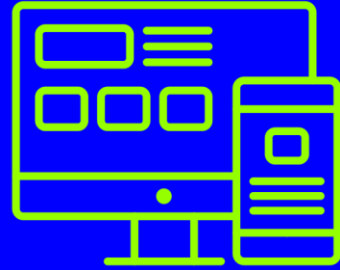


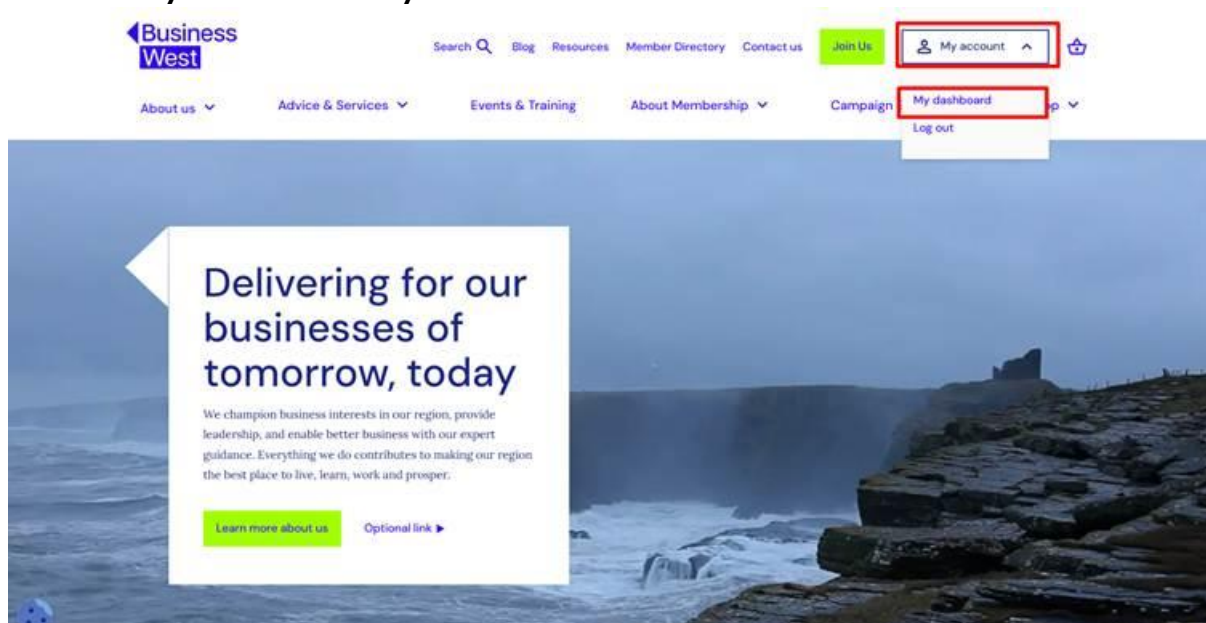
Members' Website Blog Creation Guide



Go to the Business West website and log in as a contact.

A screenshot of the Business West login page. On the left, there is a 'Login' section with an 'Email' field containing 'Priya_CafeSpice@hotmail.info', a 'Password' field with masked characters, a 'Forgot your password?' link, a green 'Log in' button, and a 'Don't have an account?' section with a 'Register' link. On the right, there is a large image of a smiling woman wearing a white hard hat with 'ARUN' on it and safety glasses.

Click on **My Account** → **My dashboard**



Click on **My Blog Content** and then **Write a blog** on the next screen.

The image shows two screenshots of the Business West website. The first screenshot displays the 'Your Membership' page for a user named Priya_CafeSpice, showing their membership plan as 'Hydrogen'. The second screenshot displays the 'My blog content' page, where the user can write a new blog post. Both pages have a sidebar with navigation links and a top navigation bar with search and account options.

Business West

Search Blog Resources Member Directory Contact us [Join Us](#) [My account](#)

About us Advice & Services Events & Training About Membership Campaign & Policy Shop

Home Dashboard

Your Membership

Welcome Priya_CafeSpice
Your membership plan: Hydrogen [View membership details](#)

Events
Looks like you haven't attended any!

