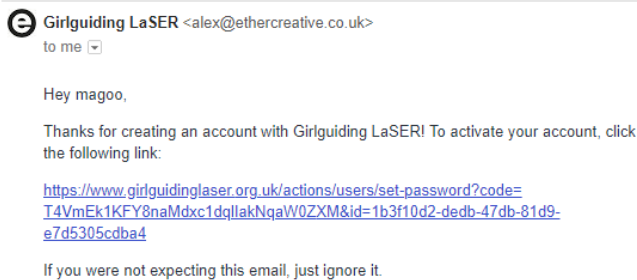


## Blogging how to...

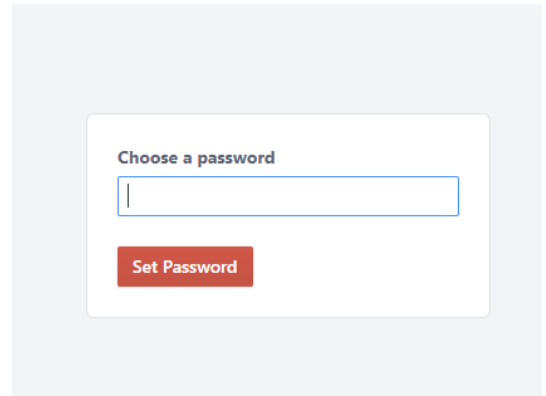
Do you want to blog for Girlguiding LaSER? Contact a member of the marketing & communications team to be allocated a login by emailing [info@girlguidinglaser.org.uk](mailto:info@girlguidinglaser.org.uk).

1. Once you're set up you will be sent an email from alex@ethercreative.co.uk to invite you to blog on girlguidinglaser.org.uk.



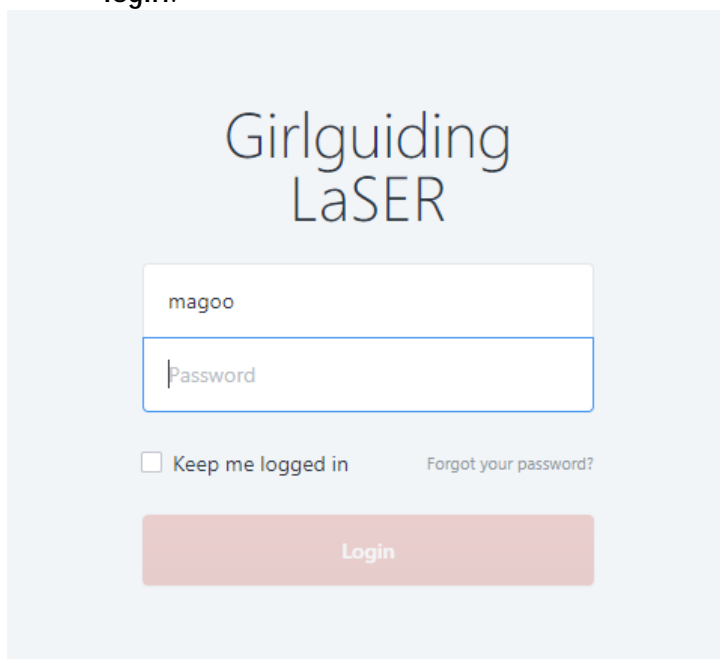
- Click on the blue link

2.

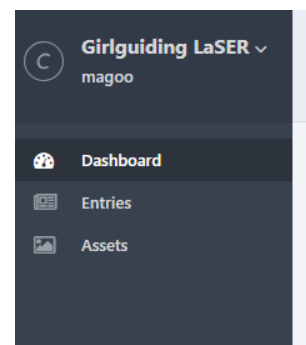


- Enter a new memorable password and click **Set Password**.

3. Your username should already be pre-written but will be the name referenced in your email from Alex. Just add your new password and click login.

