

## How To Post a Blog

At our chapter, the Blogs page is something like a bulletin board for members—a place we use to promote upcoming chapter activities, but also a place for members to share tips and stories, let others know about a favorite restaurant or great deal you found...or your hole in one!

Posting is easy. Here's the quick 411...

1. On the chapter website homepage, click on “Blogs” on the main navigation bar.
2. Click the “Create a New Blog Post” button. [*To see this button, you must be logged in as an LPGA Amateur member.*]
3. On the page that opens, you'll need to enter a Title for your blog post. Then, just start typing your post in the editing block. To format, insert images, etc. just use the familiar icons you know from MS Word.
4. Keep default settings as is: Associate the post with ‘Portland OR Chapter’ community; and ‘Selected Community’ can read your blog.
5. Once you've finished and carefully proofread your post, choose **Publish**. Or, if you're not ready to publish, choose **Save as Draft**.
6. If you Save it for later, you'll need these steps to get back to it and resume...
  - a. Click on your profile photo at the top of the homepage
  - b. Click on Communities
  - c. Click on My Contributions
  - d. Click on Summary
  - e. Click on Blogs, and in the listing your draft(s) will be indicated as “Unpublished.”
  - f. Click on the title to continue editing. You'll again see options to Publish, Save or Delete the Draft.