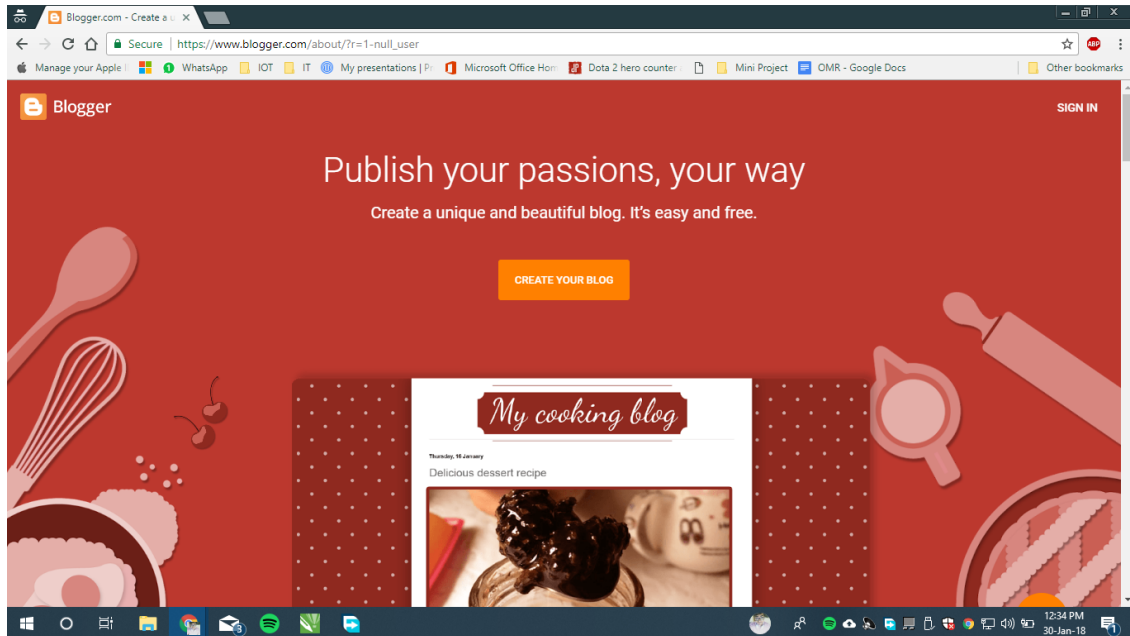
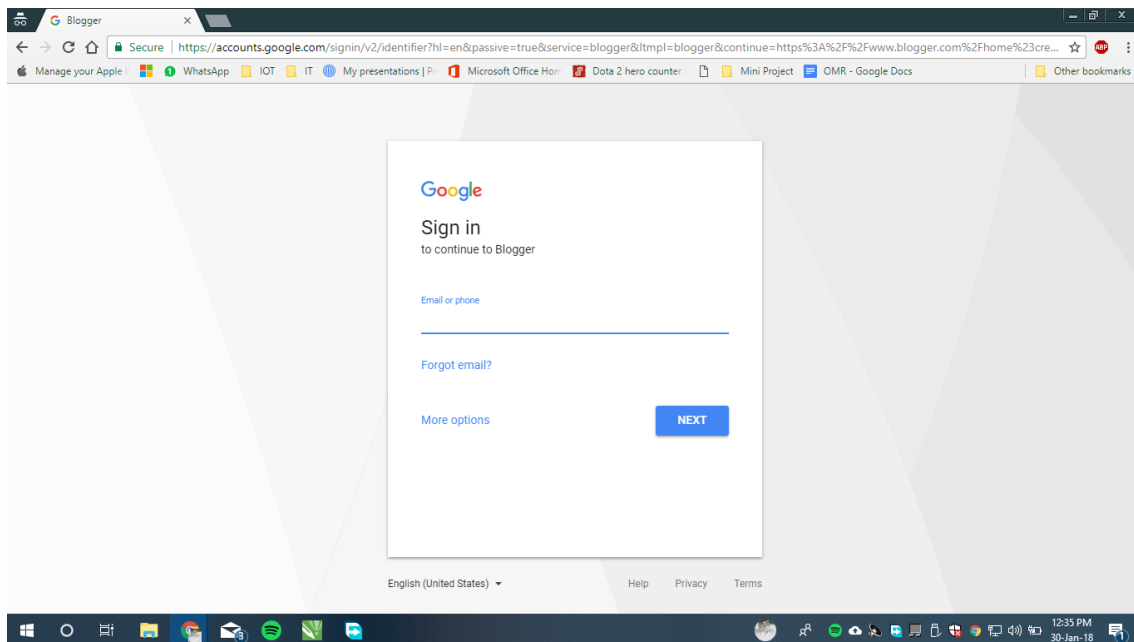


# Procedure

