
THIRD EYE WEB DESIGN

CREATING BLOG ENTRIES

This will cover how to create blog entries on your website. For this example, we are using the ChannelingJT.com website.

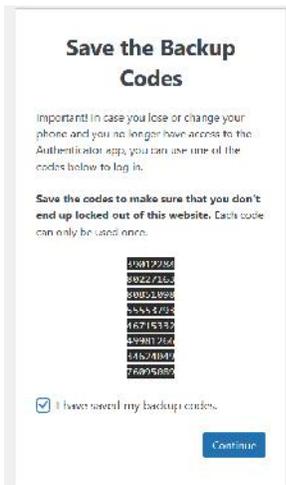
1. Log into your site: You were sent an email with the login information for your site. FYI, you can use your email to log in as well as your username. When you enter your username and password, you will taken to a Two Factor Authentication page.



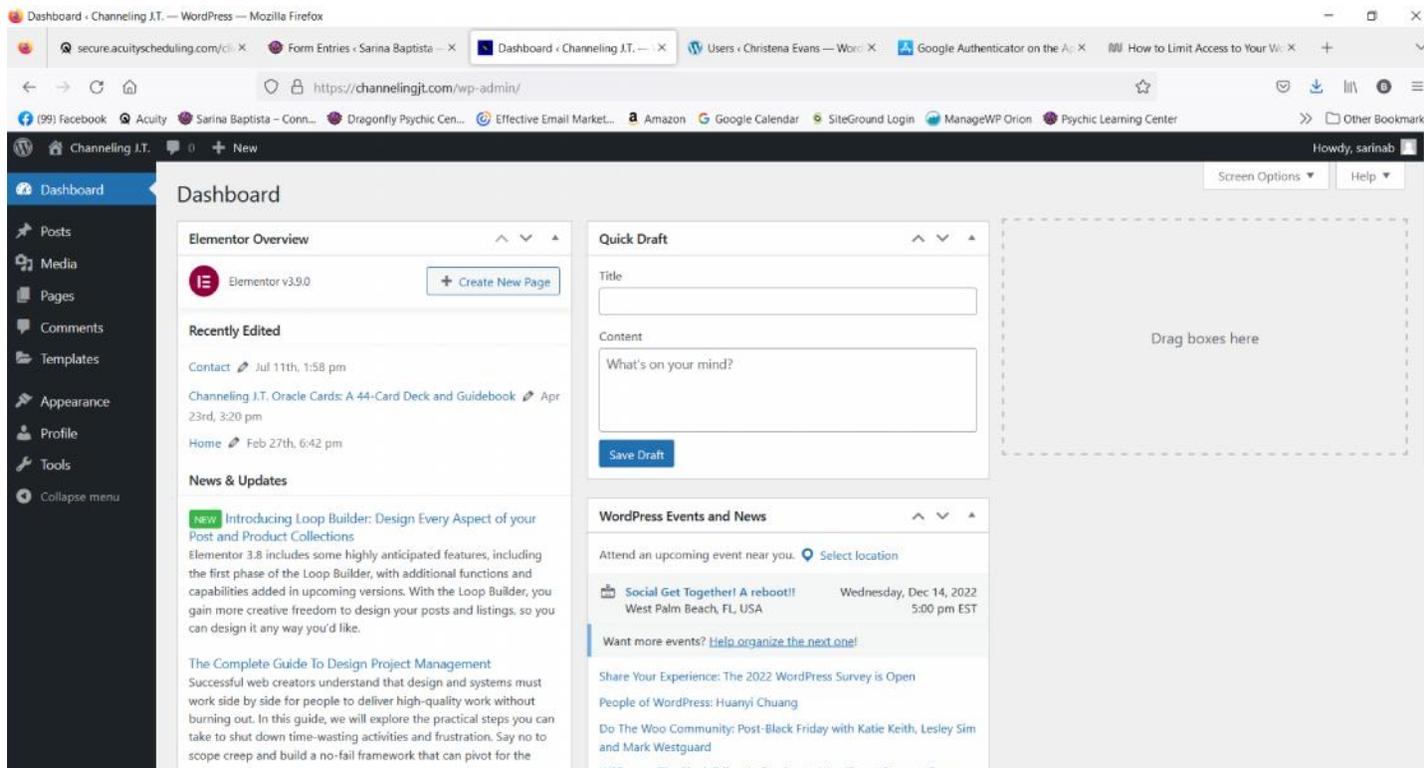
2. This is necessary since you have Editor priviledges, which means you can edit the entire website, and we need to be sure no one else is able to log in with your credentials. To get the Google Authentication app, go to the Play Store or Apple Store and download. It will look like this



