



SLCAN BLOG “How To” Guide for Authors

Welcome to SLCan’s Blog! This is a forum for Board-designated authors to share information, resources and expertise, as well as interact with members who post comments or questions on the blog posts. NOTE: This is not a space for members to post. Member-driven content/questions are posted in the Forum.

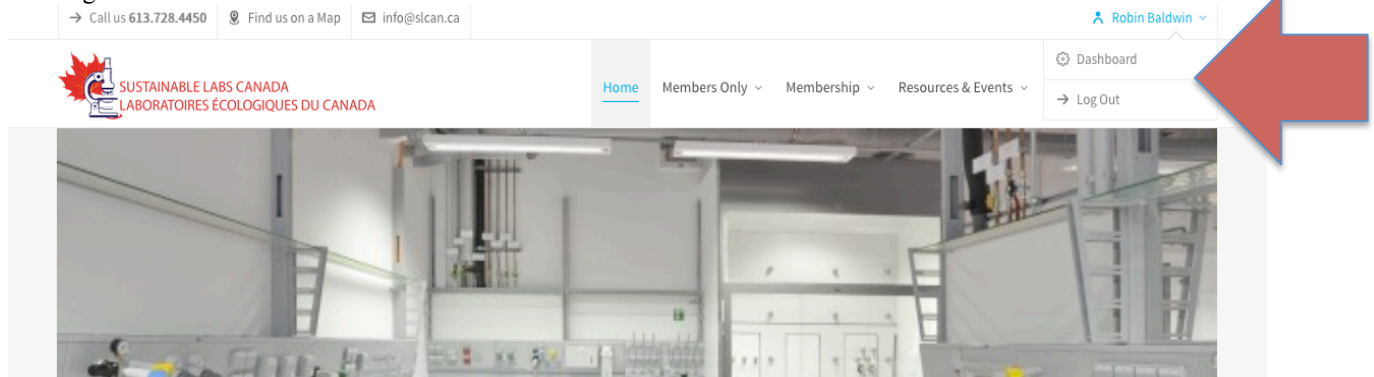
Getting Set Up

First things first you have to have set yourself up with an account on the website to access the Members Only section. You then need to have your access upgraded to **Author**.

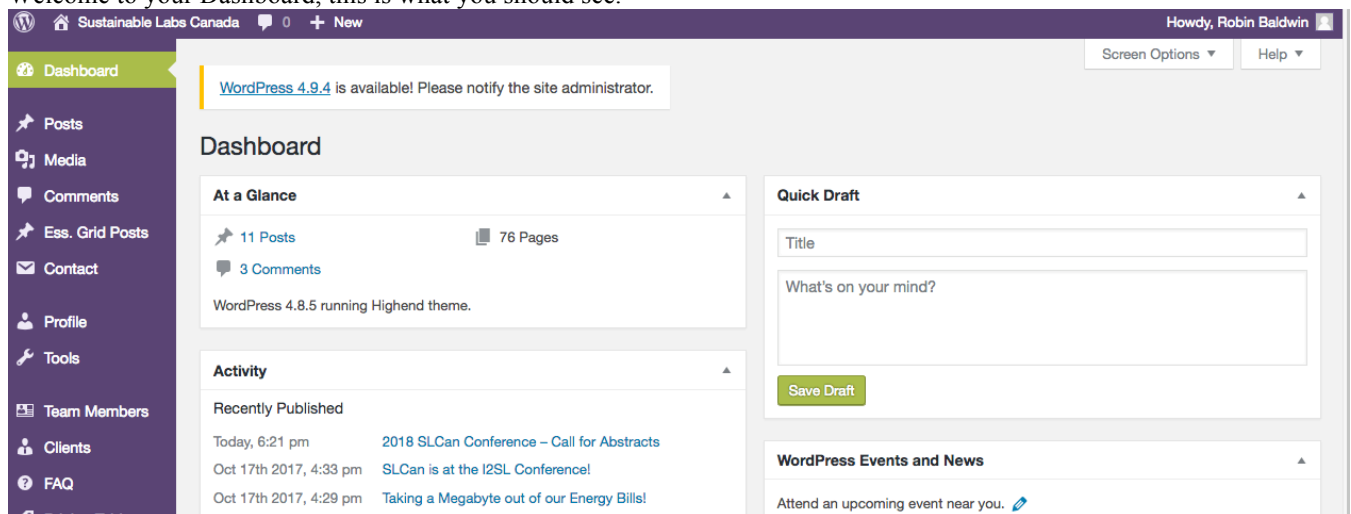
Accessing the Posting Area

Once you are logged into the website and have access to the Members Only pages you will be able to get into your **Dashboard** and start posting.

To access your Dashboard, scroll over your name on the top-right of the page. A dropdown menu will appear with Dashboard and Log Out.



Welcome to your Dashboard, this is what you should see.

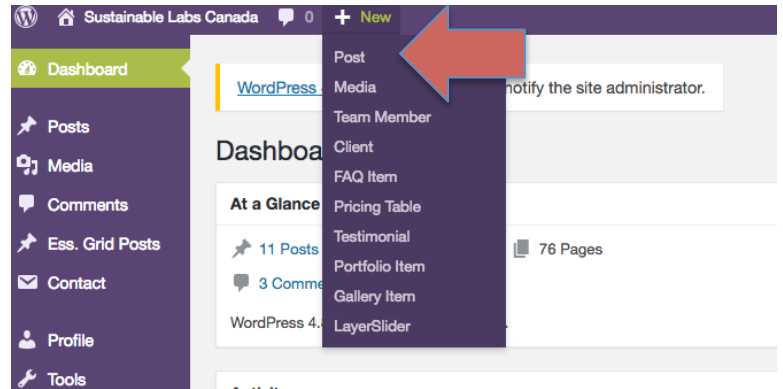


Posting to the Blog

To make a new post, there are a few ways to get there. Everyone has their own preferences, so I have detailed them all so that you can pick the easiest for you.