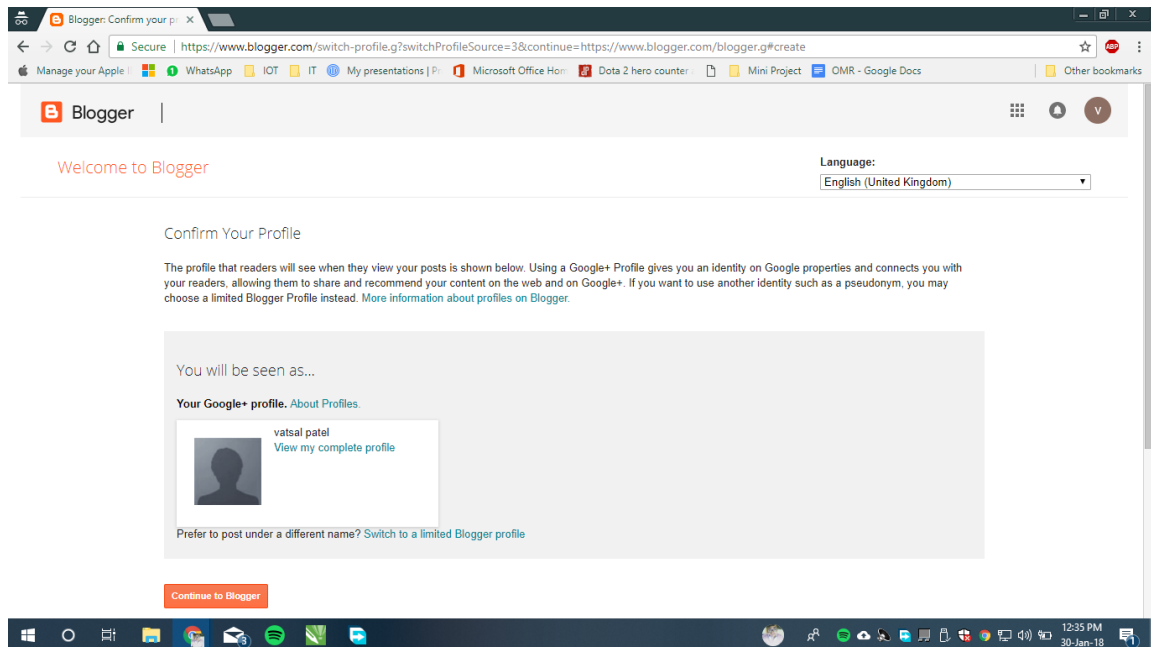
## 1. Open `blogger.com`



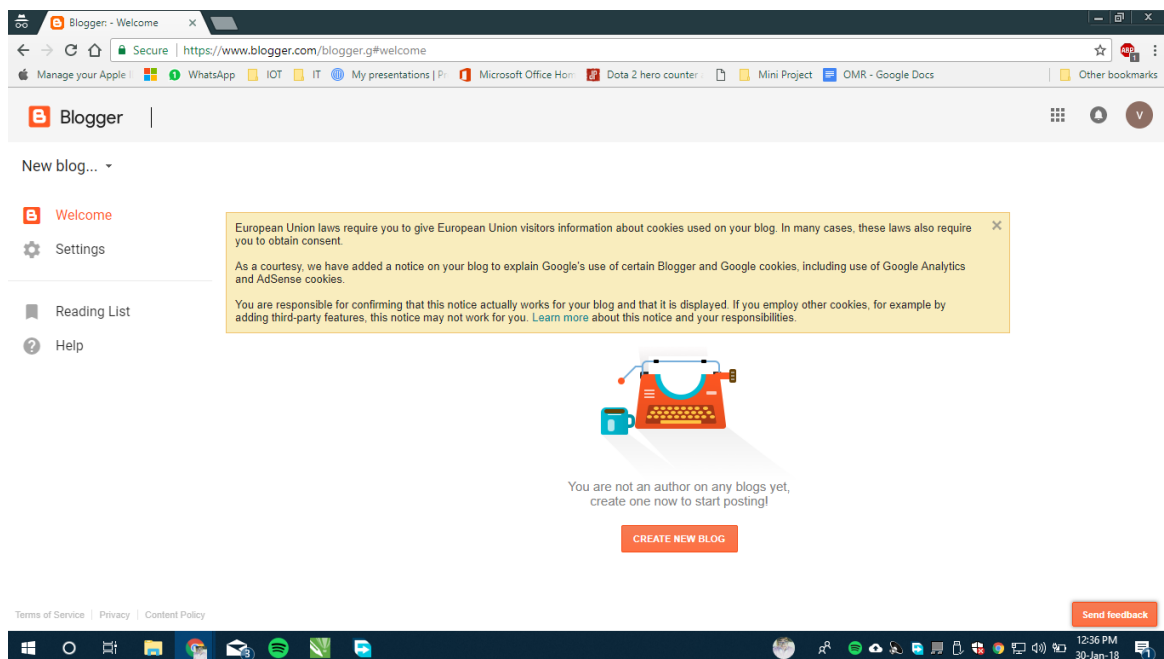
