# *Devotions* @ Methodist.SG

Authors' User Guide

Introduction

You must be a Methodist pastor in Singapore to write for *Devotions* @ Methodist.SG. You will also need to first send in a request at mcsdevotions.wordpress.com/contact/ for review and approval.

Once your request has been reviewed and approved, you will receive an email notifying you that you have been invited to become an author on *Devotions* @ Methodist.SG.
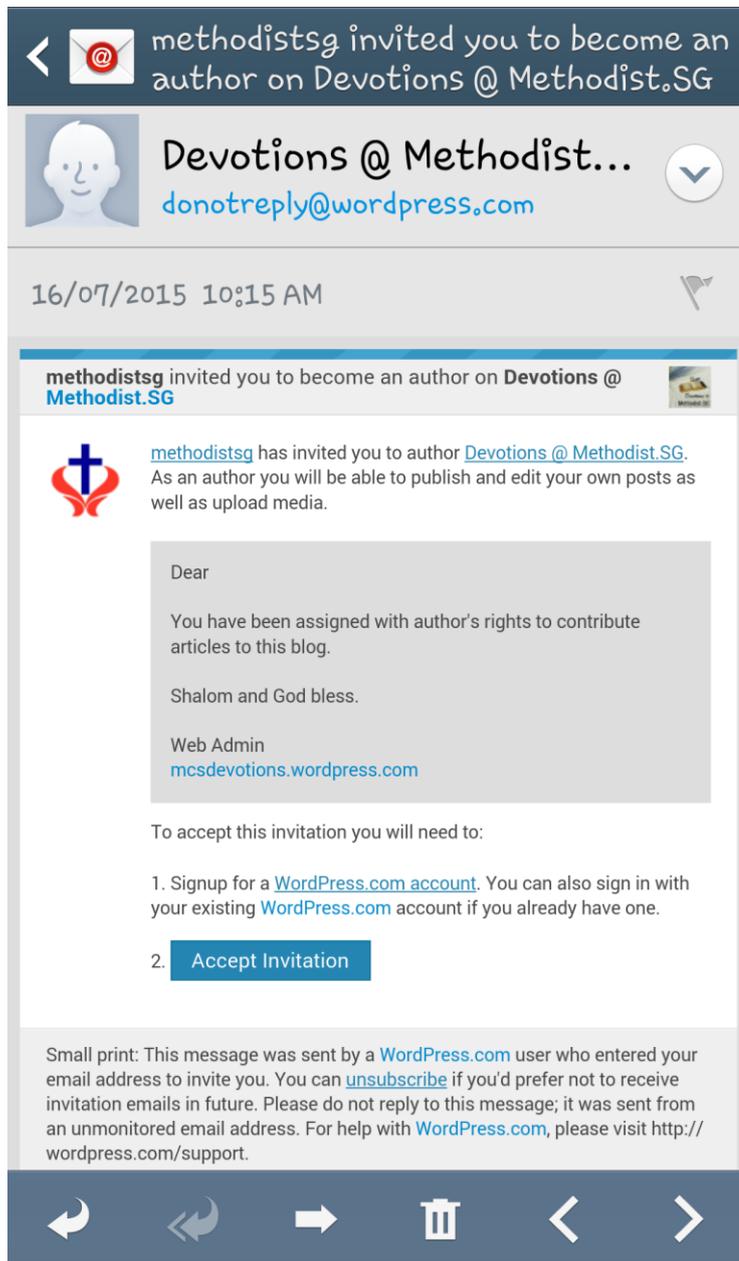
Thank you for coming on board to contribute devotions @ mcsdevotions.wordpress.com!

This guide will walk you through the steps you need to know for authoring your devotions at the blog.

Steps to Create a WordPress Account

1. In the email invitation to write for MCS devotional blog, click the link to "Signup for a WordPress.com account" if you do not have an existing WordPress.com account, or log in if you have.

    1. Signup for a WordPress.com account. You can also sign in with your existing WordPress.com account if you already have one.

2. If you have clicked to sign-up a WordPress account, your web browser will bring you to www.wordpress.com/start/account/user.

