● **New Users: Apply for an Account and Create New Site**

1. If you are a new user you will need to register for an account first. To do that, go to ucalgaryblogs.ca and click on "Register". Fill out the fields for "Username" and "Email Address".

Get started!

REGISTER   LOGIN

Get your own UCalgaryBlogs.ca account in seconds

Username:

choose a username

(Must be at least 4 characters, letters and numbers only.)

Email Address:

your ucalgary email

We send your registration email to this address. (Double-check your email address before continuing.)

The username you create for UCalgaryBlogs can be anything you want, as long as it meets the criteria. It is not tied to your UCalgary IT username. For the email field, please enter your @ucalgary.ca address. Create your password and select the option "Gimme a site!" Click "Next".

Password:

●●●●●●●●●●●

(Leave fields blank for a random password to be generated.)

Confirm Password:

●●●●●●●●●●●

(Type your new password again.)

◉ Gimme a site!

○ Just a username, please.

Next

2. Now you will be asked to input information for your new site. Name your "Site Domain". For this tutorial, we suggest you write your name followed by template without any spaces, ie "yournametemplate". Write the name you wish to give your site under "Site Title" _Use lowercase letters (a-z) and avoid numbers and special characters_. In this tutorial, we will use "My Template Site" as a name but you can choose any other name. Select the "Site Language".

Site Domain:

yournametemplate

.ucalgaryblogs.ca

(Your address will be domain.ucalgaryblogs.ca/.) Must be at least 4 characters, letters and numbers only. It cannot be changed, so choose carefully!

Site Title:

My Template Site

Site Language:

English (United States) ▲▼

Keep the default Privacy option, ie Public. It can be adjusted later, if you wish. Click "Signup"

Privacy:

● Public

○ Search Engine Blocked

○ Visitors must have a login - anyone that is a registered user of UCalgaryBlogs.ca can gain access.

○ Only registered users of this sites can have access - anyone found under Users > All Users can have access.

○ Only administrators can visit - good for testing purposes before making it live.

○ Anyone that visits must first provide this password:

Note: Anyone that is a registered user of this site won't need this password.

Signup

3. You will receive the following message. Click on the "admin area" link.

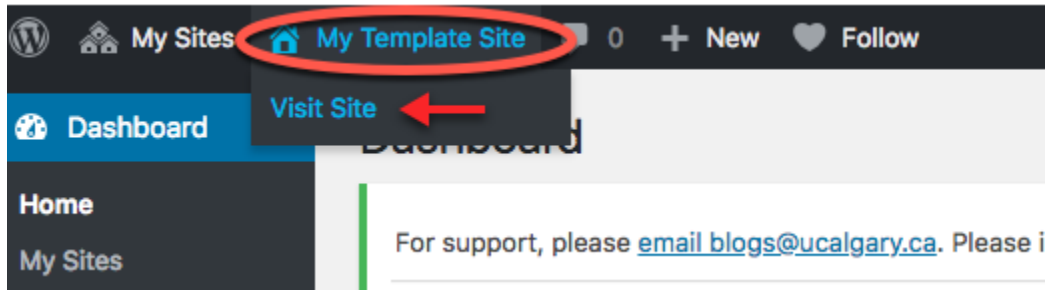## Congratulations! Your new blog is ready!

Username:

Password:

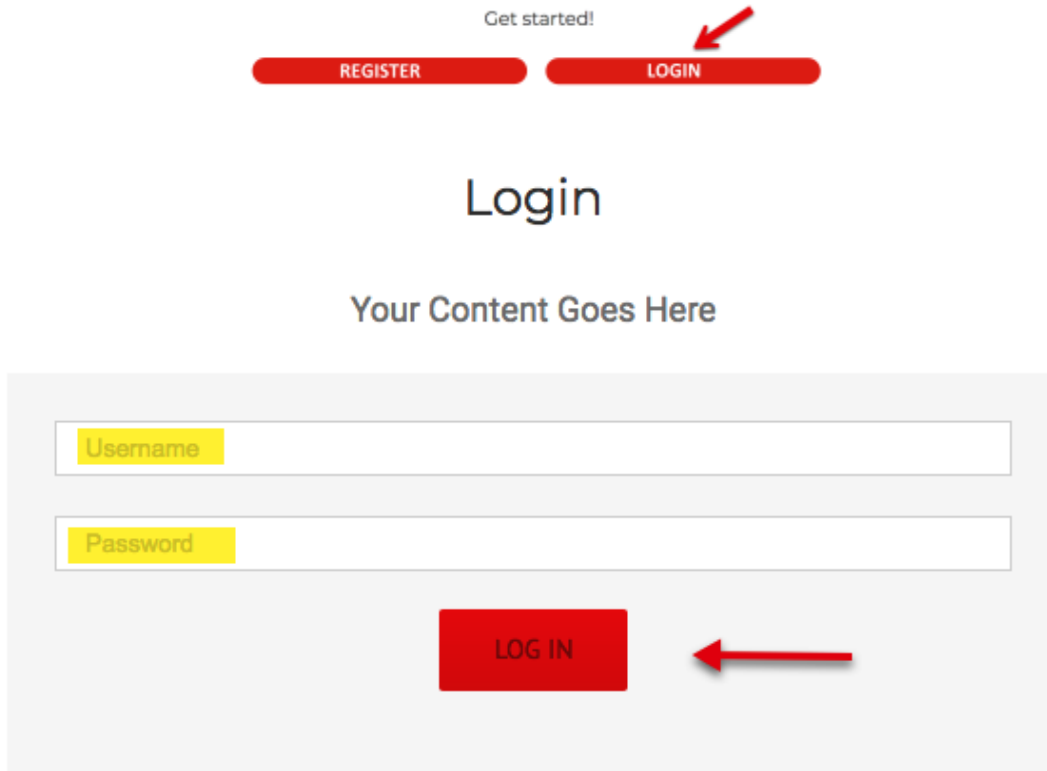You're all set up and ready to go. View your site or go to the admin area.