## 2. Sign in with you google account (Gmail id. Eg. [xyz@gmail.com](mailto:xyz@gmail.com))



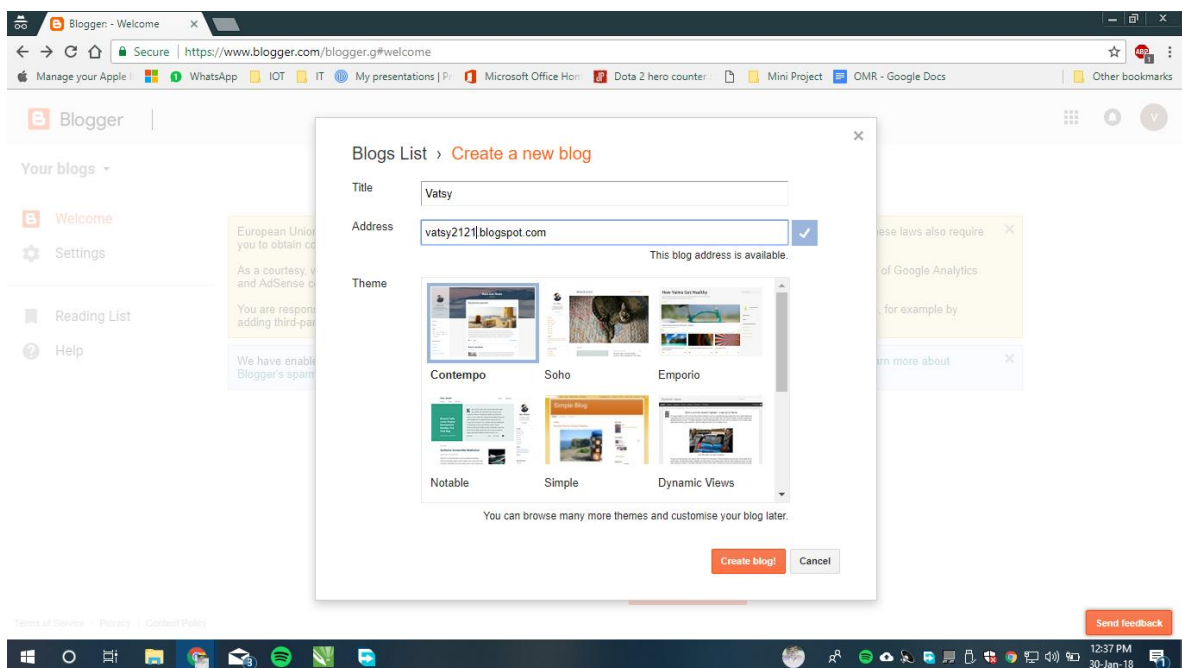
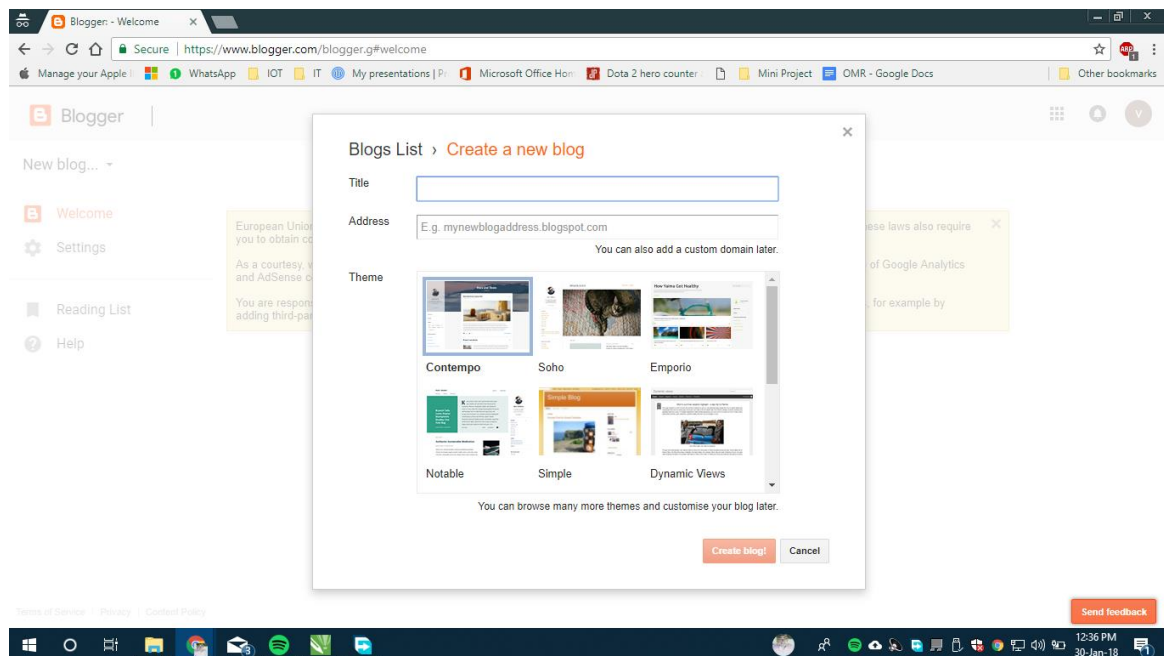
## 3. Click on “Continue to blogger”.



