Ageing Issues Blog

Instructions for Creating a Username & Profile

Initial Information:

Please read the following information before you start writing the blog

- To post to the Ageing Issues Blog you need to be a paid member of BSG
- If you are creating a new profile, you profile will be actioned by the Secretariat of BSG and once this is complete will you be able to post to the Ageing Issues site.
Email address for the BSG Secretariat – info@britishgerontology.org
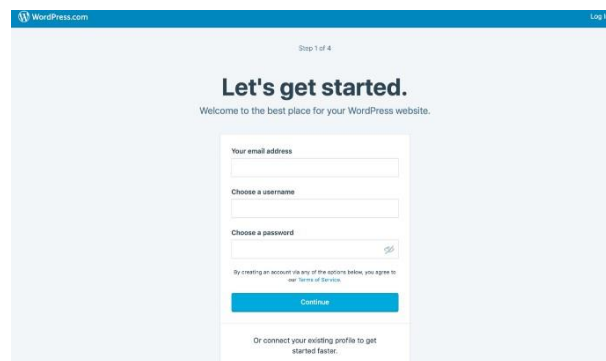
Step 1 – Creating an Account:

If you wish to 'blog' on the Ageing Issues – BSG Blog, and you do not have an existing account on the blog, please follow the steps below.

- Go to the Aging Issues Blow Website <**https://ageingissues.wordpress.com/**> and
- You should see towards the bottom of the screen the option to **follow (3 dots)**, click on the tab which enables you to select one of several options:
  - Signup
  - Log in
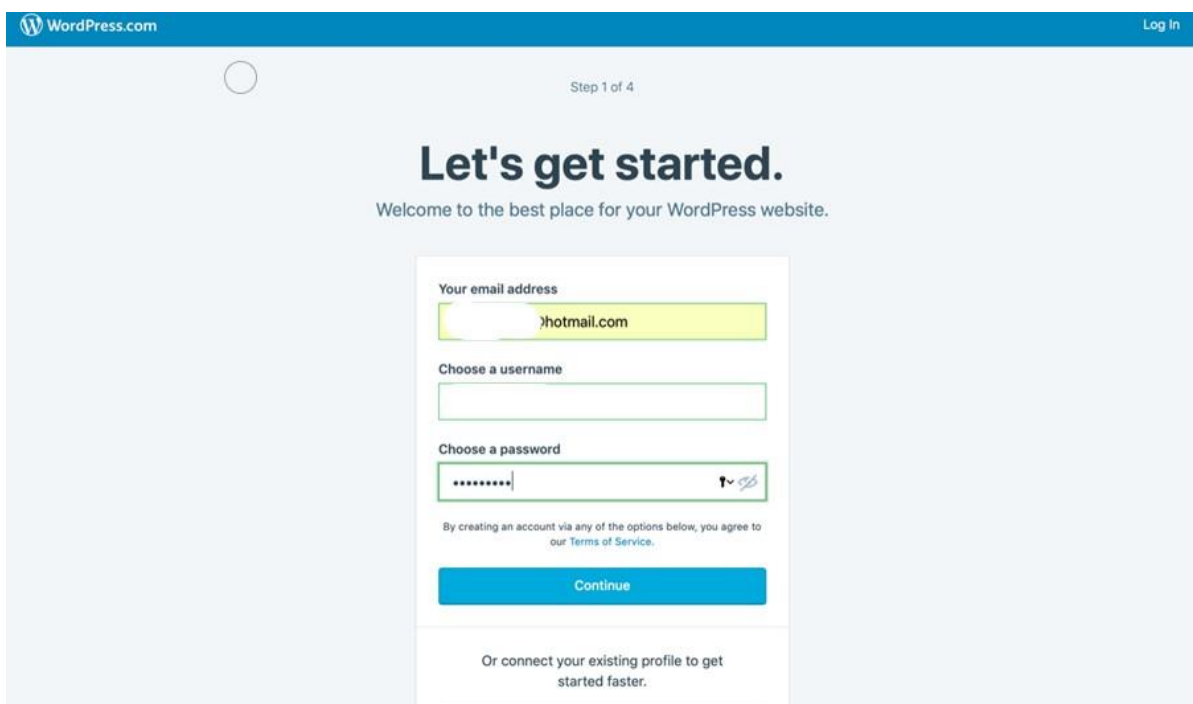 - Report this content
- Click on '**Sign up**'