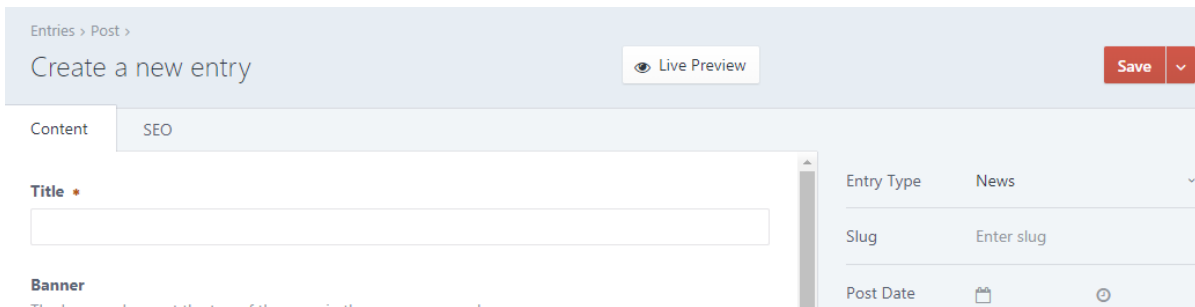


4. Click **Entries** on the left hand column and **Post**.

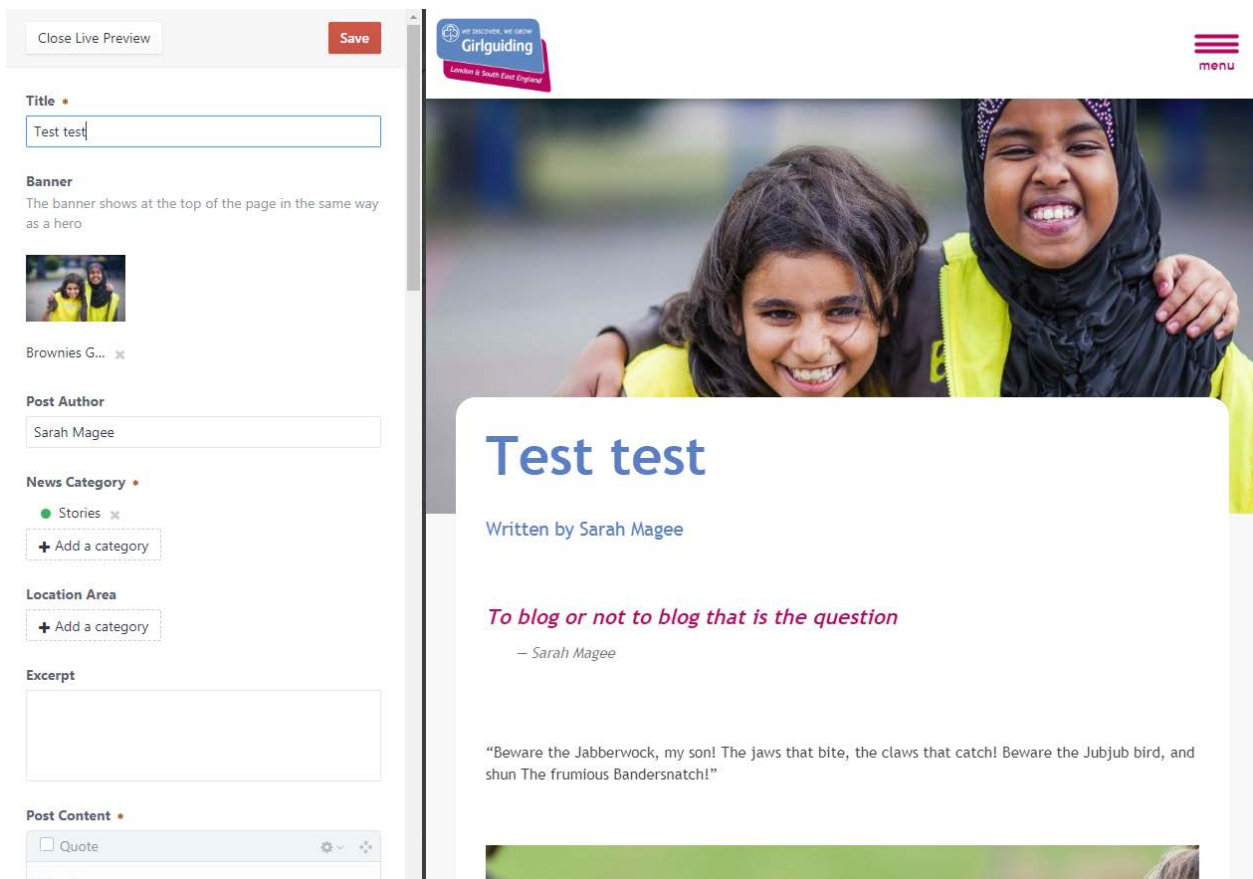


5. Then click **+ New entry** in the top right hand corner.

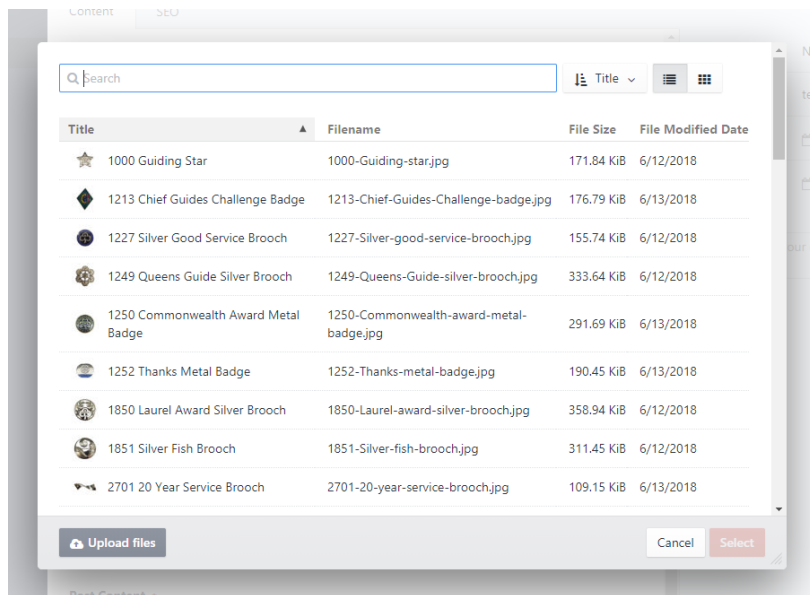
6. You will then see this screen. Click 'Live Preview' at the top.

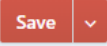


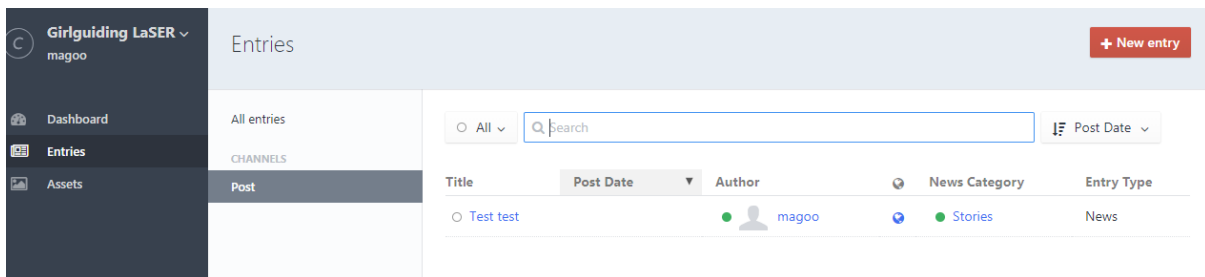
7. Use the left hand column to add elements into your post and see them come to life on the preview. (Note: You won't see excerpt - we advise not to add one).



8. When uploading new photos please ensure you have relevant photo permissions and please label your images under sections or events as this will make it easier for the marketing team to reuse them across the website in the future.



9. When you're ready hit  and a member of the M&C team will review and publish. Please be aware that to ensure your blog fits the style of our publications it may be edited slightly in length, we won't edit your tone of voice. If we do feel it needs rewriting we will contact you and you can log back in here: <https://www.girlguidinglaser.org.uk/admin/login> to review any amends before it goes live.



If you have any questions or would like a member of the marketing & communications team to talk you through how to use the CMS please call 020 8772 6502 or email [info@girlguidinglaser.org.uk](mailto:info@girlguidinglaser.org.uk).