Let's get started.
Welcome to the best place for your WordPress website.

Your email address
pastor.name@methodist.org.sg

Choose a username
pastorname

Choose a password

Create My Account

By creating an account you agree to our fascinating Terms of Service.
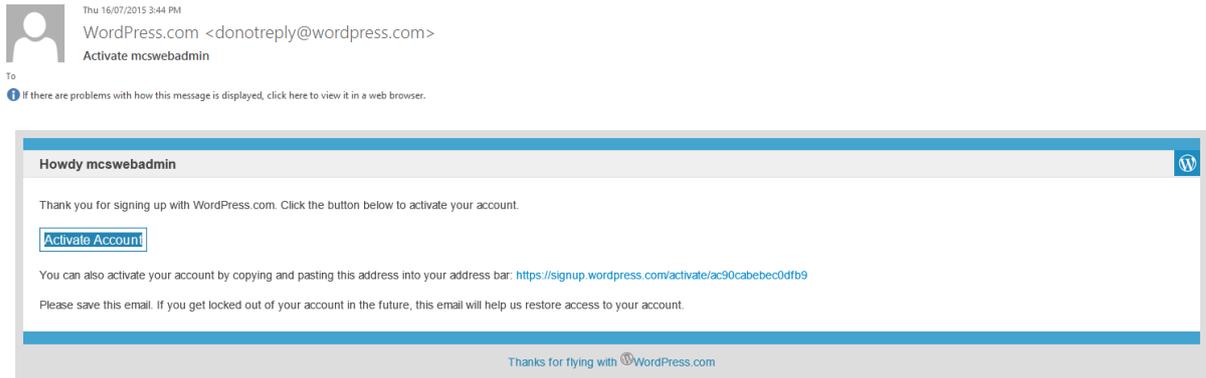
Already have a WordPress.com account? Log in now.

3. Key in the necessary information and click the Create My Account button.

4. If successful, you will see the following message.
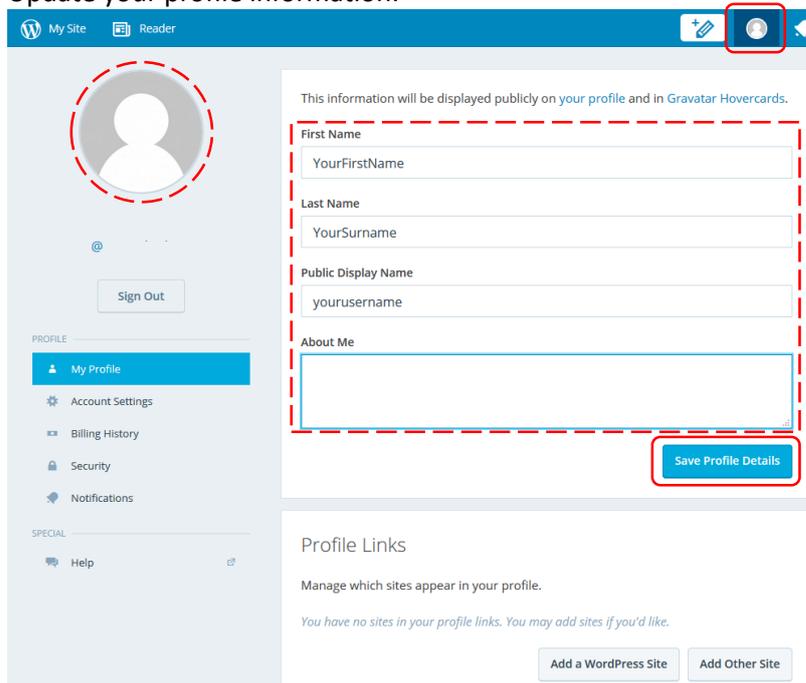
🛈 Please verify your email address
To post and keep using WordPress.com you need to validate your email address. Please click the link in the email we sent at @methodist.org.sg.
Re-send your activation email or change the email address on your account.

5. Go to your email client and click the Activate Account button.

Thu 16/07/2015 3:44 PM
WordPress.com <donotreply@wordpress.com>
Activate mcswebadmin

To

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Howdy mcswebadmin

Thank you for signing up with WordPress.com. Click the button below to activate your account.

