



Make A Free Chapter Website

Using Google Blogger to make a website for your chapter.

Getting a Google Account for Your Chapter

1. Type <http://gmail.com> into the address bar.
2. In the second blue box on the right, click on ***Create an Account*** to create an e-mail account for your chapter.

Complete the Required Information for Google Account

Your current e-mail address _____
(This will be your chapter e-mail address)

Choose a password _____

Re-enter your password _____

Your birthday _____

Words of Verification _____

Terms of Service _____

Click on Accept and Create My Account

Starting Your Blog (Site)

Type www.blogger.com into the address bar.

Sign in to your Google account using your **username** (this is your Google e-mail address) and **password**.

Choose a Starter Template

Note: You will be able to change this in many ways in the future.

Click on ***Start Blogging***

Click on *Create A Blog*

Name your blog, e.g. *Guernsey County Retired
Teachers Association*

Choose a blog address, e.g.

<http://www.gcrrta.blogspot.com>

Check Availability – If your name is already in
use, try a different one.

Do Word Verification and click on *Continue*.

Create your first page.

This is a blog ***post***. This page will always be the first one your visitors will see.

Let's work with this.

Note: This is the **ONLY POST** in your site. The remainder of your site will be **PAGES**. You are allowed to have 10 of them in Blogger.

When your page looks the way you want it to look, click on **Publish Post**. You can always come back and change any page at a later time. Click on ***View Blog*** to see your page.

Adding Pages

Now let's create the pages of our site. (You can always change them later.)

Click on **Edit Pages**

Click on **Add a New Page**

Create the page

Click on **Publish Page**

The first time you will be asked to: Choose How You Want Your Page Gadgets to Appear.

(Sidebar or Tabs)

Click on **Save and Publish**

Repeat the above process to create all of your pages (up to 10 are allowed).

Site Settings

You will need to make some setting changes to change what appears on your blog.

Click on *Design*

Click on *Settings*

The Basics Tab

Click on **Settings**.

Click on the **Basics** tab.

Fill in the settings of your choice.

Click on **Save Settings**.

Publishing

Click on **Settings**

Click on **Publishing**

If you want to buy a domain name for \$10 per year, click on ***Custom Domain***

Follow the directions to purchase your domain name with a credit card.

If you chose not to purchase a domain name your web address will be

<http://www.xxxx.blogspot.com>

(Google will send you an e-mail when you need to pay for your domain name when your year expires.)

Formatting

Click on **Settings**

Click on **Formatting**

Change 7 to 1 (You only want the one POST to show on the front page at this point.

Remember, the rest will be PAGES.)

Choose your other settings and click on

Save Settings

Comments

Click on **Settings**

Click on **Comments**

Under Comments choose **HIDE**.

That's all you need to do on this page unless you want to allow your visitors to comment.

Design Settings

Click on the **Design** tab.

On this page you can **Add and Arrange Page Elements**

Click on the **Edit** on each of the elements and choose the settings for that part of your site.

The Editing the Page Elements also allows you to remove them entirely from you site. Later you will learn how to add new elements (gadgets). You also have the option to rearrange the page elements by dragging and dropping them where you want them to appear on your site.

Your basic site is now complete. We will explore further some of the many other options available for your site. Right now it might be a good idea to just tweak what we have done thus far.

How Do I Find My Site for Updating?

Sign In to your Google account with your **username** (this is chapter e-mail address) and **password**.

Type *blogger.com* into the address bar and go to that url (site address)

On the **dashboard**, click on **Design** under the name of your site.

(The dashboard is where the name(s) of your site(s) are listed.)

To Work On Pages (not posts)

Click on Posting.

Click on **Edit Pages.**

Click on Edit above the page icon above the page upon which you will work.

Work on the page.

Click on **Publish Page.**

Changing the Front Page of Your site (*your only POST*)

On your site dashboard, click on the **Posting** tab.

Click on **Edit Posts**.

There will be only one post listed on the page.

Click on the **Edit** beside that page.

Change your this post (your front page)

Click on **Publish Post**.