# How to Create a Blog

Using MMA's blogs.mariamontessori.org system

Objective 1: Generate your blog

1. Go to the website blogs.mariamontessoriacademy.org
2. Click the "log in" link at the bottom of the page
3. Authenticate into the blogs system user's interface
   a) Use your MMA username and password (the same information you use to log into MMA computers).
4. Click the "My Sites" link
5. Click the "Add New" button
6. Give your site a name and title
   a) Click "Create Site"
7. Check to ensure blog was created
   a) Click "My Sites"
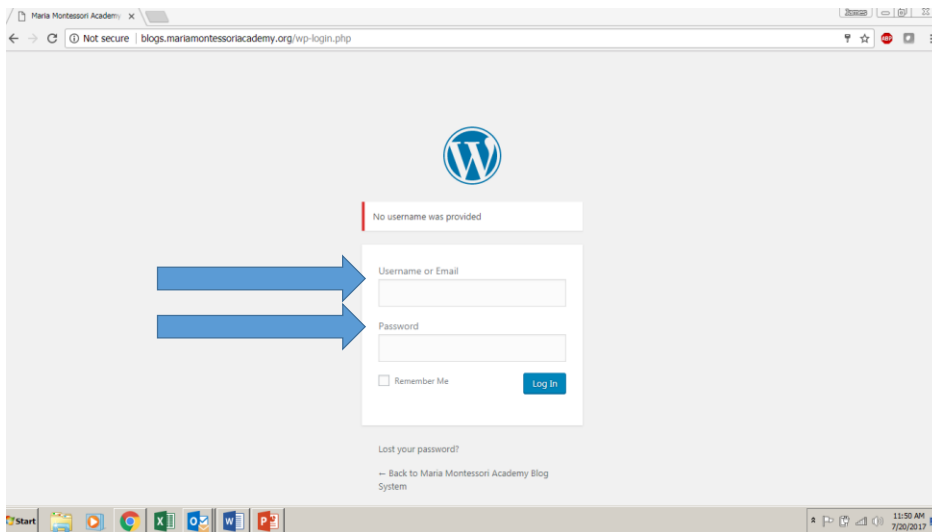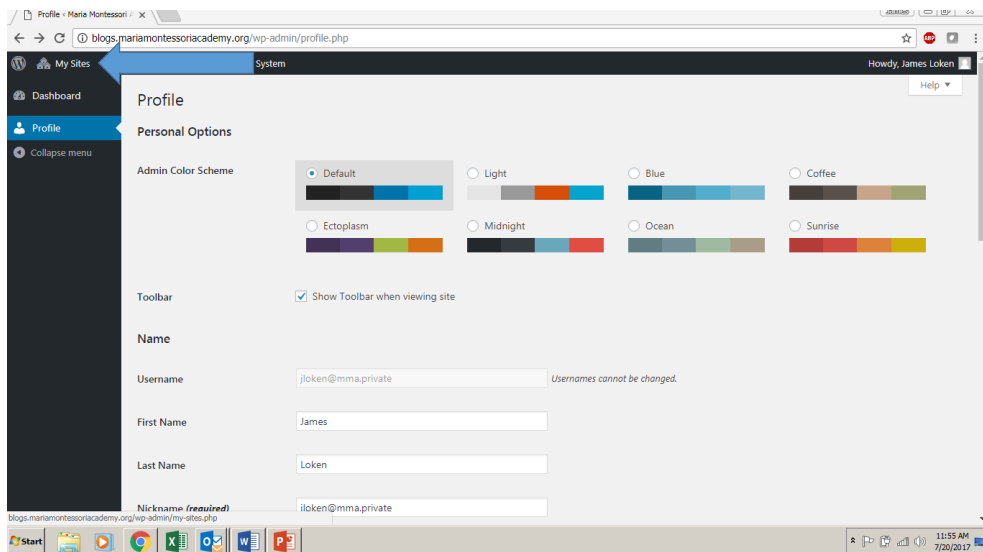
Go to the website blogs.mariamontessoriacademy.org
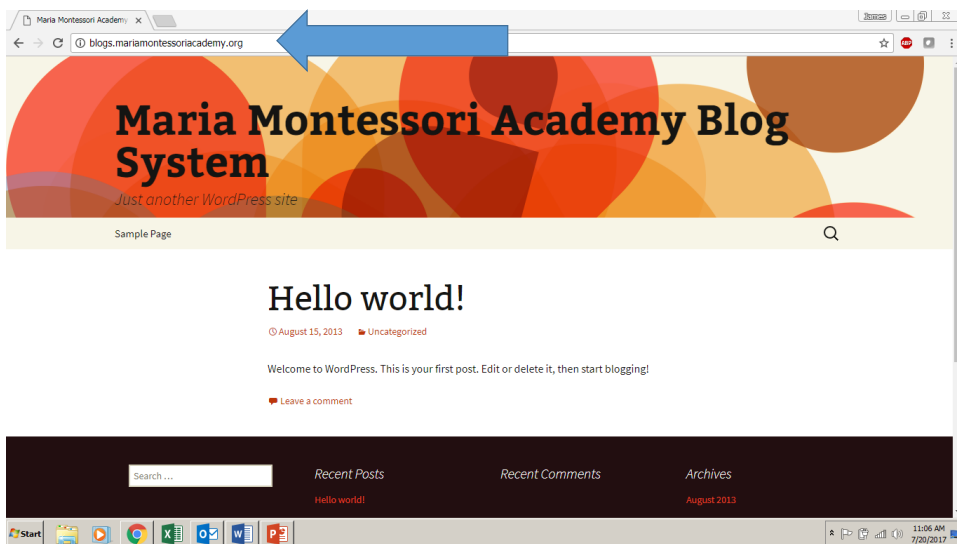
Click the "log in" link at the bottom of the page
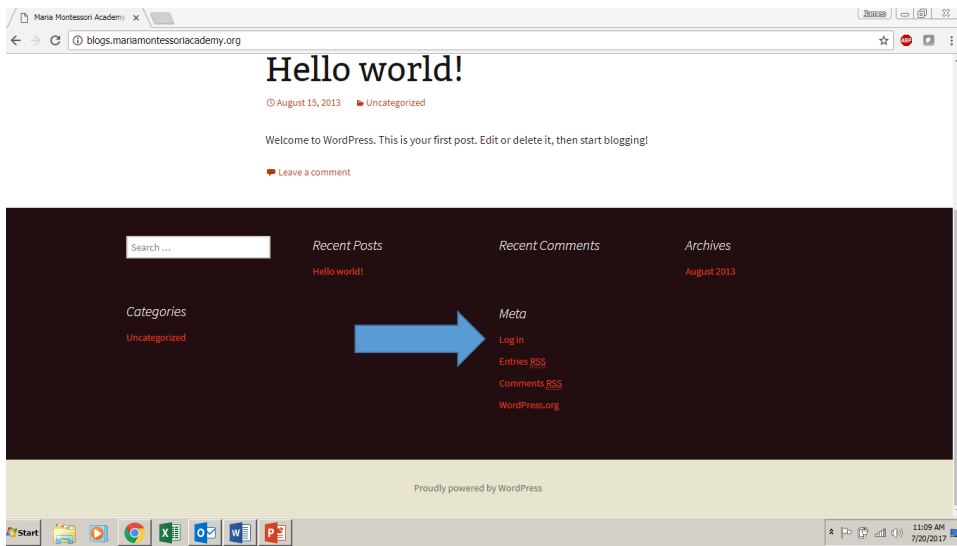
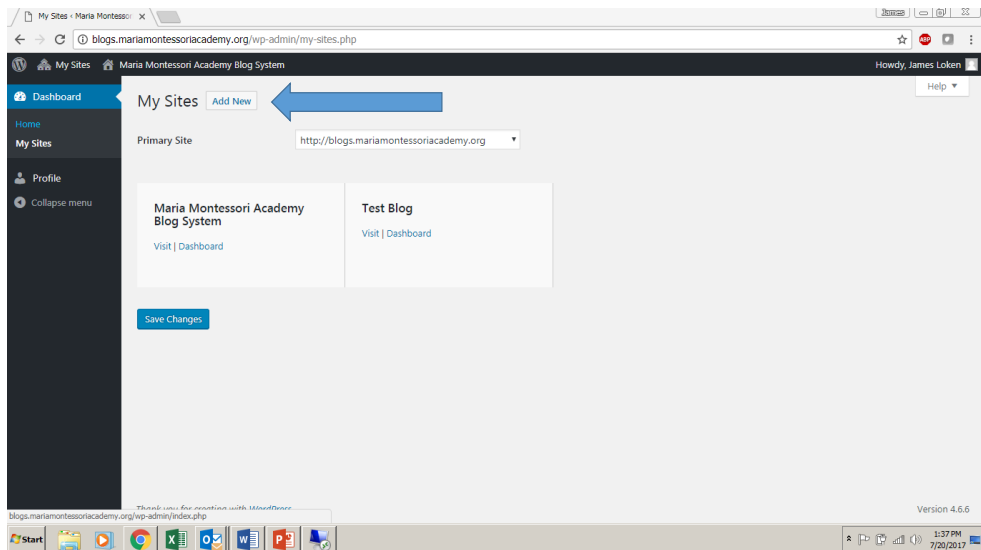# Authenticate into the blogs system user's interface