Activate Account

You can also activate your account by copying and pasting this address into your address bar: https://signup.wordpress.com/activate/ac90cabebec0dfb9

Please save this email. If you get locked out of your account in the future, this email will help us restore access to your account.

Thanks for flying with Ⓦ WordPress.com

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6. Update your profile information.

7. Click the Sign Out button once you have completed updating your profile.

Accessing Blog to Write a Devotion

1. In the email invitation, click the Accept Invitation button.

2. Your browser will bring you to www.wordpress.com/wp-login.php.
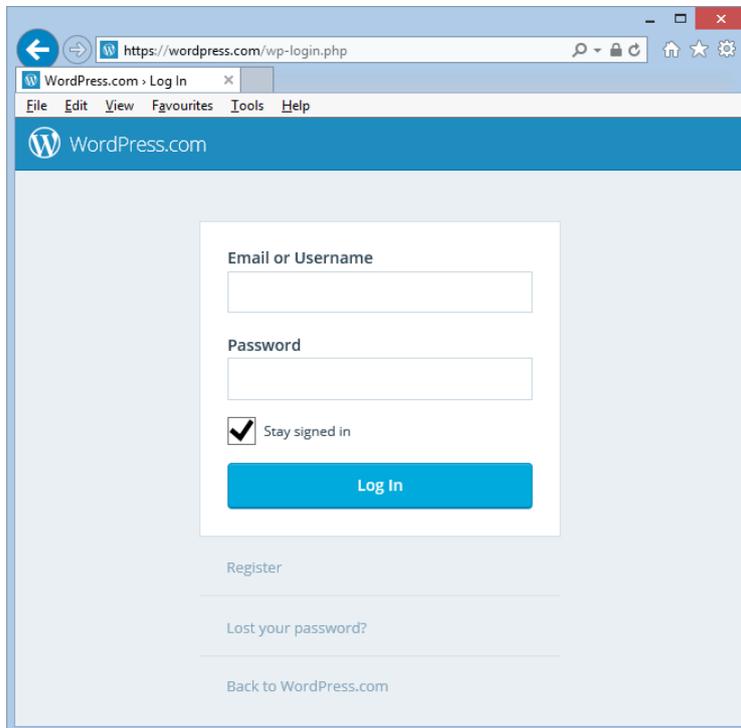
3. Enter your WordPress username or your email address and the password to log in.