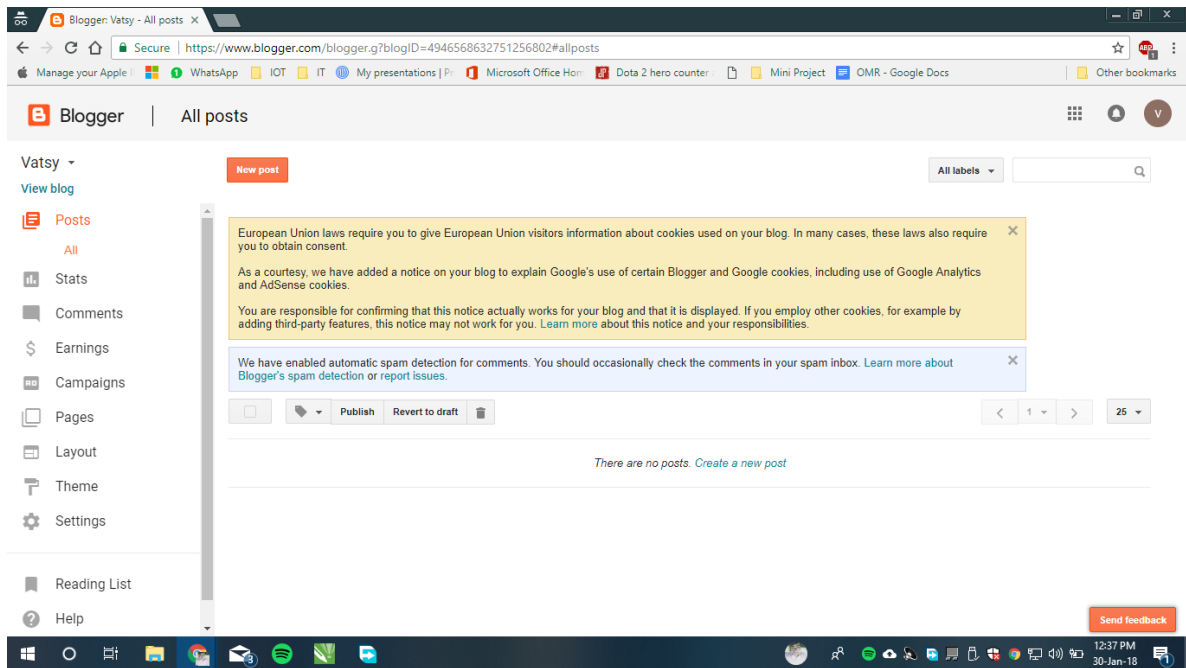
#### 4. Click on “Create blog” !



