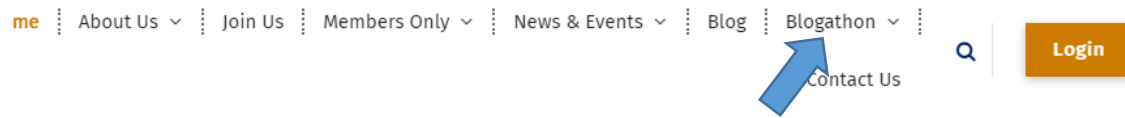


STEP BY STEP GUIDE ON PUBLISHING A POST

STEP ONE: Login with your school email/username and password. The page reloads, don't bother about it your details have been logged in. Just go ahead and click on Participating schools in the Blogathon dropdown menu.

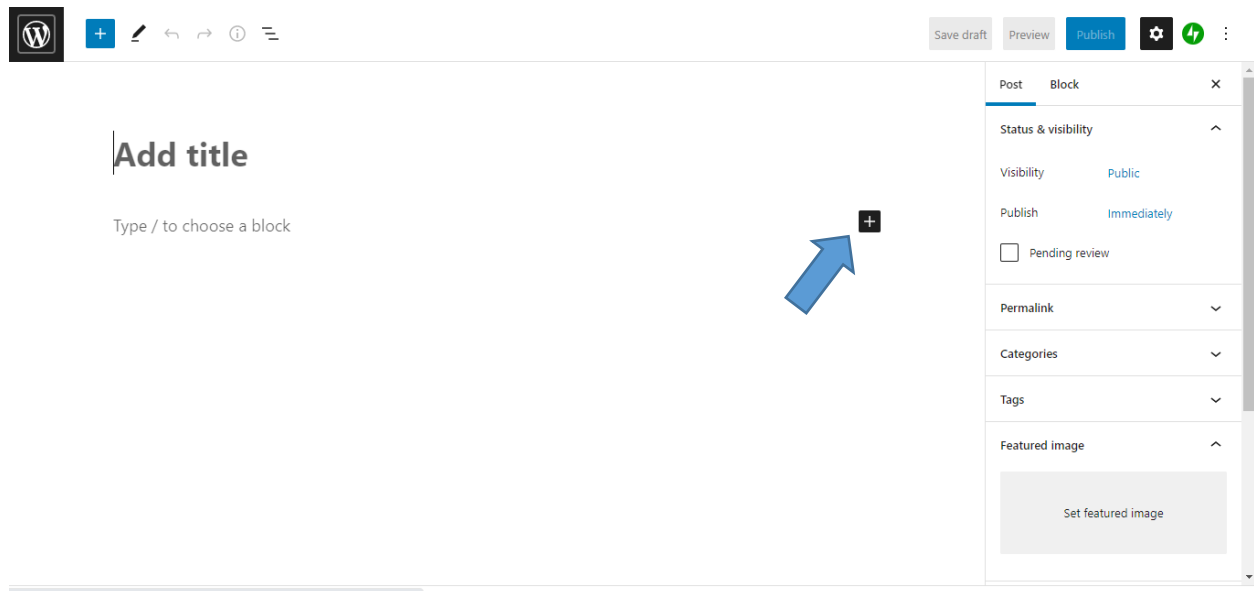


STEP TWO: Your page loads here bearing your school name / username in the dashboard at the top right corner of the page. On the top left corner of the dashboard, you will see a "new icon" as shown below, click on the new icon.



STEP THREE: A dropdown menu appears, click on Post. A blank sheet where your post will be typed comes up.

In the test editor section, you can add images, lists, quotes and heading using the "add icon". Make sure your images are below a hundred kilobytes (< 100KB) for it to appear properly.



STEP FOUR: You can section your post by separating them in blocks, this can be done by pressing the Enter key. See below for an example, the new block comes with its own “add icon”.

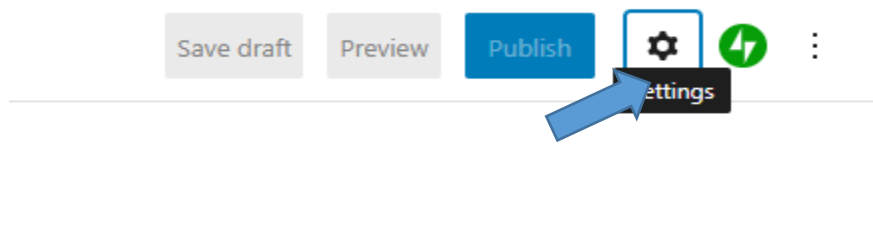
Add title

Hello dear, this is a crash course on how to publish an article on my [blog](#). The Women in Tech Global Summit is a 2-day event happening on the 30th & 31st May 2022 under the High Patronage of Ms. Elisabeth Moreno, French Minister for Gender Equality, Diversity and Equal Opportunities. The theme '[HERoes](#) Shaping tomorrow', celebrates women across the world who are the Shakers, Makers and Innovators of our new society and economy. The Summit will kick off in Paris on Monday 30th May for 2 days of content. Its aim is to inform, inspire and catalyze collective efforts to reduce the gender and digital gap in STEAM by 2030.

