized

[Add/Modify Categories](#)
























File Attachments

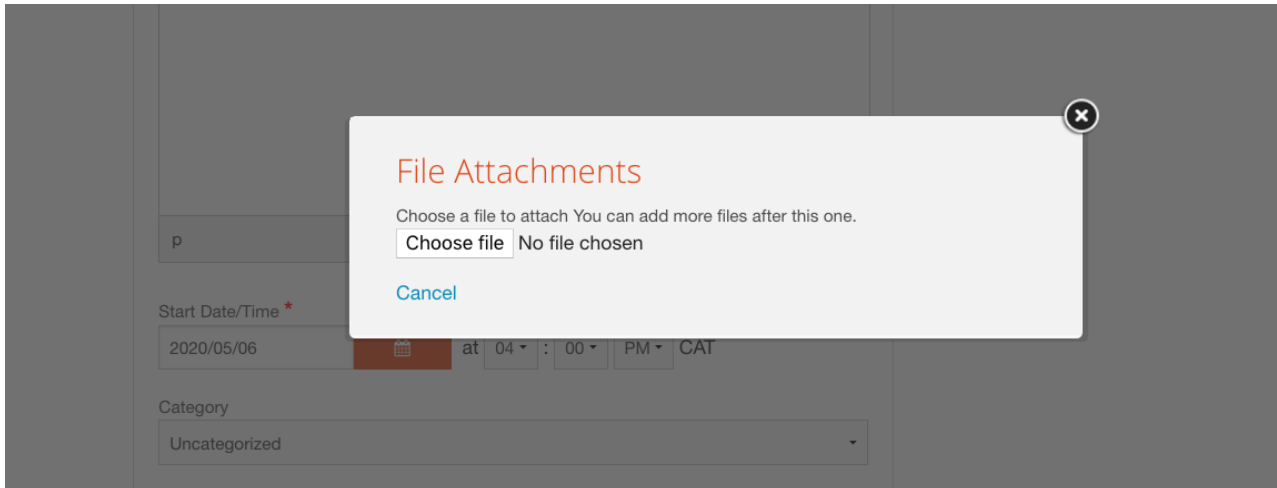


   [Cancel](#)

5 Scroll down and select 'add/modify categories'.

Body or Additional Details

Paragraph    **B** *I* U ~~S~~                    



8. Click 'choose file' and it will direct you to your computer, select the file you want to include and click save.

Start Date/Time *

2020/05/06 at 04 : 00 PM CAT

Category

Uncategorized

[Add/Modify Categories](#)

File Attachments

Attach

Publish Save as Draft Save for Review Cancel

9. You have three options to save your blog in the platform, you can immediately publish the blog by scrolling down and select 'publish'. If you want to review later- you can select 'save as draft' or select 'save for review'.

The system also allows you to publish at a later date, under 'start date/time' select preferred date, time and month.

Thank you for reading the tutorial.