4. You can view your site by clicking on "My Template Site" (or any other name you have decided) at the top bar, then click on "Visit Site".
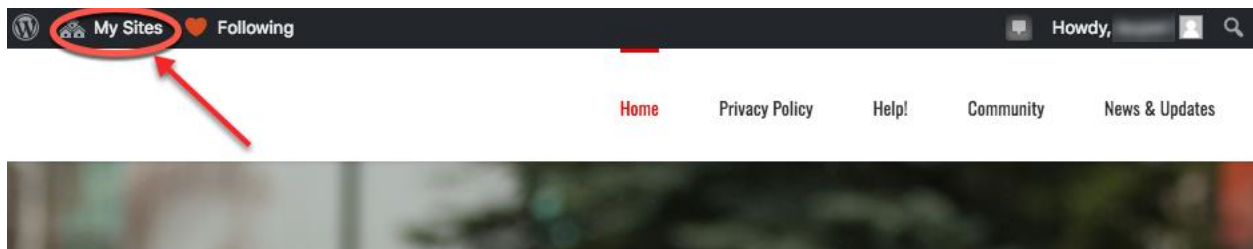

You are now ready to start working!

● **Existing Users: Create a New Site**

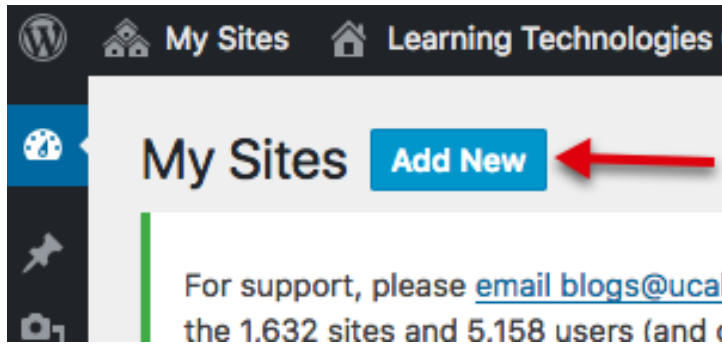1. Go to ucalgaryblogs.ca and click on Login. Enter your username and password.

Get started!

REGISTER   LOGIN

Login

Your Content Goes Here

Username

Password

LOG IN

2. Once you have logged in, you can access to your sites by clicking on "My Sites" at the top left hand corner. You will see all your sites in the main admin area.

My Sites   Following   Howdy,

Home   Privacy Policy   Help!   Community   News & Updates

3. To create the new site we will be working on, click on the "Add New" button at the top left hand corner of the main admin area.

4. After clicking on "Add New", you will be redirected to the UCalgaryblogs site. Now you will be asked to input information for your new site. Name your "Site Domain". For this tutorial, we suggest you write your name followed by template without any spaces, ie "yournametemplate". Write the name you wish to give your site under "Site Title" _Use lowercase letters (a-z) and avoid numbers and special characters_. In this tutorial, we will use "My Template Site" as a name but you can choose any other name. Select the "Site Language".

Site Domain:

yournametemplate

.ucalgaryblogs.ca

(Your address will be domain.ucalgaryblogs.ca/.) Must be at least 4 characters, letters and numbers only. It cannot be changed, so choose carefully!

Site Title:

My Template Site

Site Language:

English (United States) ⬍

Keep the default Privacy option, ie Public. It can be adjusted later, if you wish. Click "Signup"

Privacy:

🔘 Public

⚪ Search Engine Blocked

⚪ Visitors must have a login - anyone that is a registered user of UCalgaryBlogs.ca can gain access.

⚪ Only registered users of this sites can have access - anyone found under **Users > All Users** can have access.

⚪ Only administrators can visit - good for testing purposes before making it live.

⚪ Anyone that visits must first provide this password:

Note: Anyone that is a registered user of this site won't need this password.

Signup

5. You will get a message confirming that your site has been created. Go to *yournametemplate.ucalgaryblogs.ca* link and click on it. The link will take you to your new site.

The site My Template Site is yours.

yournametemplate.ucalgaryblogs.ca is your new site. Log in as " " using your existing password.

You are now ready to start working!