

How to blog on www.yourschoolgames.com – A step by step guide



Logging into your dashboard

Blogging on www.yourschoolgames.com is quick and easy!

Firstly, make sure you're logged in to your school dashboard. You can [login here](#) by entering your username and password.

A login form with a header containing "Contact us" and "Forgot Password" links. Below are two input fields labeled "username" and "password", followed by a red "Login" button.

Now you're logged in you should be able to view your school tools dashboard. It will look a little like the below. To create a blog you need to click on 'create a new post' under the Blog Post section. We've circled this below.

A screenshot of the school dashboard. The "Blog Posts" section is circled in red, and a red "CREATE A NEW POST" button is highlighted. Other sections include "School Resources", "2015/16 Competition Calendar", "Events", and "Primary Schools' Cross Country".

Creating your basic blog post

A new page will display for you to enter the content of your blog. First off, give your blog post a **title** (e.g. Our School Games Day).

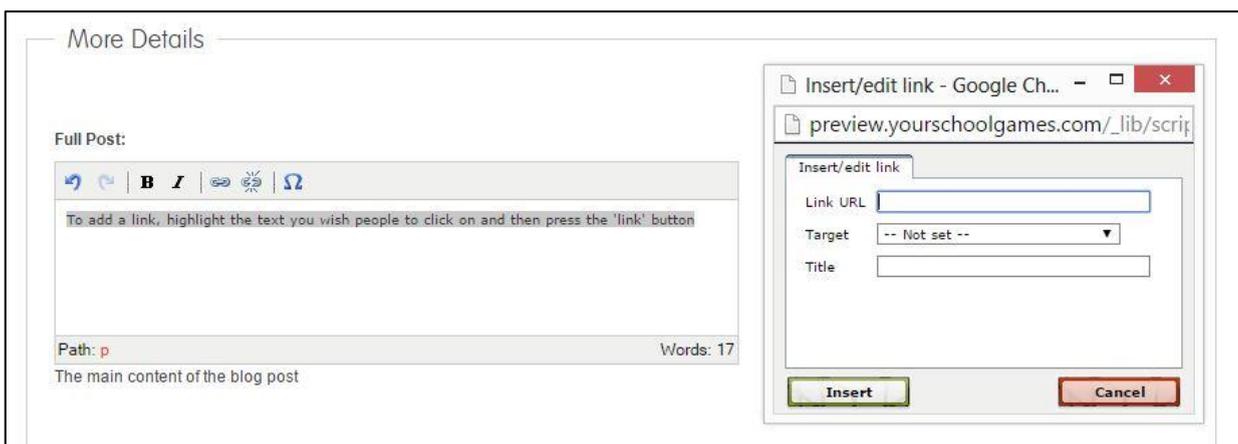
A screenshot of the "Blog" creation page. It shows a "Create New" section with a "Post" label. Below are fields for "Title:" (with a placeholder "Choose a title for your post") and "Summary:" (with a placeholder "Short description of the post. 500 characters max"). A red arrow points from the "Title:" field to the "Title:" label.

In the **summary** box type the first 2 lines of your blog post. This summary will appear in searches but will not show up within your blog on the site itself.

Now it's time to add the main content of the blog:

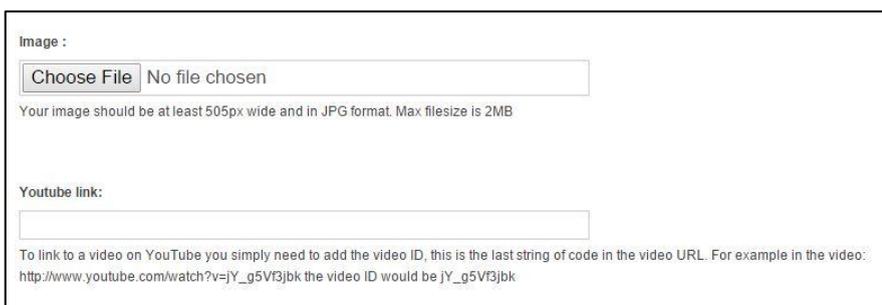


You can either: **Type your blog directly into the full post section** OR **copy and paste your content** from an existing document, e.g. your own website. You can add in any hyperlinks to further content by clicking on the 'link' button, which will display a pop up box where you can add in your link.