4. If it is the first time you are logging in, you will see a message at the blog's Dashboard "Congrats! You have been added to this blog."
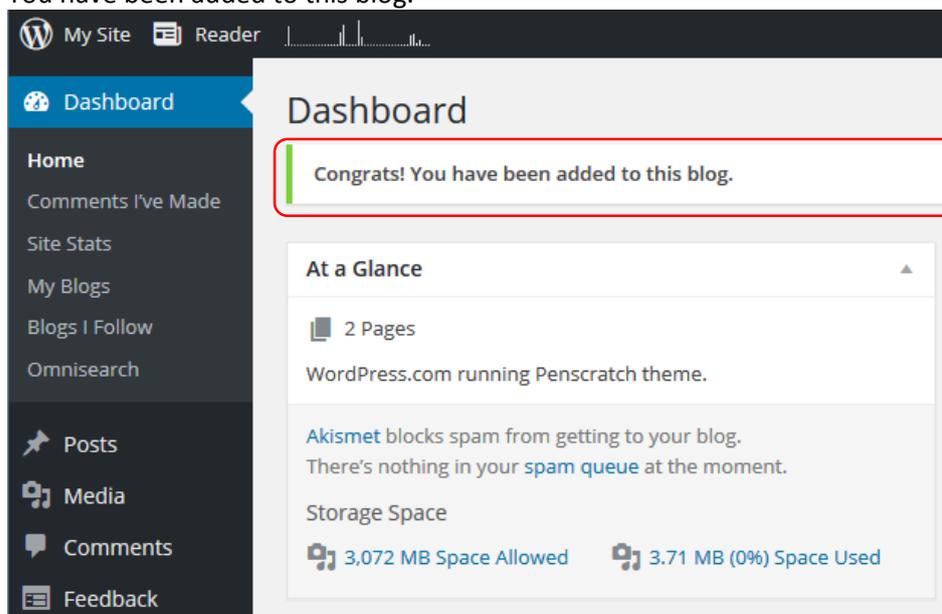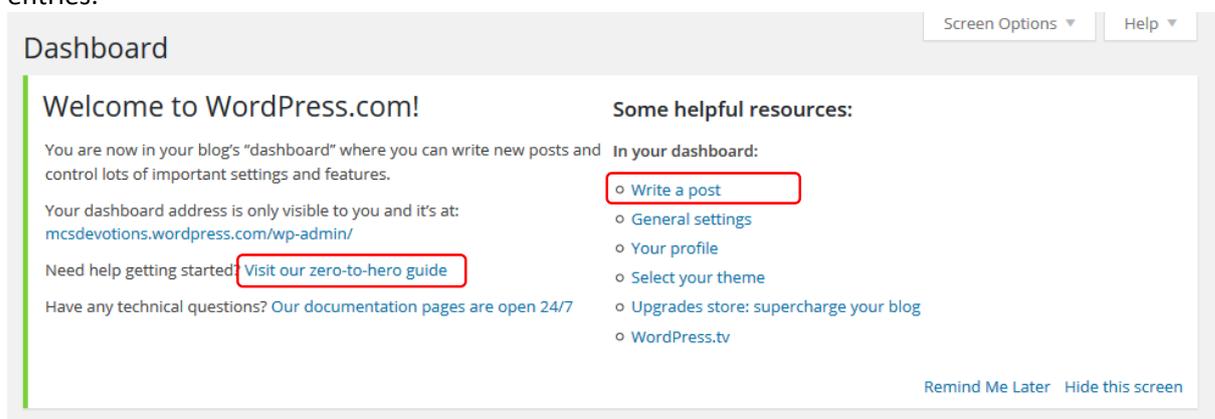

5. If it is not the first time you are logging in, you should see your Dashboard. If you don't, select My Site at the top left hand corner.

6. Click My Blogs from the sidebar menu.

7. You will see a link of the blog you have been given Author's rights.
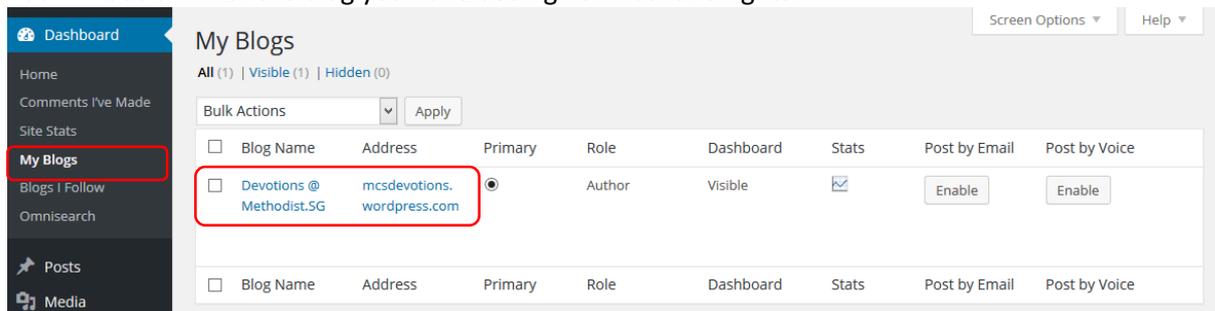
8. Click the link to the blog and you will see a welcome message with links to create new blog entries.