Use your MMA username and password (the same information you use to log into MMA computers).
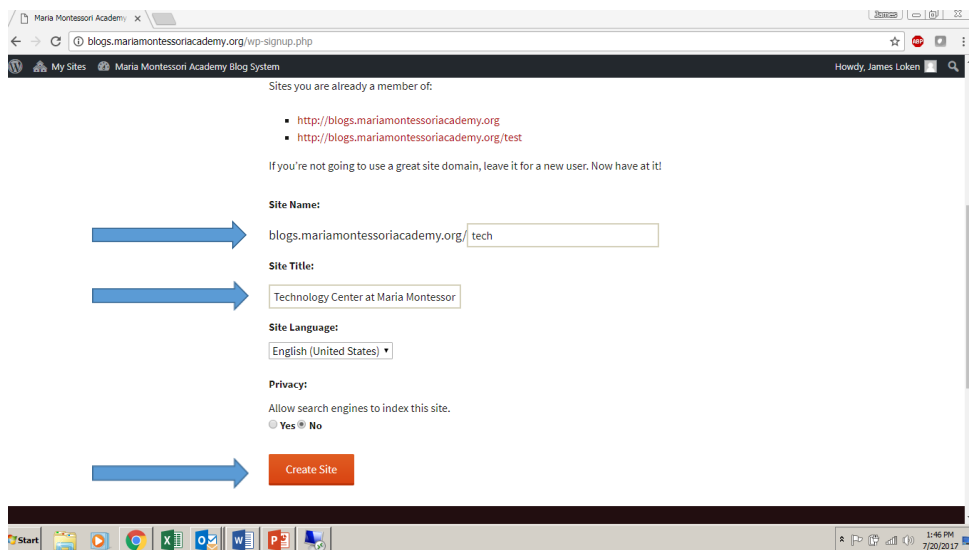
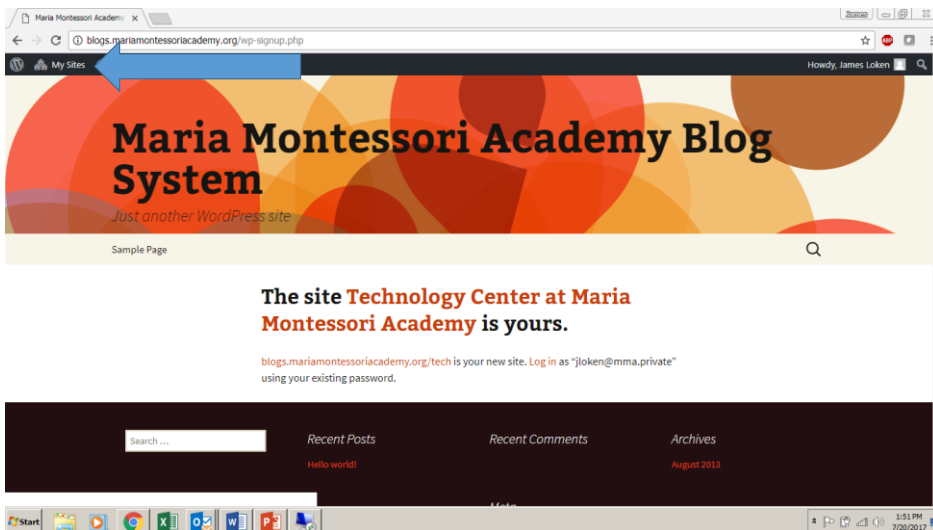# Click the "My Sites" link