Step 2 – Getting Started

- **Insert** your **email address** into the 1st box. Your email address can be your work email, a private email etc.
    - o Please keep in mind, this login information will stay with you. If you need to reset your password, the link to resetting will be sent to the email address that you use.
- Choose a suitable **Username** this will appear when you post your blog(s).
- Choose a secure **Password** that is not hackable. It is advisable not to use <Name123> or similar
- **Press** the **Continue button.**
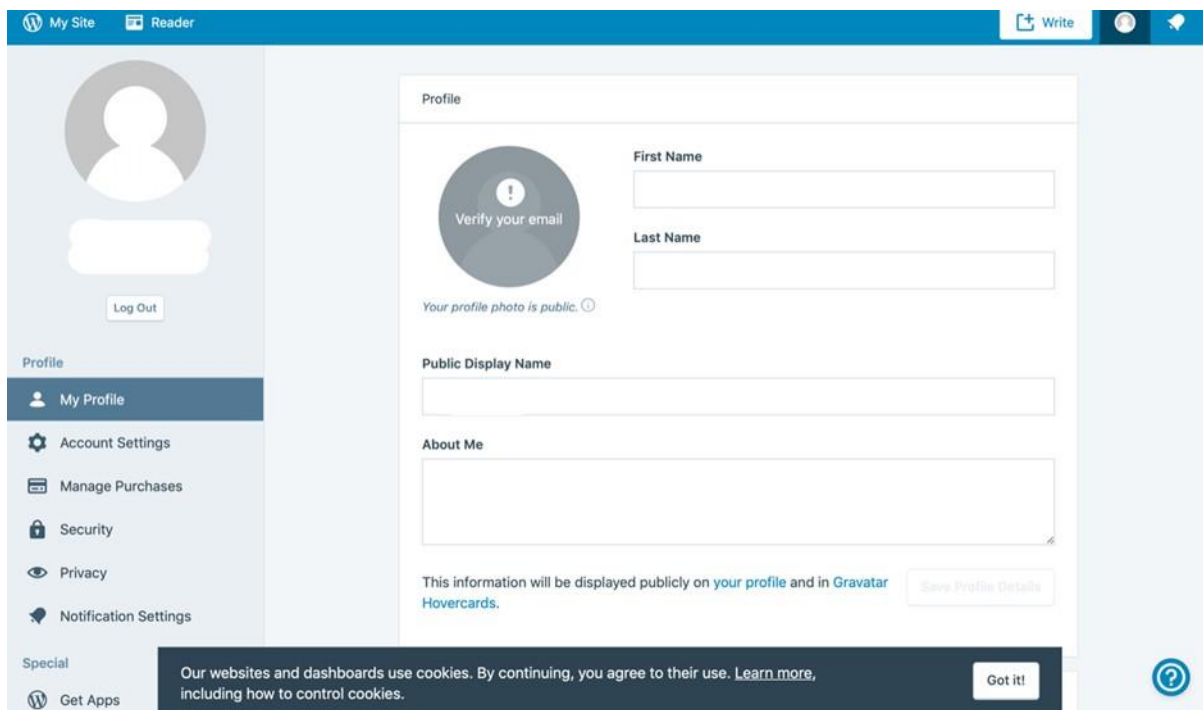

Step 2 – Getting Started Continued

- Below you will see examples of the previous screen, with a private email address, username and password.
- There is the option to view your password
    - o This is available by clicking on the 'Eye' Icon