9. If you need help getting started, click the link Visit our zero-to-hero guide.

10. Once you are familiar with the basics in the quick guide, you are ready to start writing.
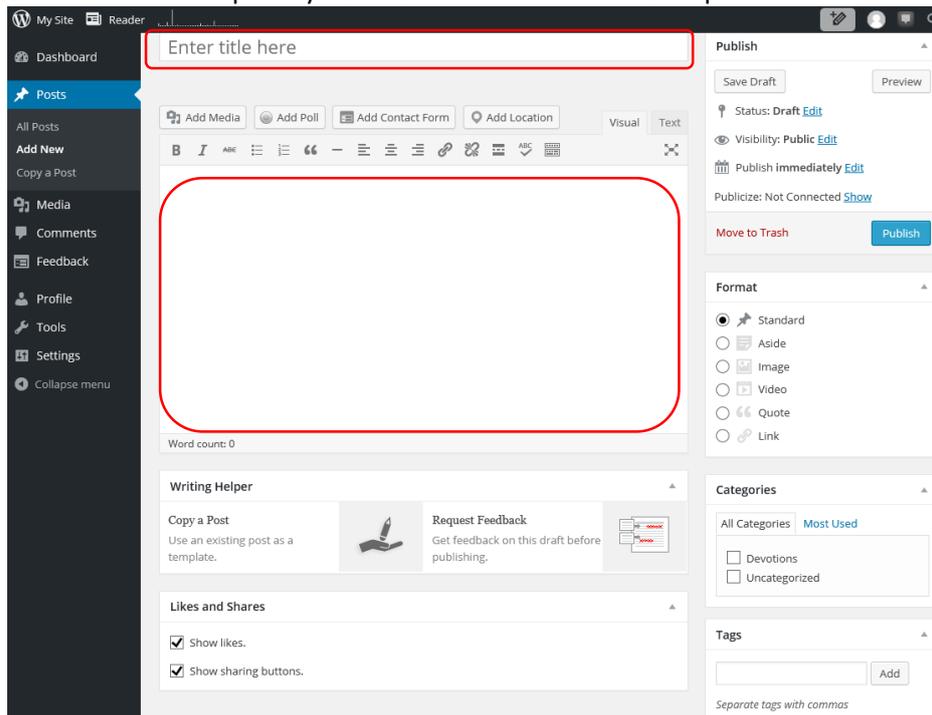
11. Click the link Write a post or click Add Blog Posts.
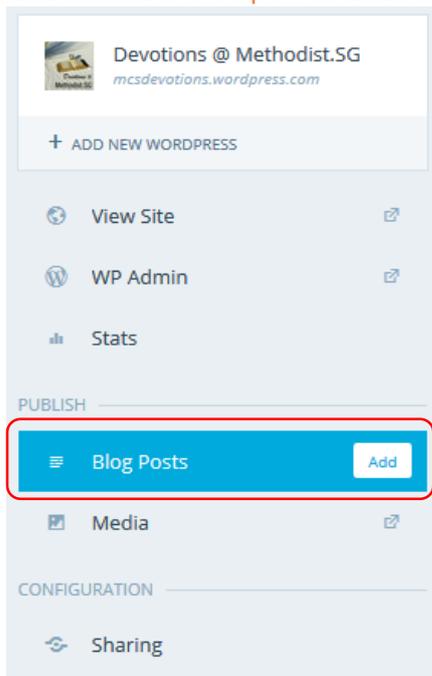
12. Enter the title and paste your text content to the relevant places.