Click the "Add New" button

Give your site a name and title

The site name will also be the website URL (address of your blog), so choose this wisely.
The site title will automatically appear at the top of the home screen of your blog, and does not need to be the same as your site name.

Check to ensure blog was created

Click "My Sites"

You should now see your new blog listed
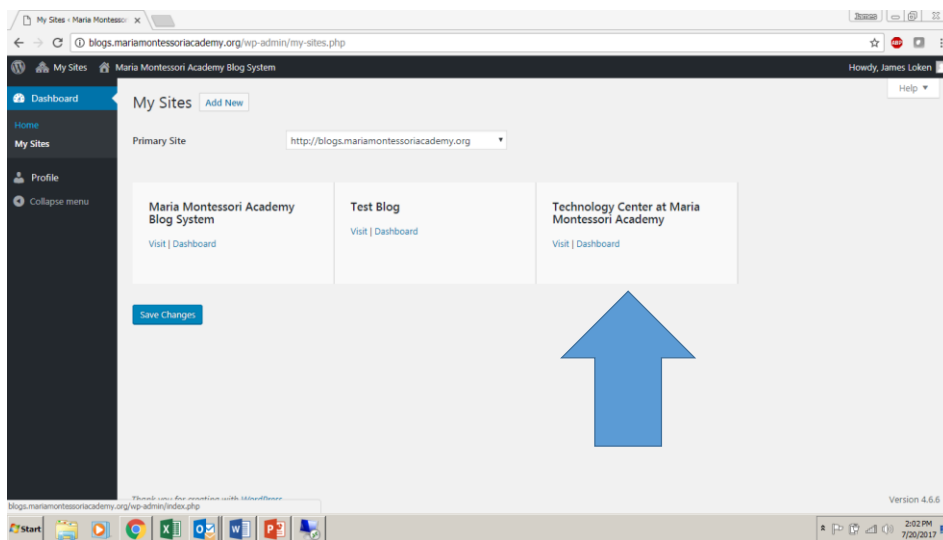
Objective 2: Generate email subscription link

1. Go to feedburner.com
   a) Authenticate using mmalions.org account User Name and Password
2. On feedburner homepage enter in the URL for the blog you created
   a) Use box below "Burn a feed right this instant"
3. Leave the feed source setting on the default option
   a) Click "Next"
4. Leave the Feed Title and Feed Address settings on the default options
   a) Click "Next"
5. Click "Next" (2 times)
6. Click "Publicize" tab
7. Click "Email Subscriptions" link on left hand menu
8. Click "Activate" button
9. Copy and save subscription link URL
   a) Everything in-between the quotation marks in the second box on the page
   b) Click "Save" button