Adding more content

Now your text has been added and your links have been entered into the text you can also think about adding an **image or video links** to support this content.



By clicking 'browse' you can select an image from your computer to support your blog – this image will be displayed as the header of the blog and it must be no more than 2MB in size. Images are landscape and will be resized to 505px wide.

If you would like to upload video content to support your blog or showcase the work of your pupils please add the You Tube video ID. You can find this from the You Tube channel.

For example, to link to a video on YouTube you simply need to add the video ID. This is the last string of code in the video URL. For example in the video with the URL:

http://youtube.com/watch?v=jY_g5Vf3jbk the video ID would be jY_g5Vf3jbk.

You're almost done!

Choosing a blogging category

Now it's time to tag your blog to one of our **blog categories** – the drop down box will let you know which category relates to which competition so you can tag to the right one!

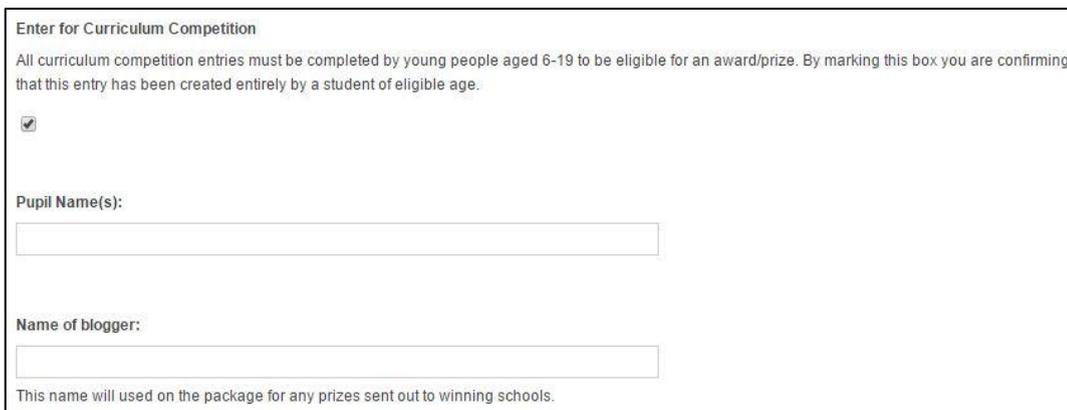
Remember, you can win prizes each half term for blogging around a specific theme as part of our Reward and Recognition Scheme. To enter, the blogs must be tagged to the right category and must be written on an appropriate date. If your blog is general information and doesn't relate to our competition themes then simply select 'general blog content'.



A screenshot of a web form showing a dropdown menu for selecting a category. The menu is titled "Category:" and contains the following options:

- Please tag your blog to one of the following categories: (dropdown arrow)
- Please tag your blog to one of the following categories:
- 1) Why Competition? [Competition dates: 01 Sep - 03 Dec] (highlighted in blue)
- 2) Inclusion [Competition dates: 04 Jan - 10 Mar]
- 3) Leadership [Competition dates: 14 Mar - 27 May]
- 4) General blog content

If you wish to enter the Curriculum Competition then you must tick the relevant box and fill out the final part of the form, as shown in the screenshot below:



A screenshot of a web form titled "Enter for Curriculum Competition". The form contains the following elements:

- A checkbox that is checked, with the text: "All curriculum competition entries must be completed by young people aged 6-19 to be eligible for an award/prize. By marking this box you are confirming that this entry has been created entirely by a student of eligible age."
- A text input field labeled "Pupil Name(s):".
- A text input field labeled "Name of blogger:". Below this field is a note: "This name will used on the package for any prizes sent out to winning schools."

For more information about our Reward and Recognition Scheme, as well as the Curriculum Competitions, please follow the links below:

Reward and Recognition: https://www.yourschoolgames.com/your_school/reward-and-recognition-scheme

Curriculum Competitions: https://www.yourschoolgames.com/your_school/curriculum-competitions

Remember to click SAVE and now you've successfully blogged on site. This blog will show up on your school page for all visitors to the website to see. Congratulations!