13. Please indicate at the start of main text content your title and name 'by [Title + Your Name]'.
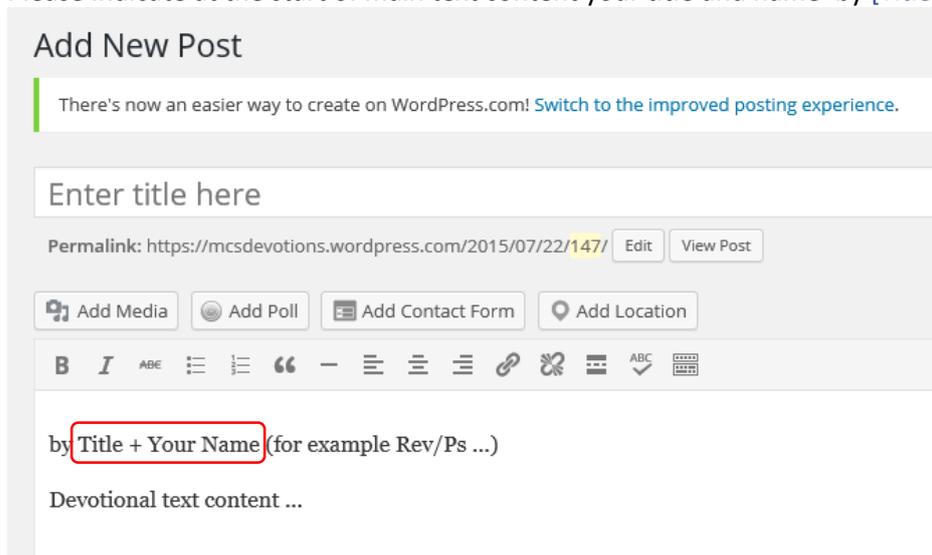
14. If you wish to add an image to your article, click the Add Media button.
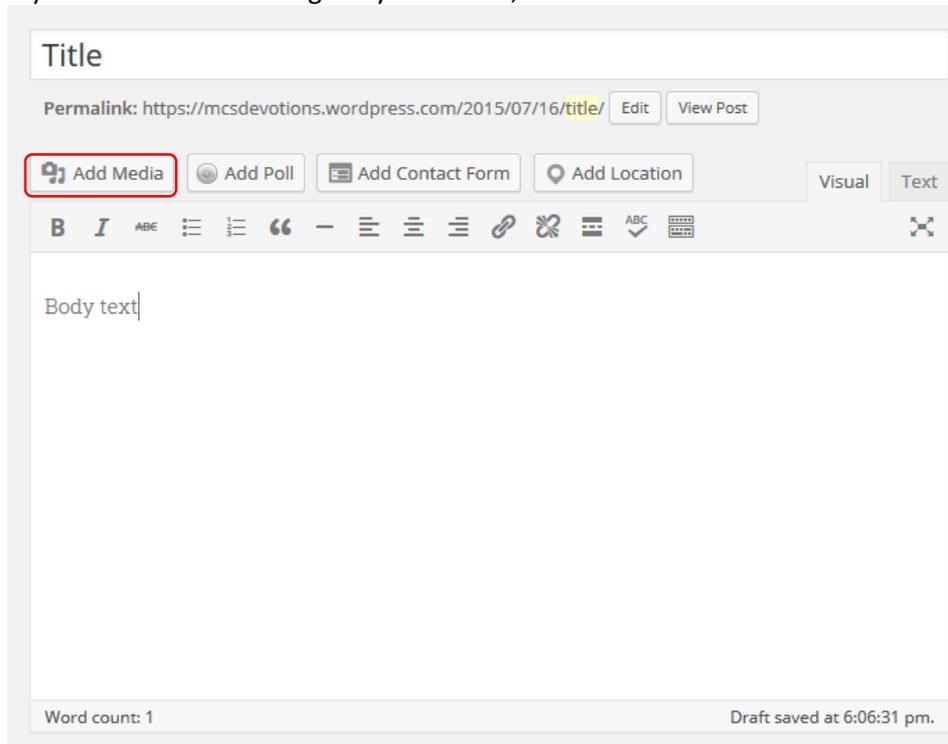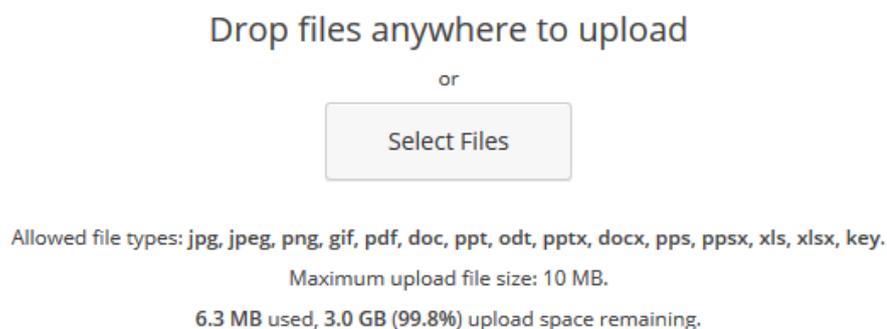

15. Before you upload the file, please ensure the image has at least a 640 pixel width or height, so that the blog will pick the correct image (instead of the banner) when auto posting to Facebook.