Go to feedburner.com
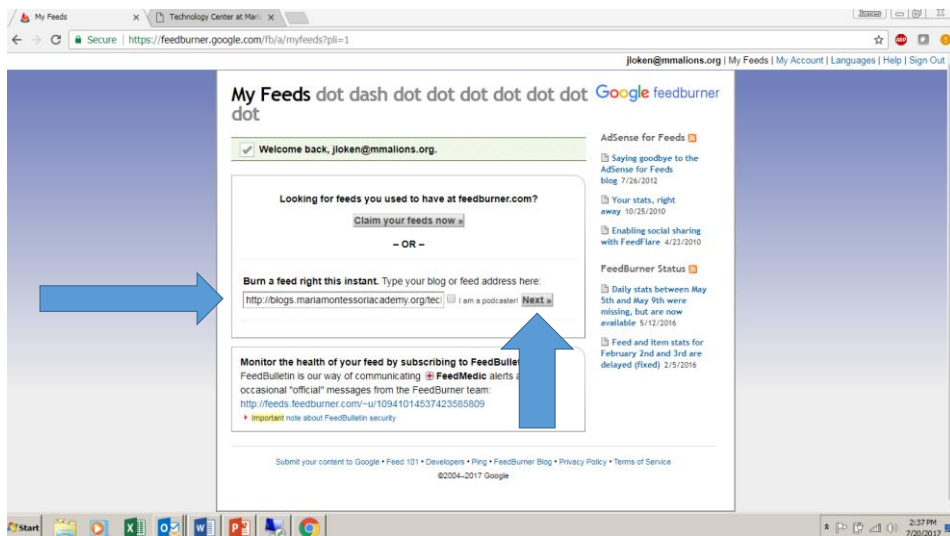
Authenticate using mmalions.org account User Name and Password
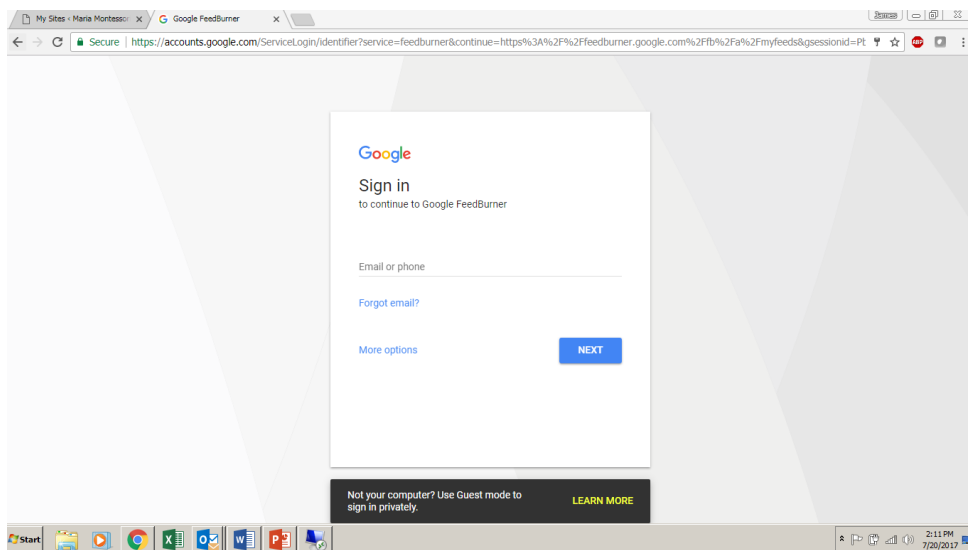
On feedburner homepage enter in the URL for the blog you created
Use box below "Burn a feed right this instant"
Click "Next"

Leave the feed source setting on the default option

Click "Next"
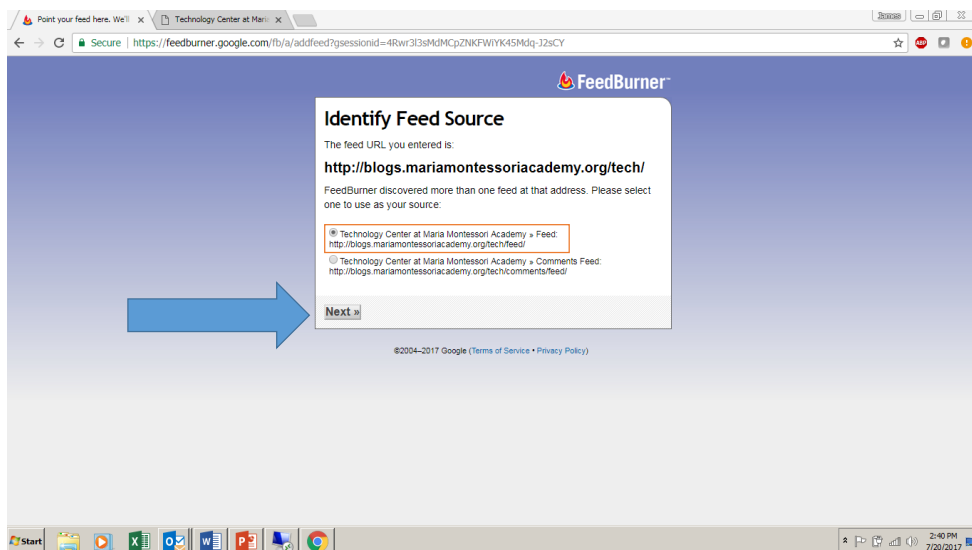
Leave the Feed Title and Feed Address settings on the default options

Click "Next"

Click "Next"

Click "Next"

Click "Publicize" tab

Click "Email Subscriptions" link on left hand menu

Click "Activate" button

Copy and save subscription link URL

Everything in-between the quotation marks in the second box on the page
Click "Save" button