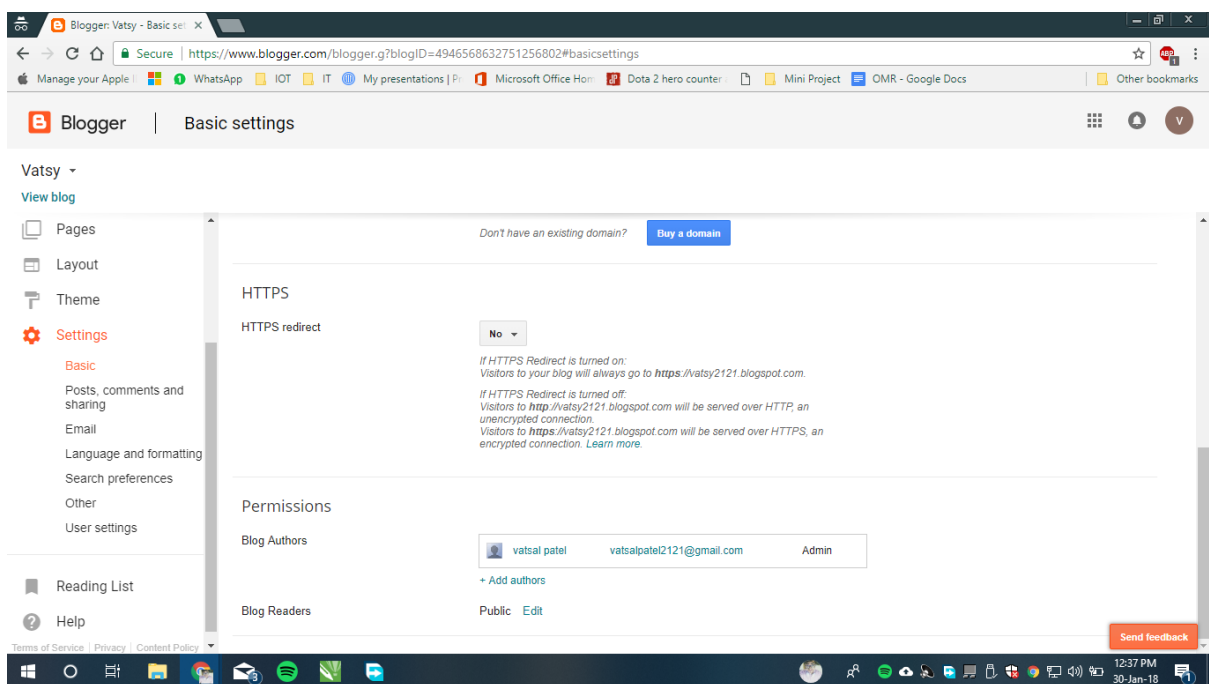
#### 5. Enter your blog title, blog address (Eg. xyz.blogspot.com) and select your blog theme.



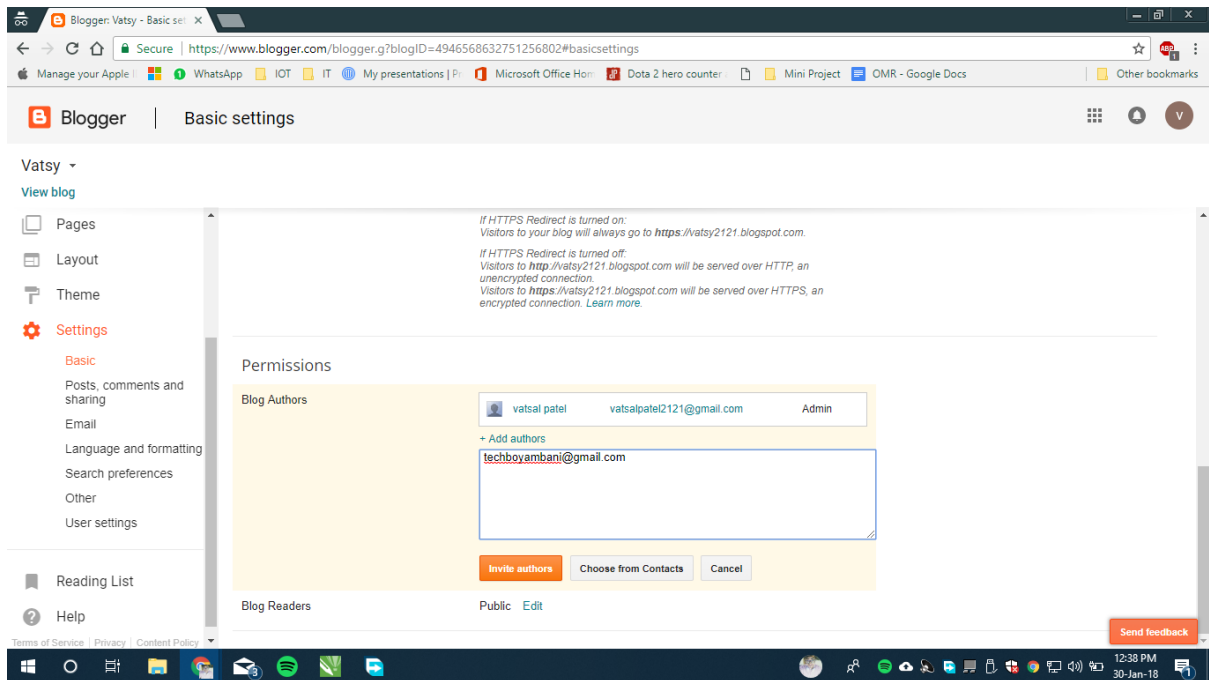
6. You can manage your blog on this page. On the left side, click on “Settings”.



