How to Create Blog Posts

This SOP outlines procedures and protocol for the following:

1. Applications & Tools
   - 1.1. Canva
   - 1.2. Wix Blogs
2. How to Create Blog Posts
   - 2.1. Front End & Backend Logging In
   - 2.2. Creating a Post
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Applications & Tools

Canva	**CANVA** Canva is a free-to-use online graphic design tool. Use it to create social media posts, presentations, posters, videos, logos and more. UNY uses Canva to create Segment Videos, Video Thumbnails, Fliers, and other Social Media Content.
WIX	**WIX** Wix is a HTML5 cloud based web building platform utilizing drag and drop design. You can host programs, meetings, classed, magazines, etc on wix.

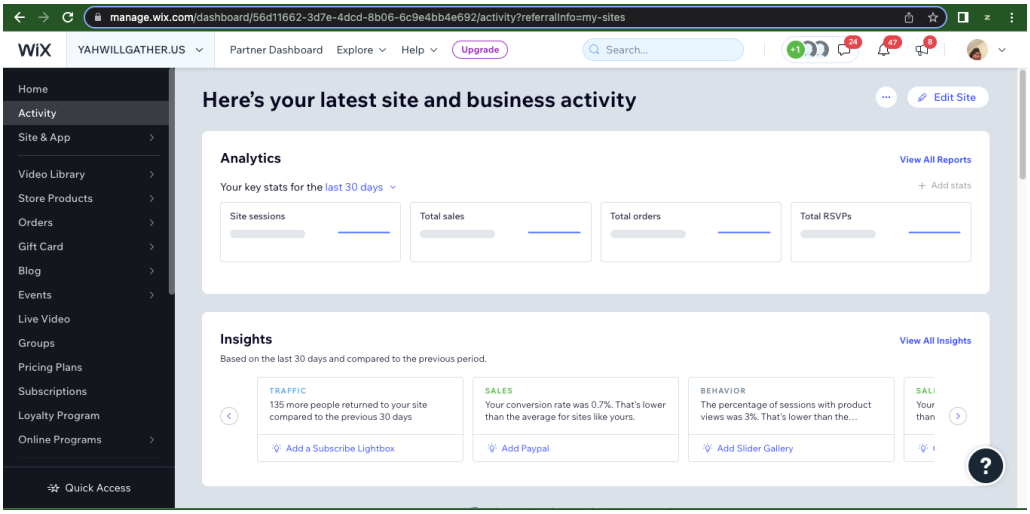
How to Create Blog Posts

1. Login to www.wix.com or the Wix Owner app

You will need Blog Editor/Writer or Website Manager access to publish blogs onto your site. Be sure that your Head of Department has granted your user email access to the site.

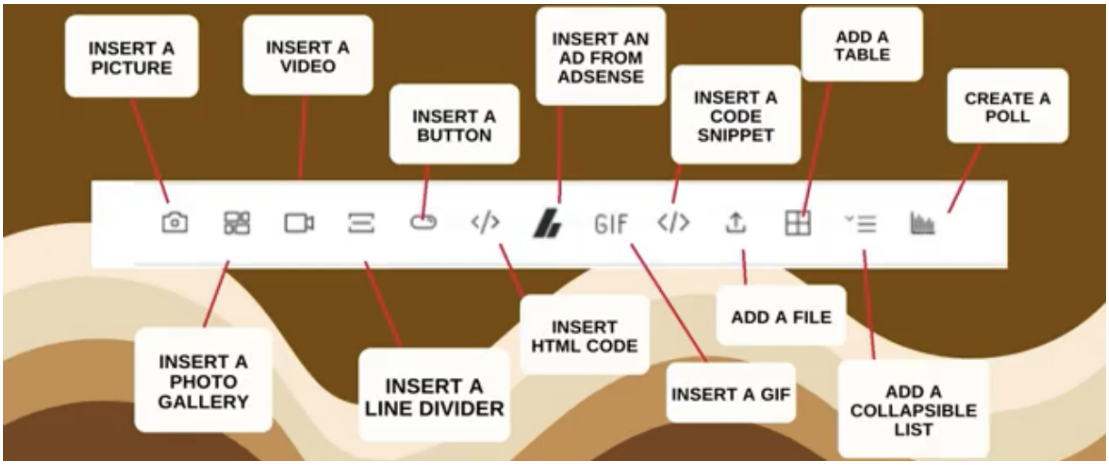
2. Creating Blog Posts

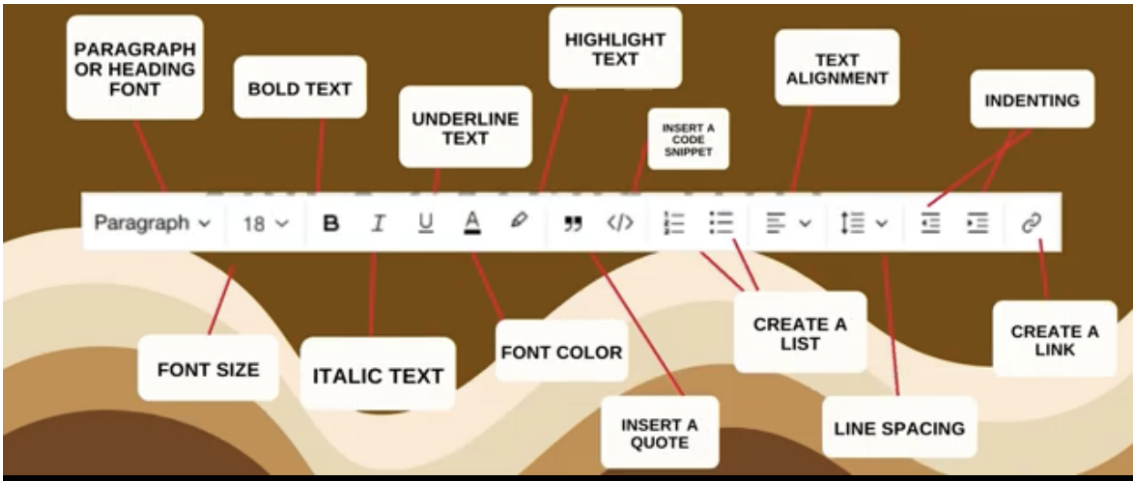
1. You can create blogs on the front end or backend of the website. To create blog posts on the front end, login to your Nation account on www.yahwillgather.us
2. Visit the “Information” site tab, and scroll to the bottom of the page to “Information & Education”. If you have blog editor access, you should see a Create Post button. Click and begin.
3. If you want to create blog posts from the backend, you will need to login to your Nation account on www.wix.com. Click the www.yahwillgather.us site.
4. Your backend should look like this.



5. Click on the "Blog" menu option. It will take you to the Blog Overview. At the top right, in the blue box, click "+ Create Blog Post".

3. Add Content to Blog Posts





4. Post Checklist

- [ ] Catchy Post Title
- [ ] Clear, High Resolution Photo
- [ ] Article Text, Content, and Media
- [ ] Grammatical Error & Spell Check
- [ ] Working Links

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