[Find an event](#)

Business West

Search Blog Resources Member Directory Contact us [Join Us](#) [My account](#)

About us Advice & Services Events & Training About Membership Campaign & Policy Shop

Home Dashboard My Posted Blogs

My blog content

As a member, you can publish blogs on the Business West website, where they will be featured as 'Member Blog' posts.

[Write a blog](#)

Provide all the information and then click on the **Submit for review** button.

The image shows the 'Write a blog' form on the Business West website. The form includes fields for 'Blog title', 'Blog description', 'Upload Blog Hero Image (Optional)', and 'Blog content'. A red box highlights the 'Submit for review' button at the bottom right.

Write a blog

As a member, you can publish blogs on the Business West website, where they will be featured as 'Member Blog' posts. Please note that the images used must come from our image library to comply with our branding requirements. You can download the [image library here](#) (opens in a new tab).

Blog title

Blog description

Your blog can be up to 1000 characters long. (Maximum 1000 characters)

Upload Blog Hero Image (Optional)

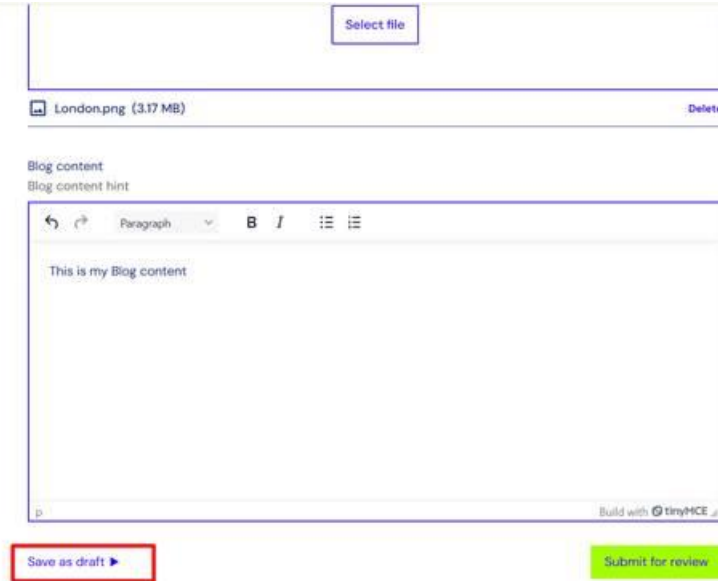
Upload image max of 500 x 300 pixels or transparent background. Formats accepted: JPG, PNG, GIF. Max Size 5 MB.

Blog content

Your content can be up to 1000 characters long. (Maximum 1000 characters)

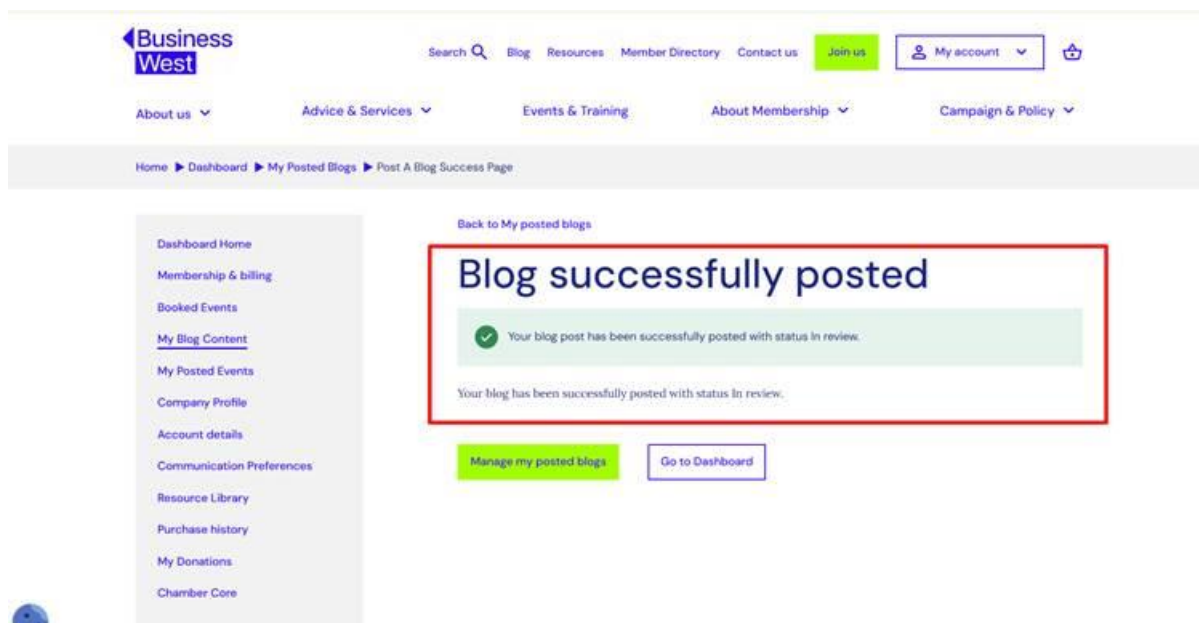
[Submit for review](#)