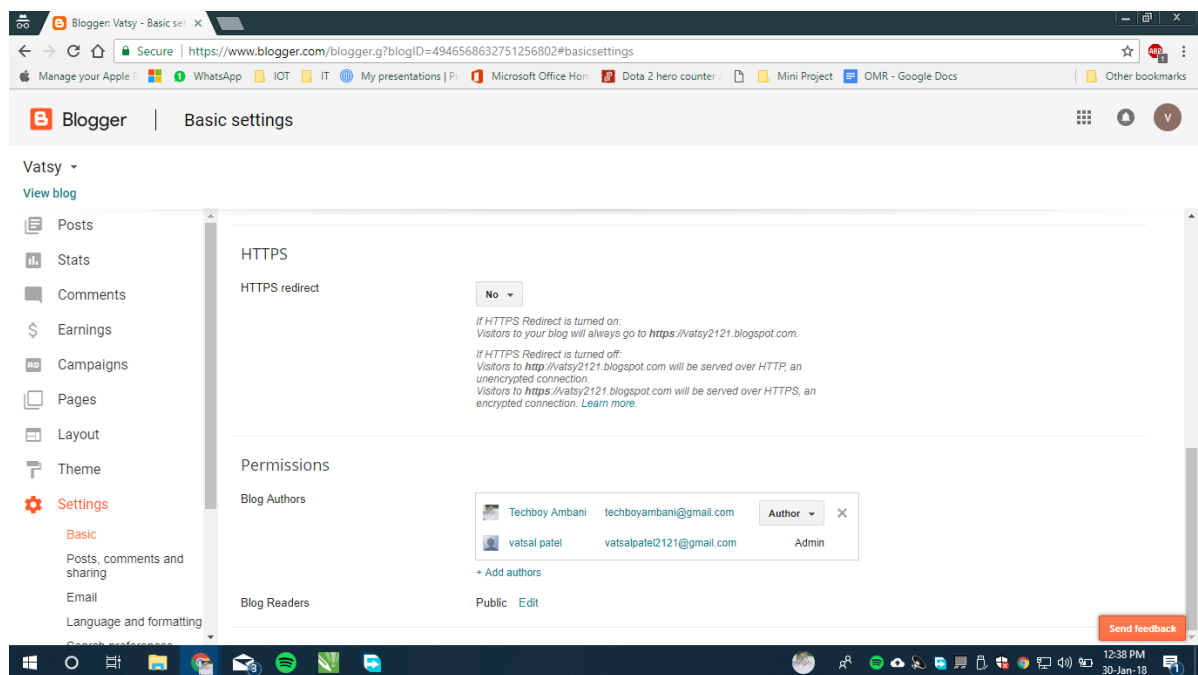
7. Scroll down to “Permission” section. In Blog Authors click on “+ Add authors”.

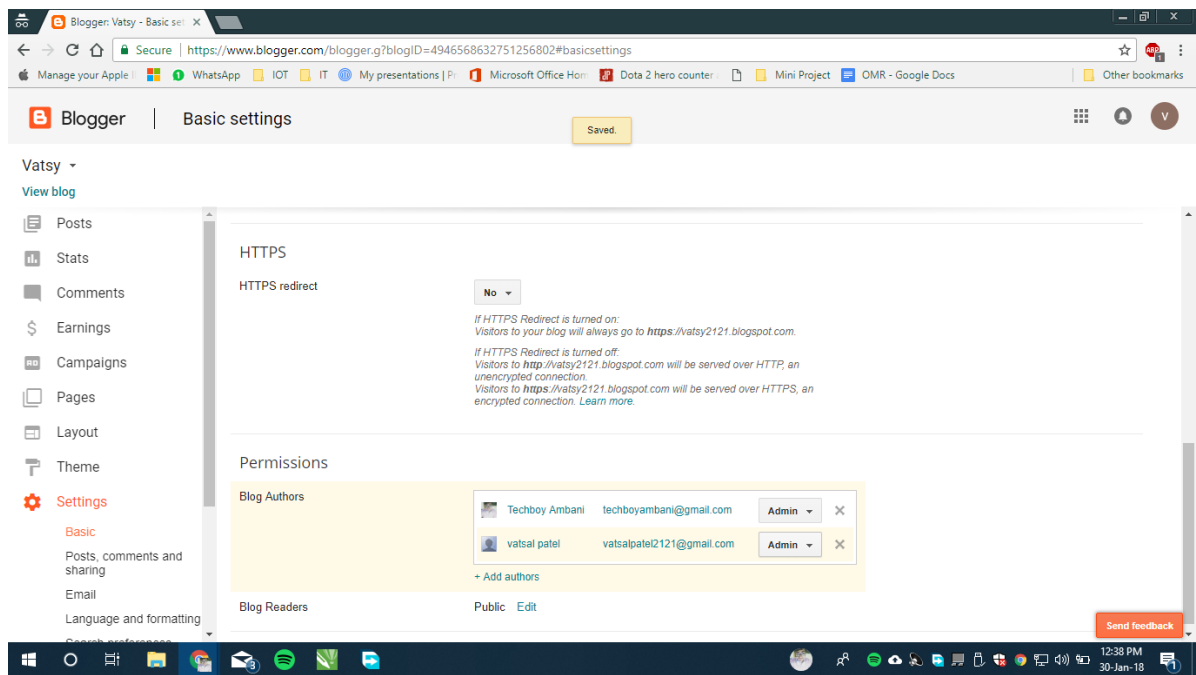


8. Enter email id of your respective coordinator. Then, click on “Invite authors”.



9. Once coordinator will accept the invitation. Refresh the page. Change their role from “Author” to “Admin”.





10.You're all set. All the best !