Blog Platform Administrator's Getting Started Guide

Customize your Blog using the DASHBOARD

1. Pick a *theme option* by going to **Dashboard** -> **Appearance** ->**Themes** on the left-navigation column.

2. Customize your banner by uploading a *heading* or *banner* at **Dashboard** ->**Appearance** -> **Custom Header**. You can upload a custom image from your computer, use an image in the media library by going to **Dashboard** -> **Media** -> **Library,** or review the Banner Graphic Tips posted on our online help forum.

3. Upload a custom *logo* at **Dashboard** ->**Settings** -> **Register Plus** or go to Banner Graphic Tips if you need additional help with creating and uploading graphics.

4. Choose widgets for your Blog at **Dashboard**->**Appearance**->**Widgets**.

5. Activate *plugins* at **Dashboard**->**Plugins** by checking the box to the left of the plugin name and clicking *Apply*.

   TIP: You can also use the links under ***Here are some steps to help you get started*** to activate or apply any of the dashboard appearance functions.

Edit your Basic Pages

- Your Blog has Basic Pages to get you started. These are guide pages that you can edit or delete to meet your needs.

- Go to **Dashboard**->**Pages**->**Edit**. Click on any of the pages to edit the text, images or graphics.

- To add a new *page*, go to **Dashboard** ->**Pages**->**Add New.**

- To add a blog start and end date or other critical dates, go to **Dashboard** ->**Settings** ->**Calendar**.

- If you setup social media accounts (Twitter, FaceBook) you can add this info under **Dashboard** ->**Settings** -> **Sociable**.

   TIP: Text can be pasted from your word-processing program but it's easiest if you use a simple text-editor or type directly in the pages.

Adding Users

You are the Administrator. You can add more users to help run the blog. By default, newly-registered users are Contributors. To *change* a *role,* go to **Dashboard**-> **Users**.

- Administrator: has full access to all the site administration features.

- Editor: adds site content, publishes posts and manages his/her own and others' posts.

- Author: adds content, publishes and manages own posts only.

- Contributor: writes and manages own posts, but cannot publish (People who enter your Contest/Challenge are automatically granted this role).

- Subscriber: reads/makes comments, receives e-mail newsletters (if that option is made available), etc.

To change the *permissions* associated with each role or to change the *default* role for newly-registered users see the Blog Application Administrator's Guide.