Step 3 - Profile

- Once you have created your login details, you have the option to populate your profile with more information.
- On the screen below you can:
    - Add an image
    - Add your first name or surname
    - Add a description of yourself
- You should also review the following **tabs** on the left-hand side of your screen & amend where necessary to **suit you**:
    - Account Settings
   - Security
    - Privacy
    - Notification Settings

Step 4 – Writing your blog

- You may have already written a piece in Word and want to transfer it to your Aging Issues Profile. This is possible!
- On your profile you will see in the top right-hand corner of your screen the word '**Write**'
- Click on this tab and it will take you to the next screen where you can start to write your blog or copy & paste from word.
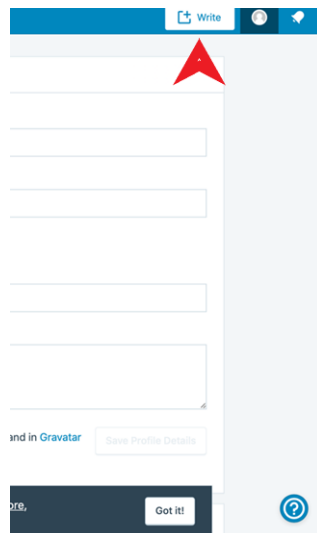

- The following screen displays where you will write or copy & paste your blog.
- You can format your piece by using the different icons
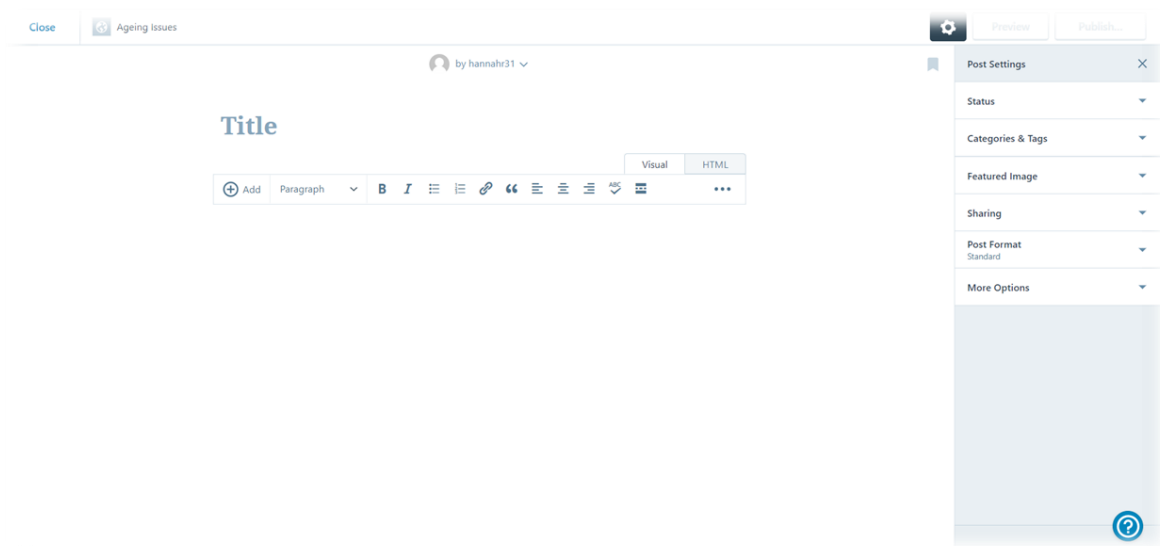
Step 4a – Selecting Categories for your Blog