Objective 3: Post subscription link to blog

1.   Log into your blog portal and click on your blog's "Dashboard" link
2.   Click "Links" link in left hand menu
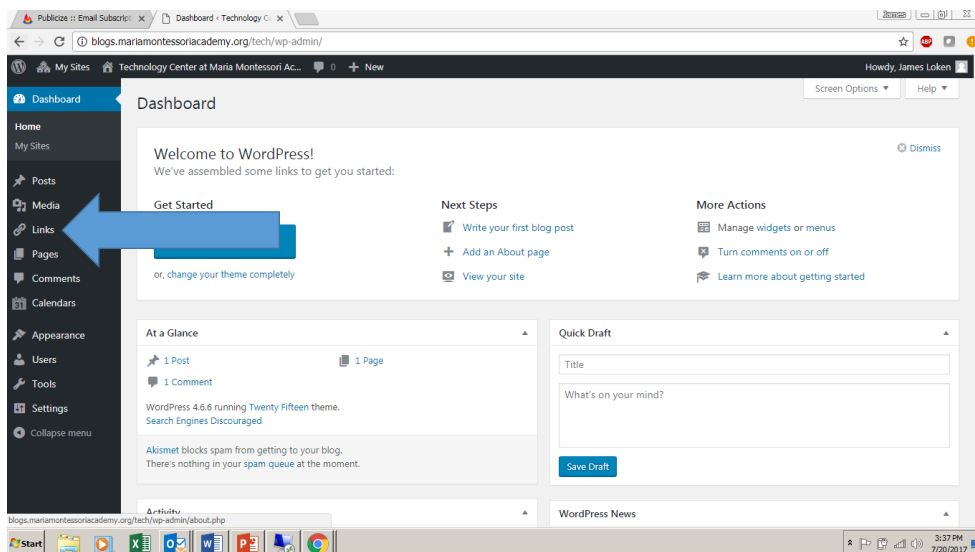3.   Click "Link Categories" link in left hand menu
4.   Type "Subscribe to This Blog" in the Name box
       a)   Click "Add New Link Category" button
5.   Click "Add New link" in left hand menu
6.   Type "Email Subscription" in Name box
       a)   Type feedburner email subscription URL in Web Address box
       b)   Type "Follow this link to subscribe to this blog" in the Description box
7.   Select Subscribe to This Blog in the Categories box
       a)   Select _blank in the Target box
8.   Click "Add" Link button
9.   Click "Appearance" link in left hand menu
10.   Click "Widgets" link in left hand menu
11.   Click "Links" button
12.   Click "Add Widget" button
13.   Click "Save" button

Log into your blog portal and click on your blog's "Dashboard" link
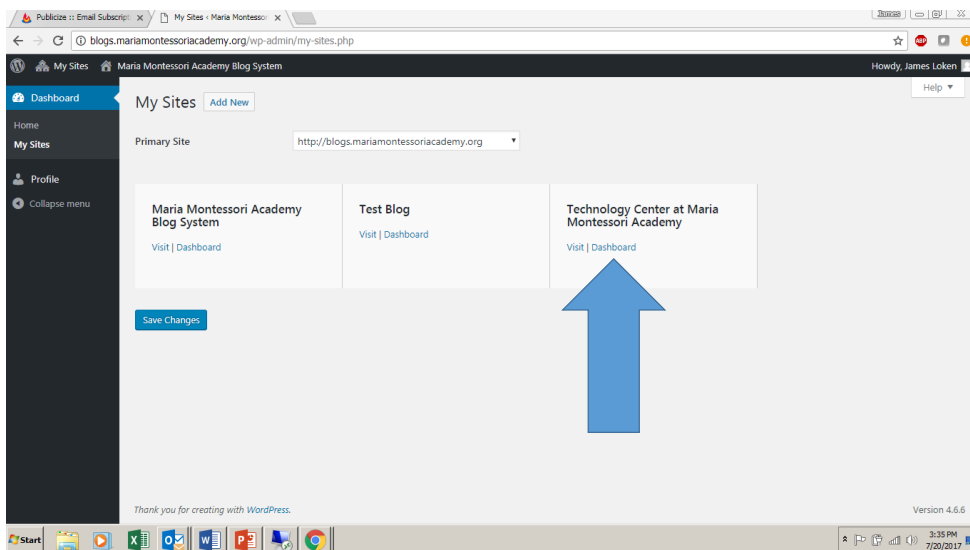
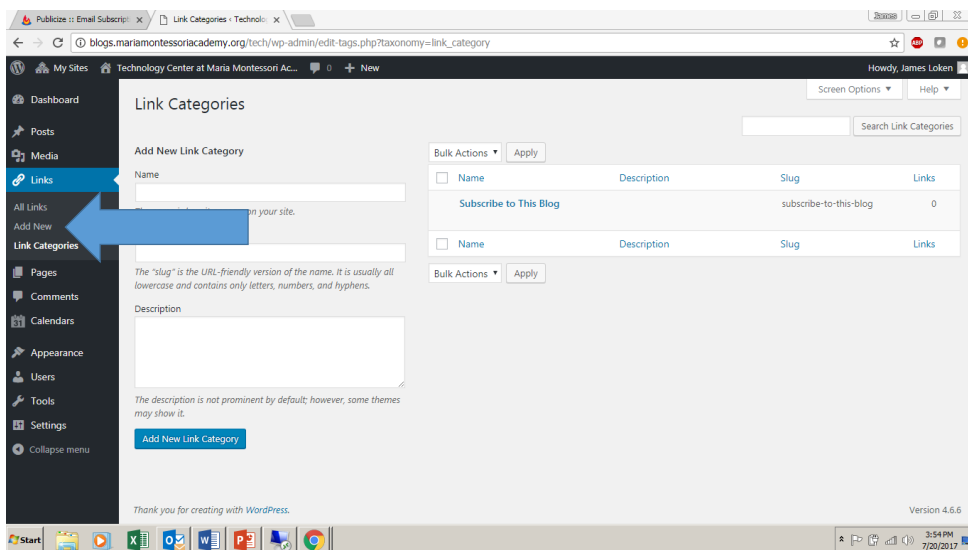Click "Links" link in left hand menu