You can also save a blog in draft status by clicking the **Save as draft** button.



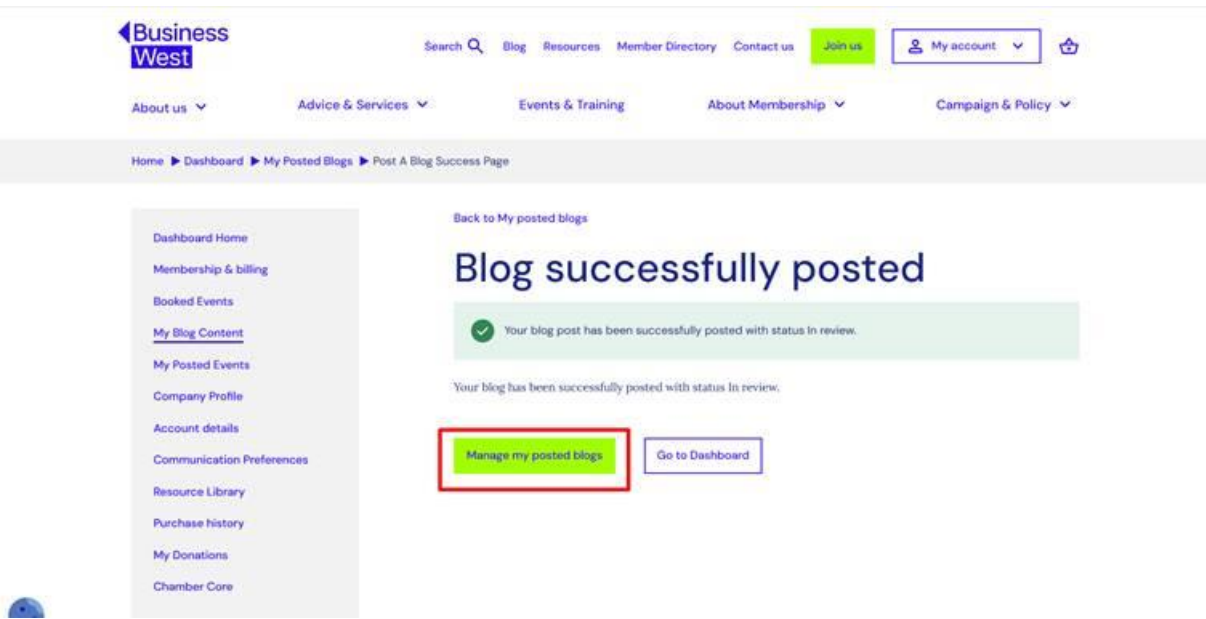
The screenshot shows a web form for creating a blog post. At the top, there is a 'Select file' button. Below it, a file named 'London.png (3.17 MB)' is listed with a 'Delete' link. The main section is titled 'Blog content' and 'Blog content hint'. It features a rich text editor with a toolbar containing undo, redo, paragraph, bold, italic, and list icons. The text 'This is my Blog content' is entered. At the bottom right of the editor, it says 'Build with tinyMCE'. Below the editor, there are two buttons: 'Save as draft' (highlighted with a red box) and 'Submit for review'.