- There are many categories/keywords which you as an author can select and add to your blog.
- These are available under the '**Categories Tags'**
- You can select as many as you want. Readers can also choose to read articles that are under specific tags that they may solely be interested in.
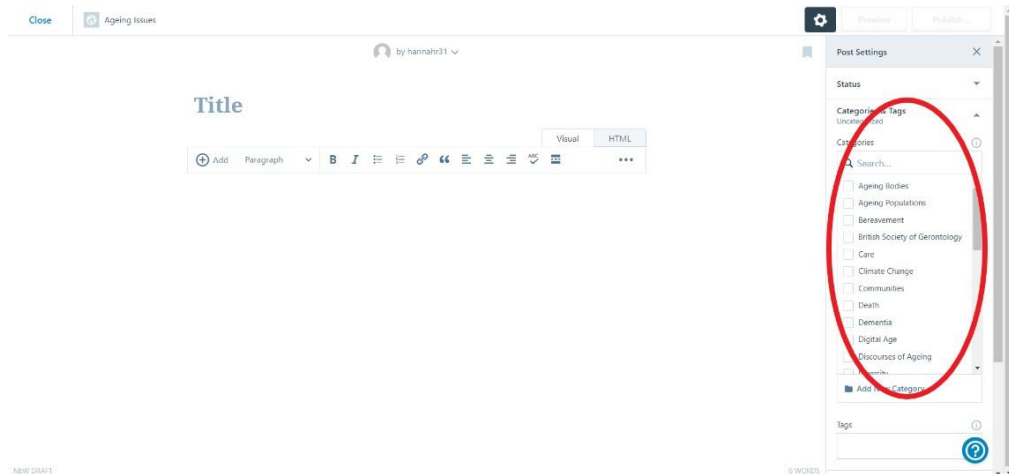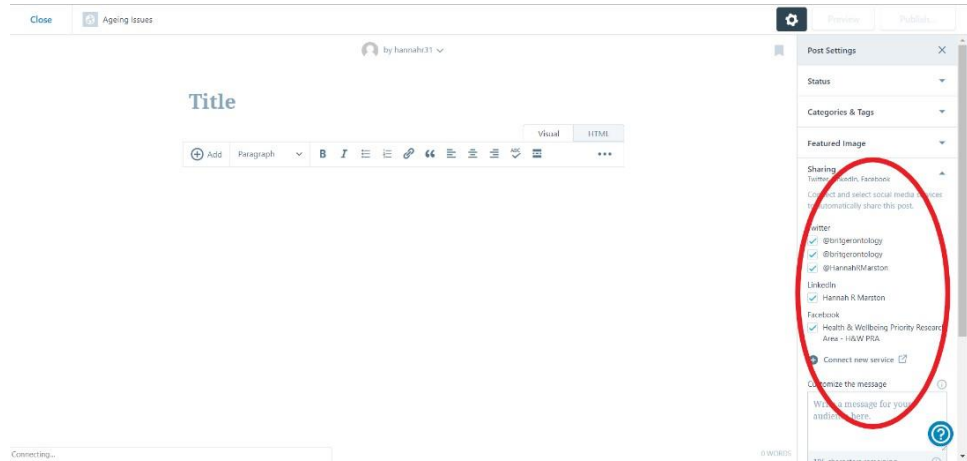