Click "Link Categories" link in left hand menu

Type "Subscribe to This Blog" in the Name box

Click "Add New Link Category" button

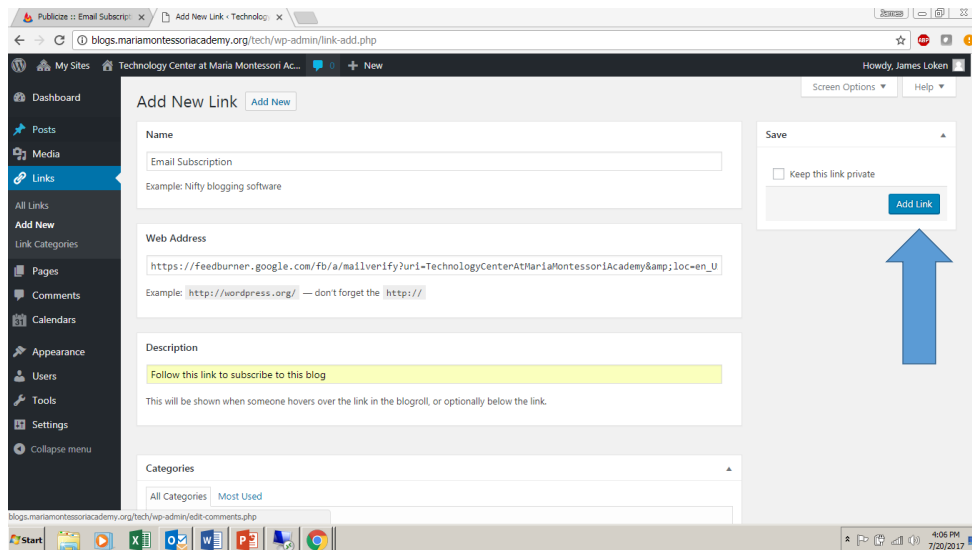Click "Add New" link in left hand menu

Type "Email Subscription" in Name box

Type feedburner email subscription URL in Web Address box
Type "Follow this link to subscribe to this blog" in the Description box