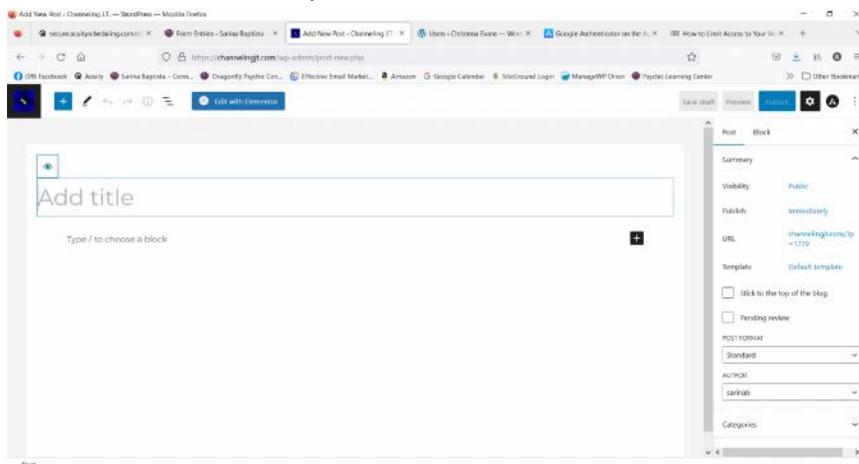
3. Once installed, scan the QR code to register your website, and then enter the authentication code it shows on your phone and click Authenticate
4. It will then show a screen with backup codes. You can use these codes if you do not have access to your phone to get the authenticate code. Keep them in a safe place. Each backup code can only be used once.



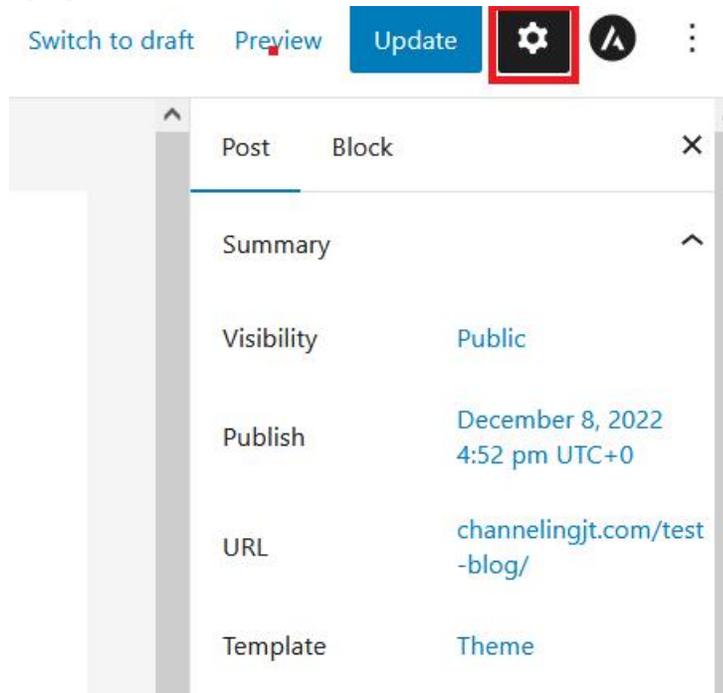
5. Click Continue and you will be in! Don't let the dashboard intimidate you! Being the owner of the website, you are able to edit the content and create blog entries, so you will have access to what we call the backend dashboard. It looks like this:



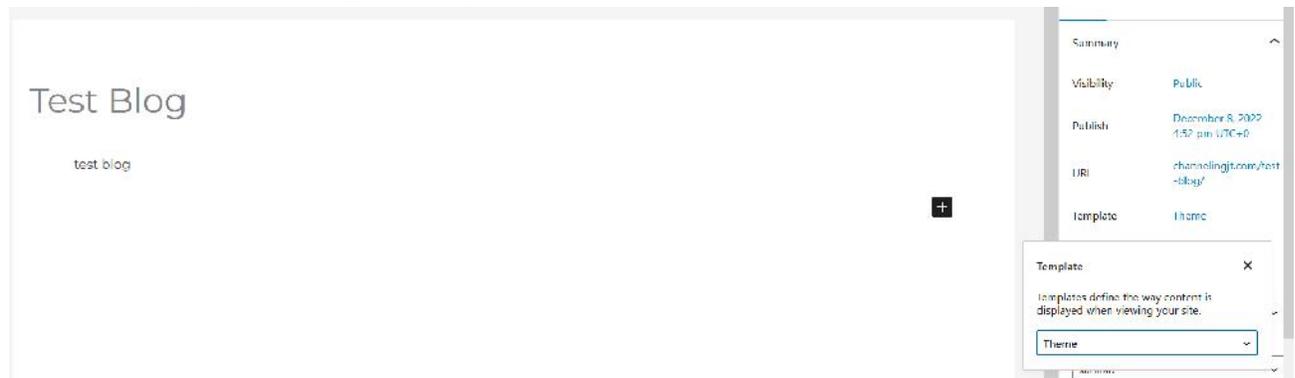
6. The item on the left sidebar you want to click is Posts, then Add New. This will take you to this screen.



7. From here, you can add your title and put in your content. Next, click on the Settings button at the top right of the screen – highlighted in red:



8. Next click on Template on the right sidebar, and choose Theme



9. Then click Publish, and it will be added to your post list.