|Type / to choose a block

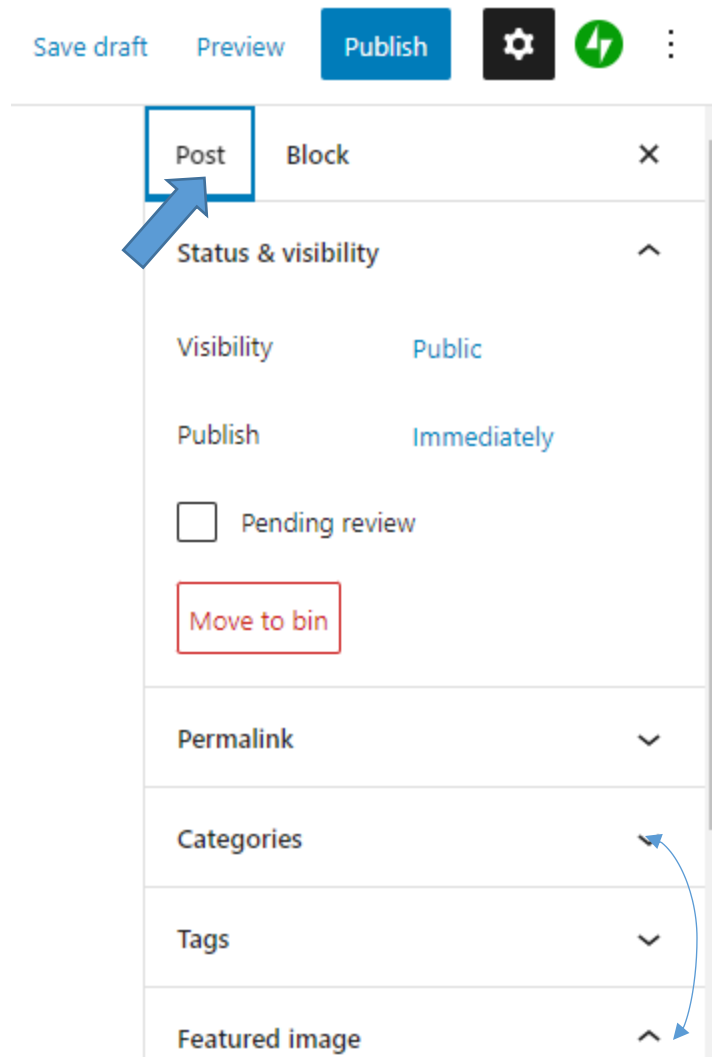


STEP FIVE: If your right-hand menu is absent, click on the settings icon to display it.



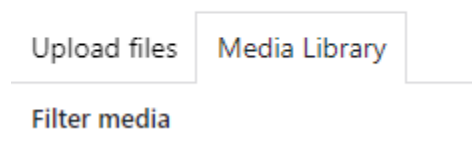
STEP SIX: Click on the “POST” section. We will focus on the **Tags, Categories and Featured Images** here.

On the categories section, select your school name.



On the featured images section, you can either upload an image from your gallery in your phone or photos from your system (make sure it's less than 100KB) by clicking the "Upload Files".

Featured image



Note that the featured image is the image that comes up with the post. See figure below for an example of what a featured image looks like.



May 3, 2022

How online gender-based violence affects the safety of young women and girls

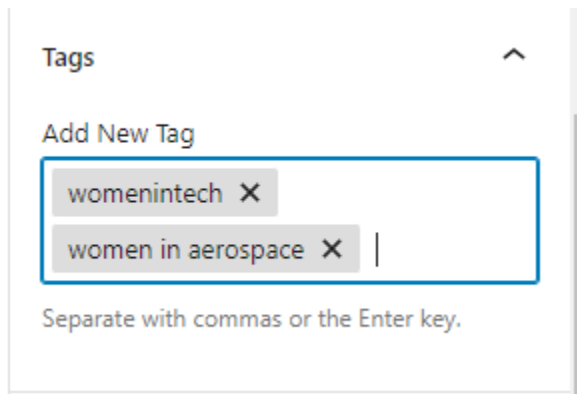
From finding and fostering online communities, to accessing education, to organising and getting involved in politics, the web can be a lifeline for young people. But despite the many potential benefits, the web is not working for young women and girls. A recent Plan International survey of over 14,000 young women and girls found that 58% of respondents have experienced online harassment,

Amazing Sec School

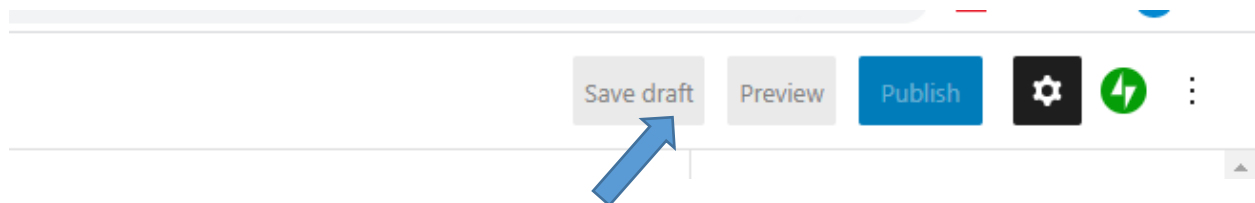


Read More

On the tags section, we just create words pertaining to the article for the day (like our instagram harsh tags) each separated with the enter key or a comma. See an example with the image below:



STEP SEVEN: You can **save as draft** or **publish** by going to the top right corner of the page.



STEP EIGHT: Commenting on the blog posts

- i. Go back to the home page, on the Blogathon dropdown menu click on Event Blogs and then select your school.

- ii. Select the post you want to comment and scroll down to the bottom where the comment section is and leave a comment. Don't forget to click on "Post Comment".

Check out [Amazing Secondary School Blog Page](#) (our demo blog) to see an example of how our blog should look like.