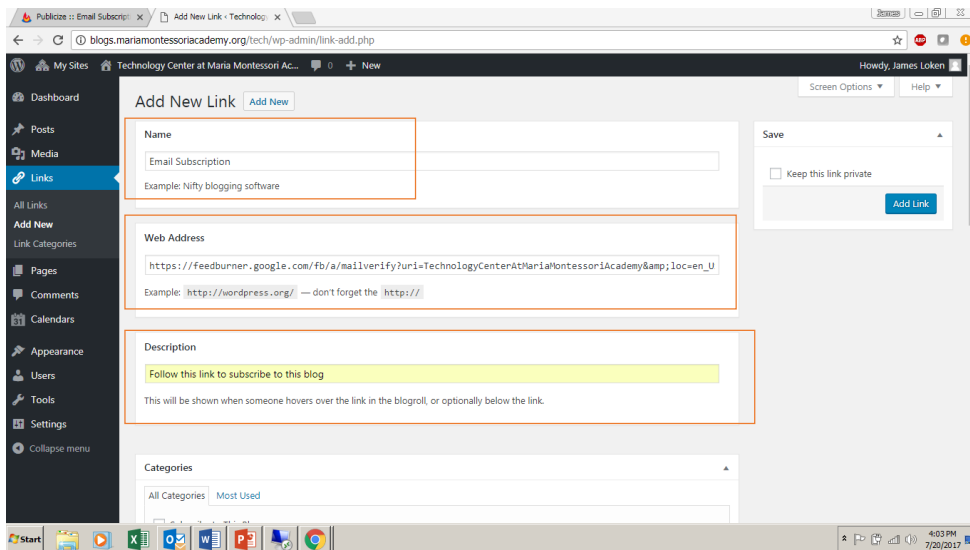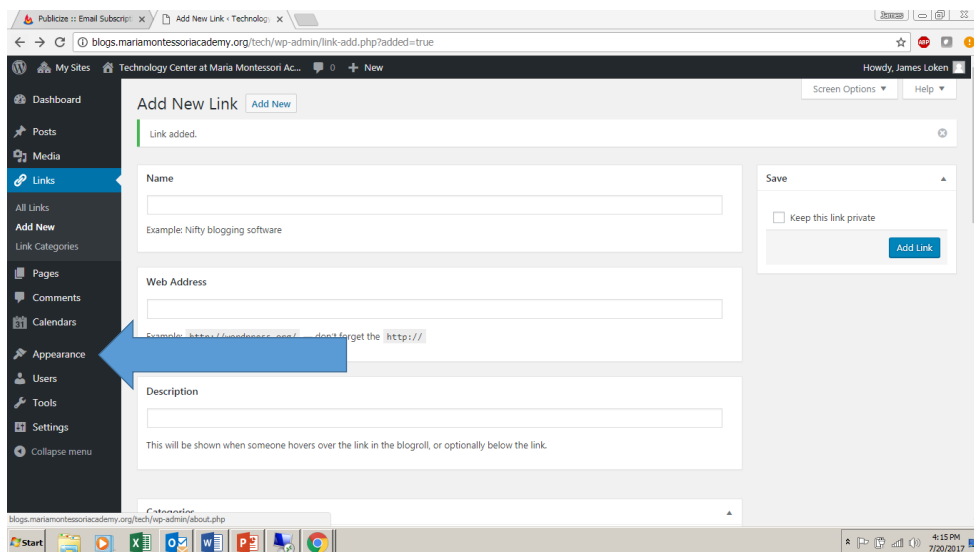
Select Subscribe to This Blog in the Categories box
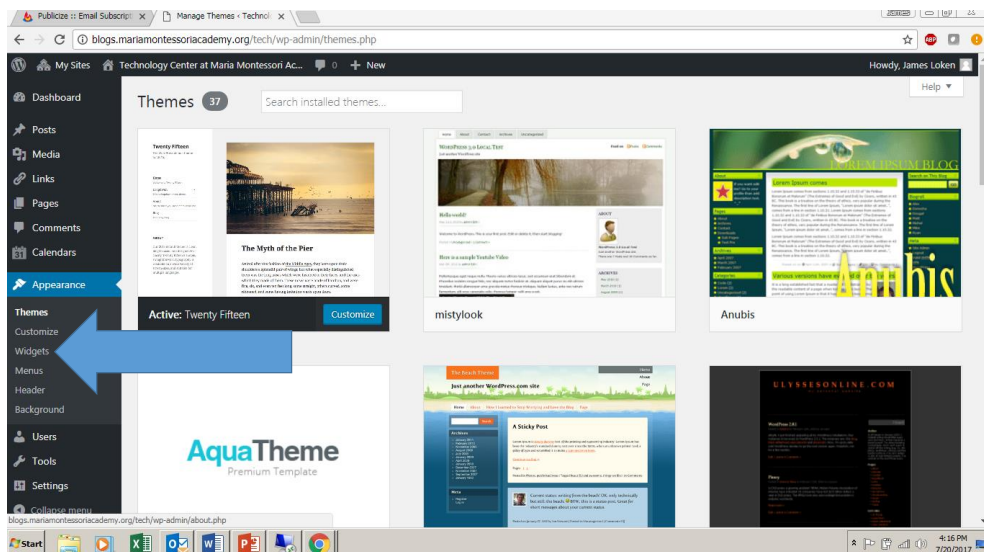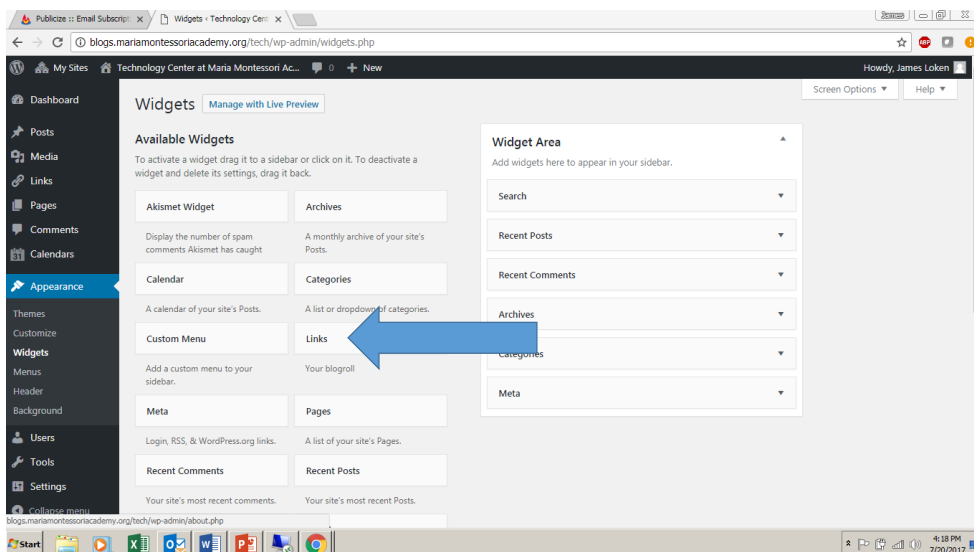
Select _blank in the Target box
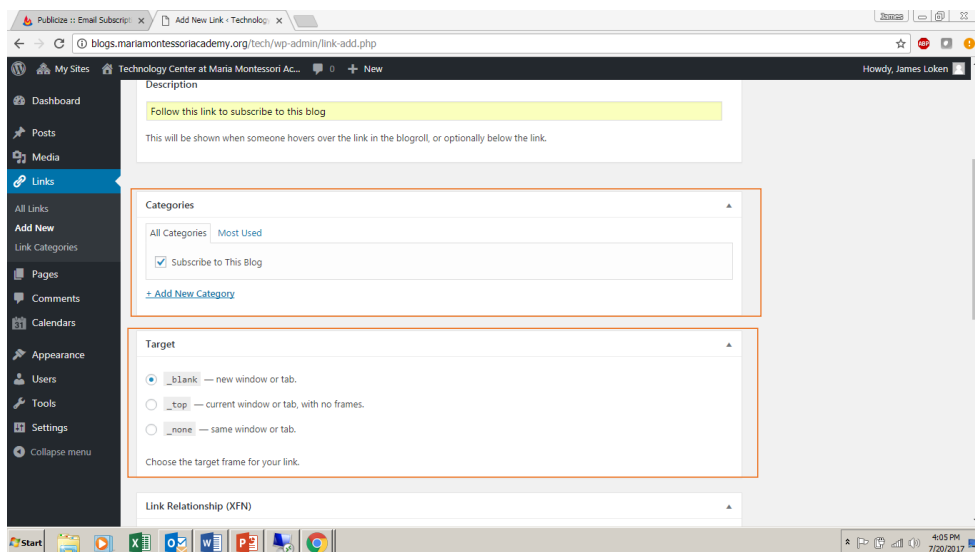
Click "Add Link" button
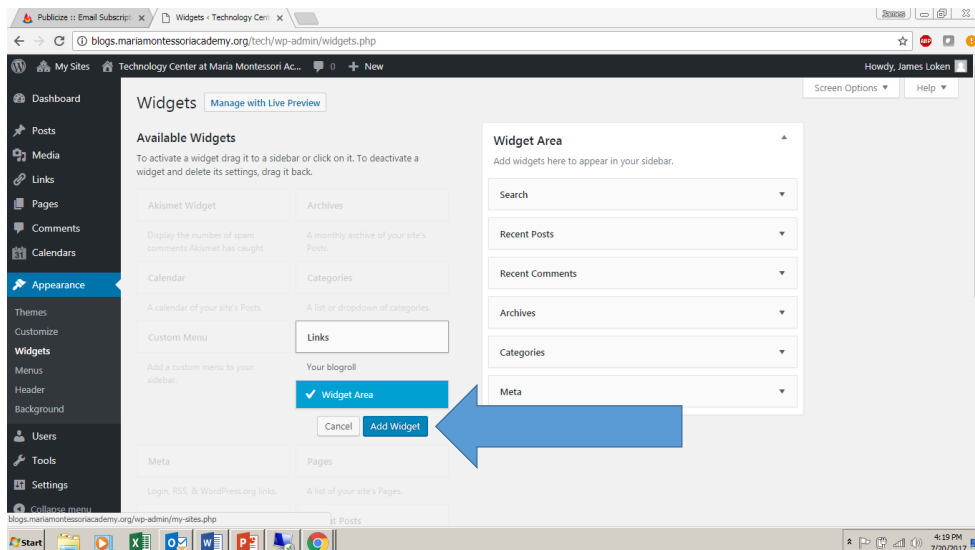
Click "Appearance" link in left hand menu