Once you have submitted the blog for review, you will see the following message on the screen.

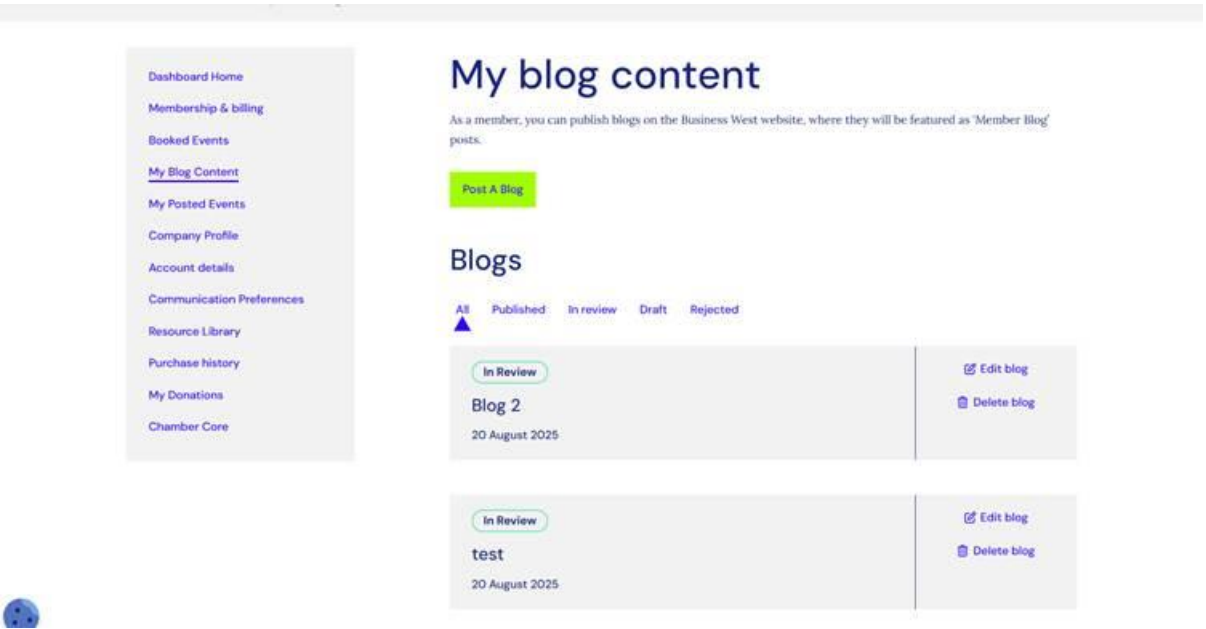


The screenshot shows the Business West dashboard. The top navigation bar includes the Business West logo, a search bar, and links for Blog, Resources, Member Directory, Contact us, Join us, and My account. Below this is a secondary navigation bar with links for About us, Advice & Services, Events & Training, About Membership, and Campaign & Policy. The main content area shows a breadcrumb trail: Home > Dashboard > My Posted Blogs > Post A Blog Success Page. On the left is a sidebar menu with links: Dashboard Home, Membership & billing, Booked Events, My Blog Content (highlighted), My Posted Events, Company Profile, Account details, Communication Preferences, Resource Library, Purchase history, My Donations, and Chamber Core. The main content area displays a 'Blog successfully posted' message in a large blue font, followed by a green checkmark icon and the text 'Your blog post has been successfully posted with status In review.' Below this, a smaller line of text says 'Your blog has been successfully posted with status In review.' At the bottom, there are two buttons: 'Manage my posted blogs' (highlighted in green) and 'Go to Dashboard'.

To manage the blogs you have created, you can click on **Manage my posted blogs**.



Here, you will be able to see the blogs you have created and their status.



Once you have submitted a blog for publication, it will be moderated by the team at Business West and either published to appear on our Blog listing, or sent back to you with comments to apply to before resubmission.