16. Select to Upload Files, Insert from URL, or choose image from Media Library.
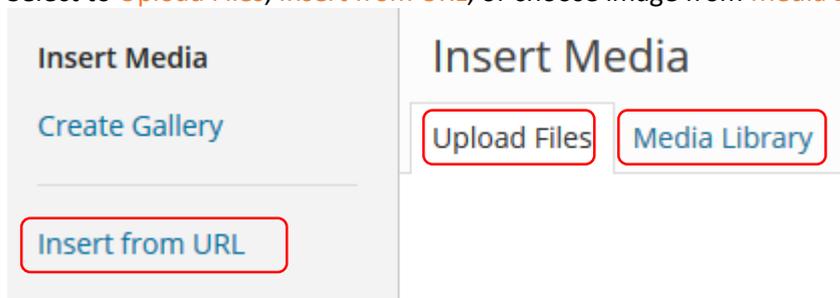
17. Drag and drop or click the Select Files button if you are uploading new images to article.

18. Once uploaded, the image will show up at the Media Library with a tick on top right hand corner.

19. Select the relevant settings for the image, such as the alignment, display size, image link, and the like, then select the Insert into post button.

20. If there is need for you to add HTML codes, select the Text tab on the right.

Title

Permalink: https://mcsdevotions.wordpress.com/2015/07/16/title/ Edit   View Post

Add Media   Add Poll   Add Contact Form   Add Location   Visual   Text

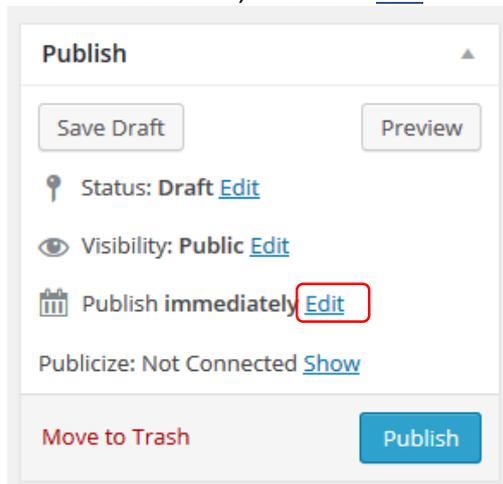b   i   link   b-quote   del   ins   img   ul   ol   li   code   more   close tags

