

Instructions for Joining the Watsonville Community Connections Blog

1. Send an e-mail to Nicole Young at nicole@opti-solutions.com with a request to be invited to join the WCCC Blog. Be sure to include your name and organization in your message.
2. You will receive an e-mail invitation from "Nicole Young [no-reply@google.com]" with a subject "You have been invited to contribute to Nicole Young's blog." The body of the message will say:

"The Blogger user Nicole Young has invited you to contribute to the private blog: Watsonville Community Connections Collaborative Blog.

To contribute to this blog, visit:

<http://www2.blogger.com/i.g?inviteID=#####-#####> (#'s = unique ID)

You'll need to sign in with a Google Account to confirm the invitation and start posting to this blog. If you don't have a Google Account yet, we'll show you how to get one in minutes.

If you are already a Blogger user, please note that this blog uses the new version of Blogger, currently in beta. To post to Nicole Young's blog, you will access this new version with a Google account, instead of your Blogger account. You will see a separate dashboard that does not include your current blogs, but you'll have the opportunity to move them over to the new version of Blogger at a later date."

3. Click on the link in the e-mail message to go to a web page where you will either select "Create your account now" or sign in with your existing Google account username and password. **Note: You will only be able to access Blogger via this e-mail link one time.**
4. If you selected "Create your account now," you will be directed to a web page where you will be asked to select and enter an existing e-mail address, a password and a display name. As stated in the WCCC Blog Guidelines, your display name must be your actual name (first and last names). You can enter any e-mail address that you use – i.e. it does not need to be a Gmail address from Google. **Write down the e-mail address and password you chose, as you will need those to access your account in the future.**

After you have created your Google account, you will receive an e-mail from "accounts-noreply@google.com" with the subject "Google Email Verification." **The body of the e-mail will contain a link that you must click on to activate your account and verify your e-mail address.** If you do not receive this e-mail soon after creating your Google account, you may want to check the spam folder in your e-mail program.

5. After you click "Continue," you will be directed to your "Dashboard", or control panel. Your Dashboard will tell you how many posts have been made and the date of the most recent post. You can add a new post from your Dashboard by clicking the link "New Post."
6. **To view the WCCC Blog**, click "View Blog" on your Dashboard. You will be taken to <http://watsonvillecommunityconnections.blogspot.com> where you will be able to read posts in reverse chronological order (newest posts first), see a list of contributors to the blog, view recent and archived posts and make comments in response to posts.

7. **To add your own post**, click on "New Post." Create a title for your post and then type the body of the message. You can format the text of your message using the icons at the top of the message box. The icon with a check box and "ABC" allows you to perform a spell check before publishing your post. Click on "Preview" to see how your post will look on the blog before publishing it. When you are ready to publish, click on the button "Publish" at the bottom of the screen. If you need to finish writing your post at a later time, click "Save as Draft."
8. When you are viewing the main page of the WCCC Blog, you will not see individual comments that contributors have added to other people's posts. You can view the individual comments by clicking on the link at the bottom of a post says "# Comments". You can also add your own comment from this page.
9. **To receive e-mail notices when new posts have been added to the WCCC Blog**, type in your name and e-mail address in the top right side of the blog page. You will receive an e-mail from "Nicole Young [nicole@opti-solutions.com]" with a subject "CONFIRMATION REQUIRED: Confirm your request for WCCC blog updates via e-mail." **Click on the link in the message to verify your "subscription" to blog updates.** If you do not receive this e-mail soon after submitting your name and e-mail address, check the spam folder in your e-mail program.
10. **To access the WCCC Blog** in the future (after creating your account), go to the WCCC's web site www.watsonvillecommunityconnections.com and click on the link "WCCC Blog." If you want to add a post, click on the "Sign In" link in the top right corner of the blog, then enter your username (e-mail address you entered when you created your Google account) and password. You will be directed to your Dashboard.

Questions about accessing or using the WCCC Blog?

Contact Nicole Young at nicole@opti-solutions.com or 594-1498, or click on the "help" link on your Dashboard (<http://help.blogger.com/>).