Step 4b – Feature Image

- You can add an image to your featured blog.
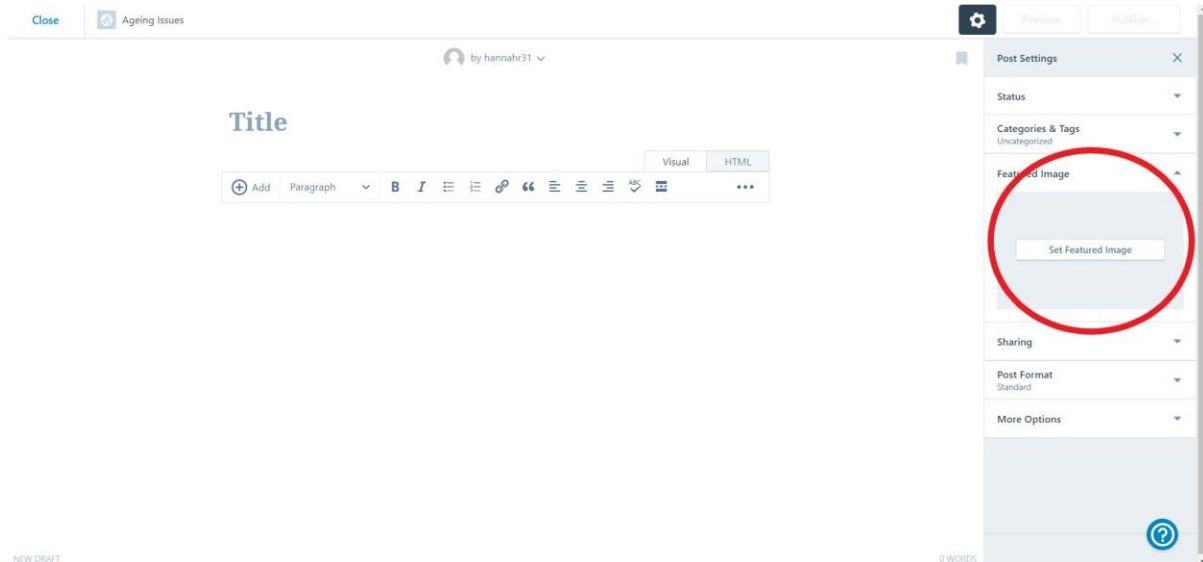
Step 4c – Connect to Social Media

- If you use social media platforms, you can connect your blog prior to publishing to your social media platforms (Twitter, Facebook, LinkedIn etc.)
- Your blog can be connected via the '**Sharing**' tab and selecting the different options.


Step 4d – Blog Style

- You can choose a variety of styles for your blog posting(s).
- These options can be found under the '**Post Format**' tab
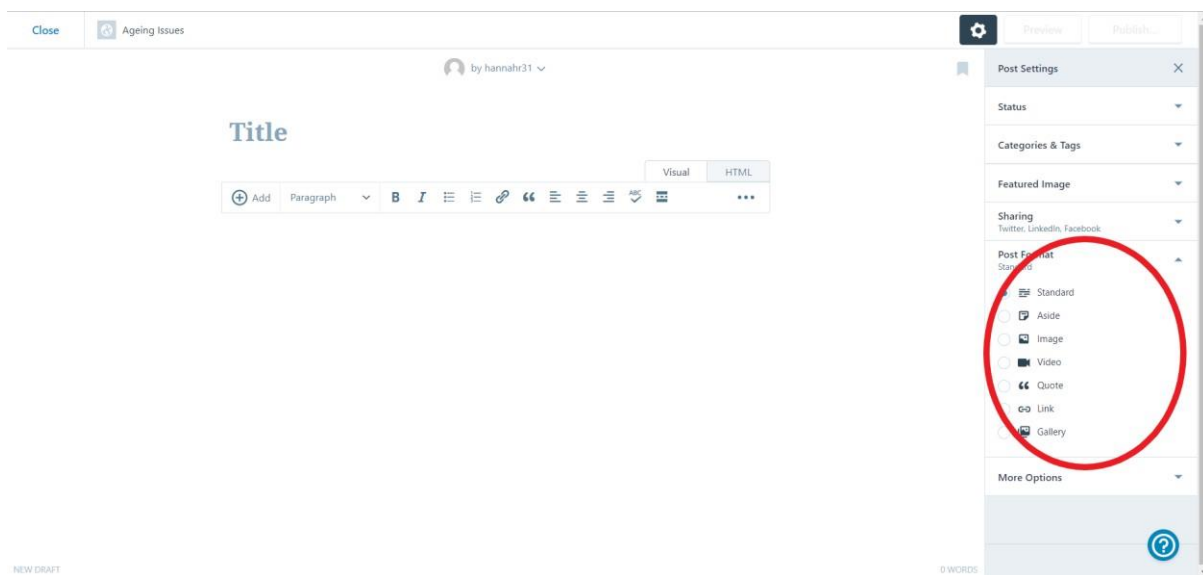
Step 4e – More Options