proofread
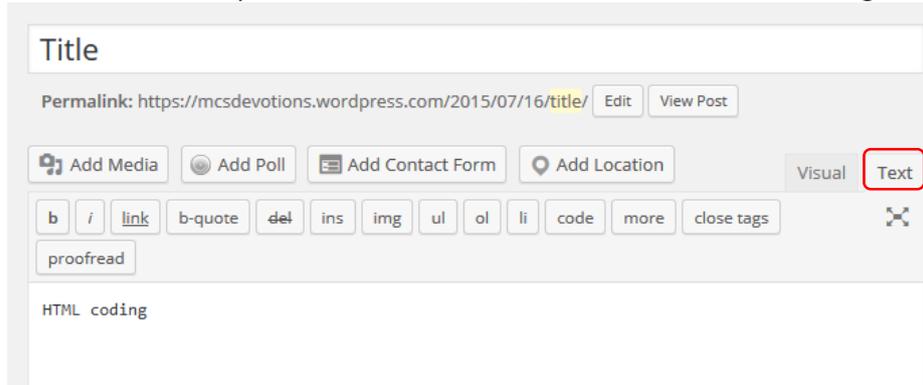
HTML coding

21. Once you are done with the HTML coding, select the Visual tab to view.

22. Select Devotions and [Your Name] for Categories, and add 'devotions' at Tags.

Categories

All Categories   Most Used

☑ Devotions
☑ [Your Name]
☐ Uncategorized

Tags

[devotions]   Add

Separate tags with commas

⊗ devotions

Choose from the most used tags
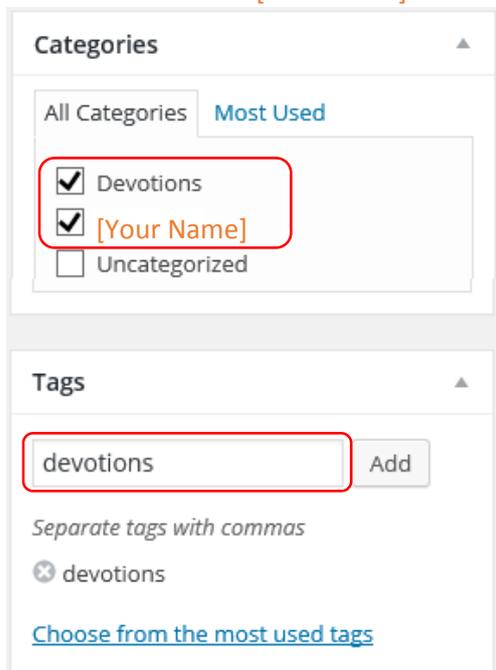
23. Click the Publish button to publish immediately or if you wish to schedule your post to publish at a later date or time, select the Edit link for Publish immediately.
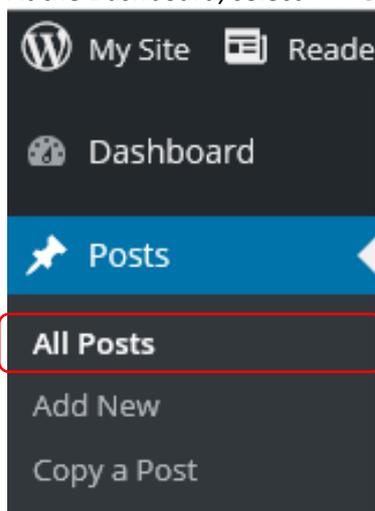
Publish

Save Draft   Preview

🔑 Status: **Draft** Edit

👁 Visibility: **Public** Edit

📅 Publish **immediately** Edit

Publicize: Not Connected Show

Move to Trash   Publish

24. Change the month, date, year or time accordingly, and click OK.
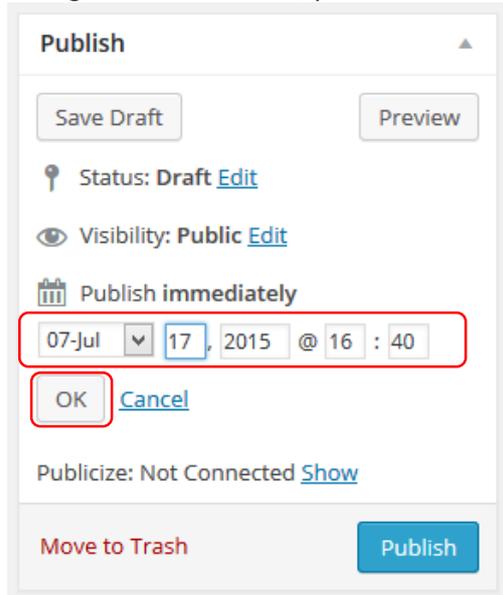
25. Click the Schedule button to publish later.
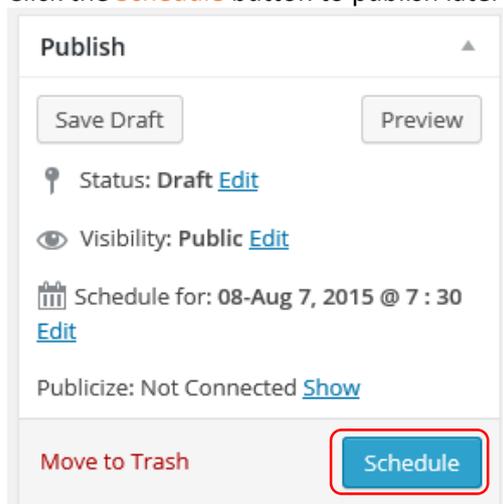
26. At the Dashboard, select All Posts to verify the post has been added.

27. Visit mcsdevotions.wordpress.com to view the post if you have chosen to publish immediately, otherwise check back on scheduled date.

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