



THE LEATHERHEAD RESIDENTS' ASSOCIATION

1. INTRODUCTION

A blog is a method of collaborating on line. Consider a blog to be like an on line notice board with the advantage that readers can post comments. Normally, blogs only have a single author, however the LRA blog can be written to by anybody once they have been assigned rights by the Webmaster. This quick guide aims to:

- Show you how to find the Blog and read articles on line.
- Make comments on Blog entries
- Create a Blogger account and have your own unique ID.
- Write your own articles on line

If you are confident with Blogging, have a Blogger ID and want to be assigned Author rights please email the webmaster by click the link from the www.leatherheadresidents.org.uk.

2. ACCESSING THE LRA BLOG FROM THE WWW.LEATHERHEADRESIDENTS.ORG.UK WEBSITE:

1. Click the 'Blog' link from the LRA menu bar.



2. By following the links you will then be transferred automatically to the Blog site.



3. You can now read the posts on the Blog.

3. COMMENTING ON BLOG ARTICLES

1. At the end of each article there is a comments link.



2. Click on this link. You will be presented with a dialog box to type in your comments. (see below)



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Leave your comment

Here are my comments on this Blog Article

Type your comments here

You can use some HTML tags, such as ``, `<i>`, `<a>`

Comment moderation has been enabled. All comments must be approved by the blog author.

adatyly

Enter the strange text in here.
(It is to stop hackers & spammers automatically filling the blog with junk)

WORD
VERIFICATION

adatyly



Type the characters you see in the picture above.

Add a name here – it can be anything

Choose an identity

Google Account

OpenID    

Name/URL

Name

URL

You can now Preview what you have written & amend it if needed. Otherwise, just publish it

Anonymous

PUBLISH YOUR COMMENT

PREVIEW



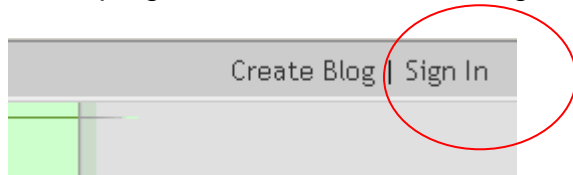
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4. CREATING A BLOGGER ACCOUNT AND ID

In the previous section of this guide, that there was an option to use a Blogger ID when posting comments. **A Google Blogger account is required if you want to write your own posts on the Blog.** This is a very simple process.

Either

The top right hand corner of the Blog has a **Sign In** link.



1. Click this link and you will be guided through the process. All you need is your email address, a password of your choosing and an ID name of your choosing.
2. Once you have created your account then you can modify the account settings at any time by clicking the in the top left hand corner of the Blogger page . This will take you to the **Dashboard** (see below in 'Posting Articles on the Blog')

Or

If you are thinking of making a Comment on a post then on the comments page (see above)

Type the characters you see in the picture above.

Choose an identity

Google/Blogger

USERNAME

PASSWORD

No Google Account? [Sign up here.](#)
You can also use your Blogger account.

1. Select **Google/Blogger & click the Sign Up Here** link. This then take you step 2 above.

5. POSTING ARTICLES ON THE BLOG

5.1 How to get Authoring Rights on the Blog

1. In order to post articles on the Blog (not just comment on an article), you will need:
 - A Google/ Blogger account. (see above)
 - Access rights from the Webmaster. (webmaster@leatherheadresidents.org.uk)
2. In your email to the Webmaster (see www.leatherheadresidents.org.uk for details) please supply the email address that you signed up to Goole/Blogger with.



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Once the Webmaster has added you to the list of authors, you will get an email invitation like the following:

Follow the link on the email to complete your registration

The Blogger user Webmaster has invited you to contribute to the blog: Leatherhead Residents Association.

To contribute to this blog, visit:

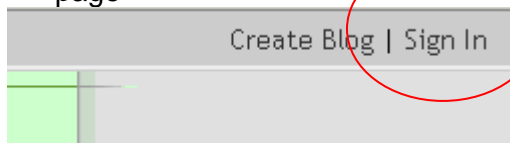
<http://www.blogger.com/i.g?inviteID=2295326485995368320&blogID=1437258024071358004>

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

To learn more about Blogger and starting your own free blog visit <http://www.blogger.com>.

5.2 How to Sign In on the Blog

1. Navigate to the Blog via the LRA Webpage. Click the "Sign In" link at the top right of the Blog page



2. You will then be presented with a log in box:

Language: English

Sign in to use Blogger
with your Google Account

Username (Email): webmaster@leatherhe Password: (?)

Remember me (?)

SIGN IN

Use the email address & password that you created the Blogger account with. Make sure that "English" is your chosen language.

3. Once you have signed in to the Blog you will be taken to the Dashboard (a control panel)



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Dashboard

Language: English

New! **Email Notifications** Get feature announcements and tips to get the most out of your blog. [Enable now!](#)

Local Resident



[View Profile](#)
[Edit Profile](#)
[Edit Photo](#)
[Edit Notifications](#)

Manage Blogs (2 total)

[Create a Blog - Help](#)

Leatherhead Residents Assoc - Hide
147 Posts, last published on Sep 19, 2009 - [View Blog](#)
[NEW POST](#) - [Edit Posts](#) - [Settings](#)

4. You can now create a new post
5. It is advisable to edit your Profile so that your email address is not made public. You can also choose your own ID (a sort of pen name). This is the name that is appended to the posts on the blog.

6. SOURCES OF HELP

These instructions are available on both the website & the Blog

Leatherhead Residents Association

- [Website](#)
- [Blog Help](#)
- [Membership](#)
- [Meetings](#)
- [Constitution](#)
- [Code of Conduct](#)

Disclaimer

The views expressed on this Blog are those of the contributors and are not necessarily shared by the Association. Rather we hope the exchange of views here will better inform the Association as to feelings of the Leatherhead residents about current issues. If you wish to be added to be added to the list of contributors, please email the webmaster.

[Home](#) | [Terms](#) | [Membership](#) | [Blog Help](#)

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