- The final tab in this section provides you with several other options including:
    - Adding an Excerpt
    - Adding location
    - Enable comments
    - Enable pingbacks & trackbacks

This is entirely up to you whether you want to add these additional elements to your post.
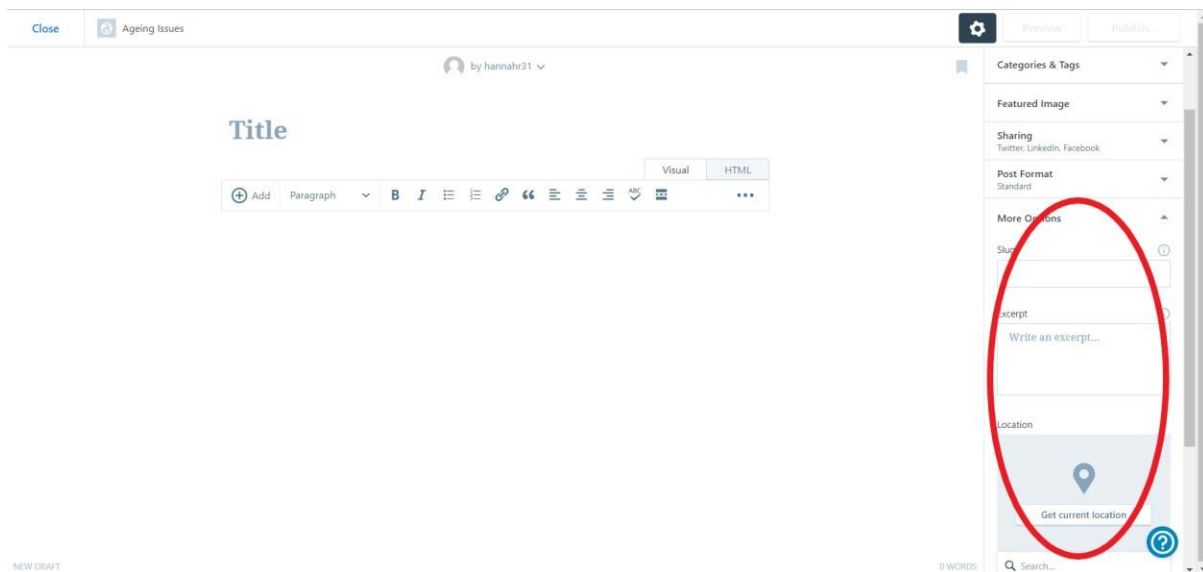
Step 4f – Adding a Web Link

- You may want to add a website or highlight a word or sentence in your blog to a specific website.
- You can do this as you write or when you are going through the final edits
- Click on the 'Paperclip' icon and follow
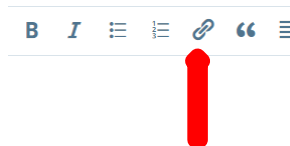
- A separate box will below (see below) and you can connect to an existing blog **OR** a website
- For the purpose of this exercise you will see in the 2nd box a 'connection' to an existing blog, under the '**Link to existing content**' options
- You can click on the box **'Open link in a new window/tab'** this will open a new window for the reader
- **Copy & Paste** the weblink into the **URL Box**
- **Link Text** allows you to select or type a word or series of words which will '**connect**' to the URL that you have selected.
- When you have finished, **Click** the '**Add Link**' button

Step 4g – Publishing your Blog

- When you are ready to publish your blog you go to the right-hand side of the screen and select '**Status**' <Red Circle>
- Prior to publishing, please ensure you have proof read your piece and you have all the necessary information you would like to have included.
- There are different options available when publishing your blog and these can be selected from the drop-down options.