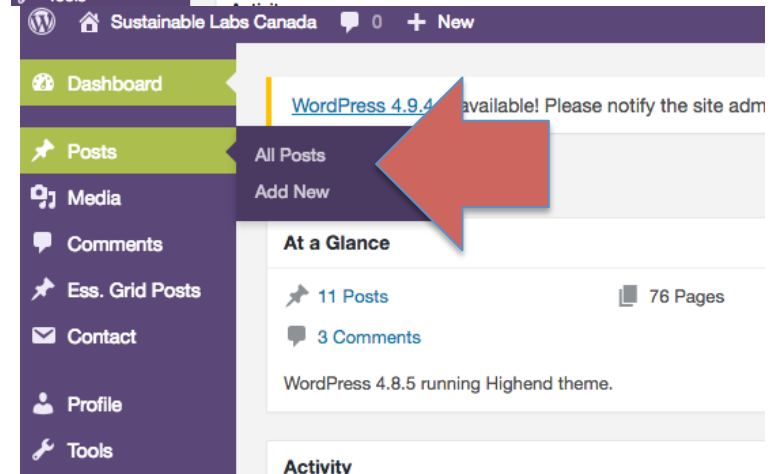
Posting Option #1

Select **+NEW** from the top left-hand menu and select **POST** from the dropdown menu. This takes you directly to the Post page.



Posting Option #2

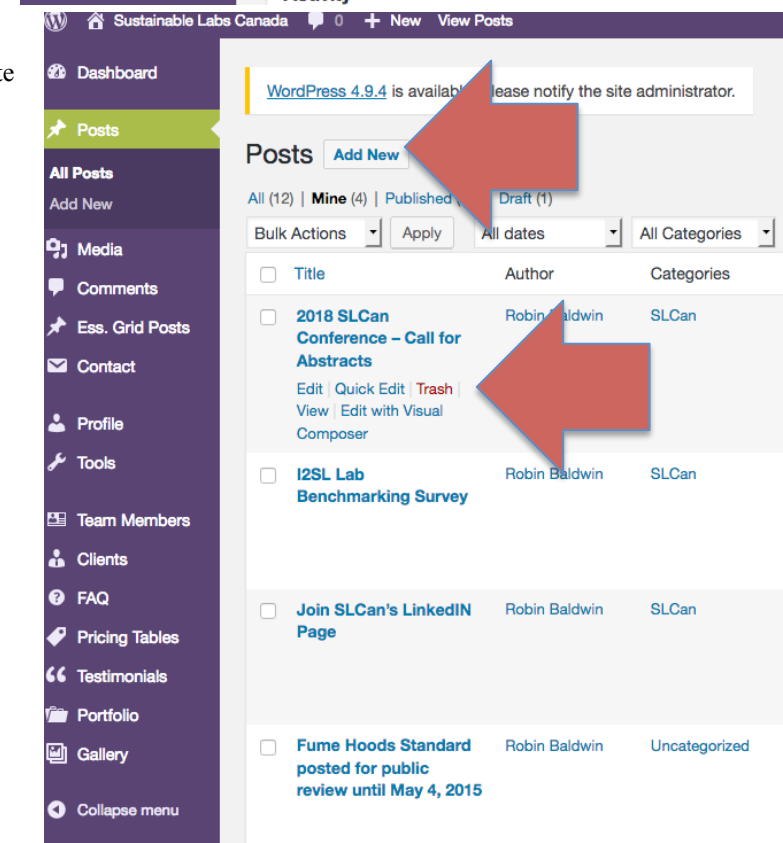
Select **POSTS** from the left-hand menu. From there you can either select **ADD NEW** or **ALL POSTS**. **Add New** takes you directly to the Post page. **All Posts** takes you to the full list of Posts that have been published. Once you start publishing content regularly, it would be a good idea to check the All Post page periodically to ensure that you're not duplicating content.



Posting Option #3

If you are on the **All Posts** page, you can also create a post.

NOTE: Because you have author access you can delete posts. PLEASE DON'T!



Creating Your Post

Once on the post page, input your blog title and content. You can format your post as you would a Word doc and can add media (files, images) as well. Once your blog is ready to go, select the **CATEGORY** that the blog should be filed under and then click **PUBLISH**.

REMINDER: These go live as soon as you publish, so I recommend checking the Blog page (<http://slcan.ca/members-only/blog/>) to ensure that it looks right. You can always come back and edit the post.

The screenshot displays the WordPress 'Add New Post' interface for Sustainable Labs Canada. The left sidebar contains navigation options like Dashboard, Posts, Media, and Profile. The main content area includes a title field, a permalink, and a rich text editor with a 'RevSlider' widget. A featured image of a man is shown below the text. The right-hand sidebar contains several sections: 's2Member™' with 'Post Level Restriction?' and 'Require Custom Capabilities?'; 'Publish' with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish immediately' buttons; 'Format' with options like Standard, Gallery, Image, Quote, Video, Audio, and Link; and 'Categories' with a list of categories including Lab Equipment, Lab Planning, Services, SLCAN (selected), Uncategorized, and Ventilation. Two red arrows point to the 'Publish' button and the 'SLCAN' category selection.