Click "Widgets" link in left hand menu
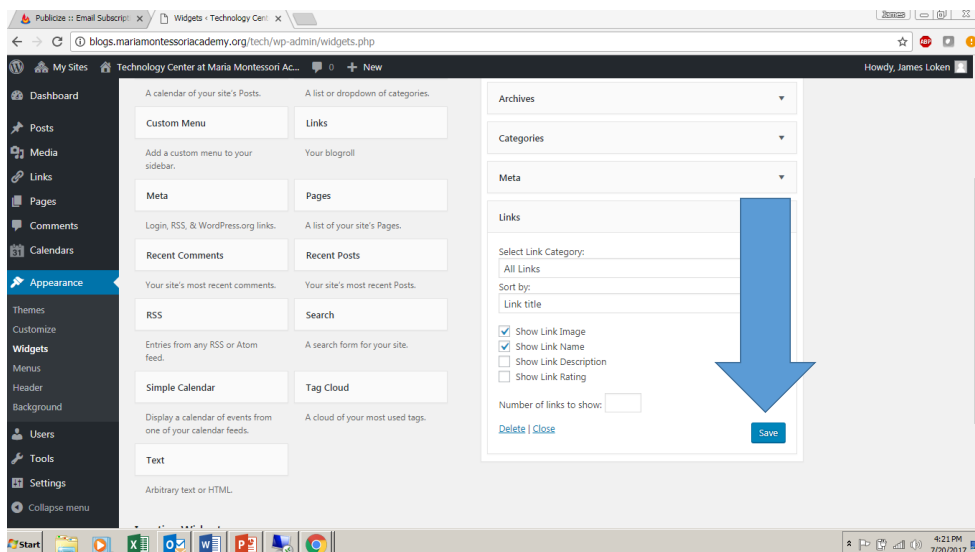
Click "Links" button

Click "Add Widget" button

Click "Save" button

Make sure the link is there

Have a look at your blog
Click the "Email Subscription" link
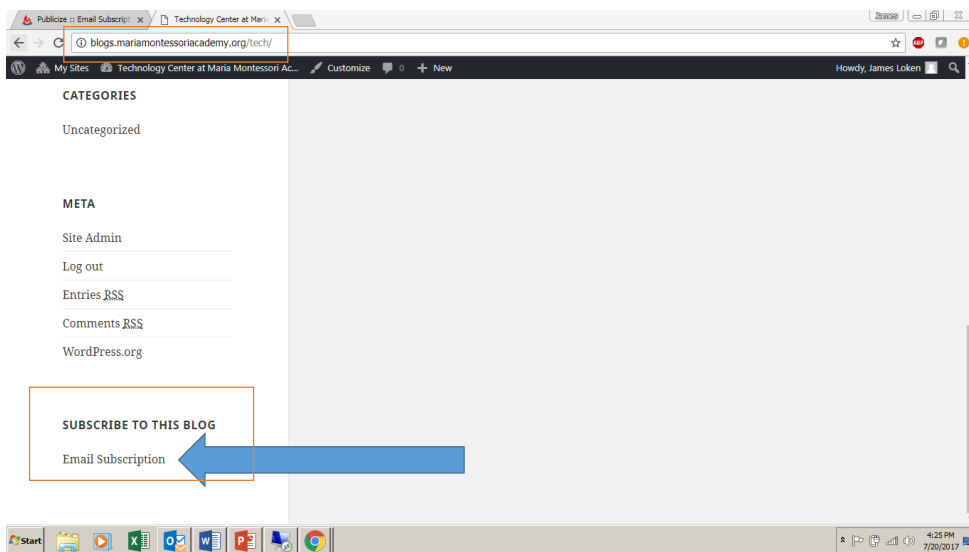
Make sure the link brings you to the right place