COACHLEADS

Blog Posts

Creating a New Blog Post
Adding and Editing Your Content
Making Your Text 'Pop'
Adding Images

Your CoachLeads

BLOG

will allow you to add and edit posts directly from your Dashboard that will be shown on your website

Blog and **Posts**

Your Blog and Posts

Blog Posts

Your CoachLeads website has Blog posts integrated directly in your Dashboard.

In addition to your website, it also comes with 8 blog posts provided by CoachLeads.

We recommend that you keep these posts on your website, but also add your own original content over time.

This all comes with your CoachLeads subscription!

Fast & Simple

We have made creating and editing blog posts as simple as possible, and you are able to do all of this directly in your Dashboard.

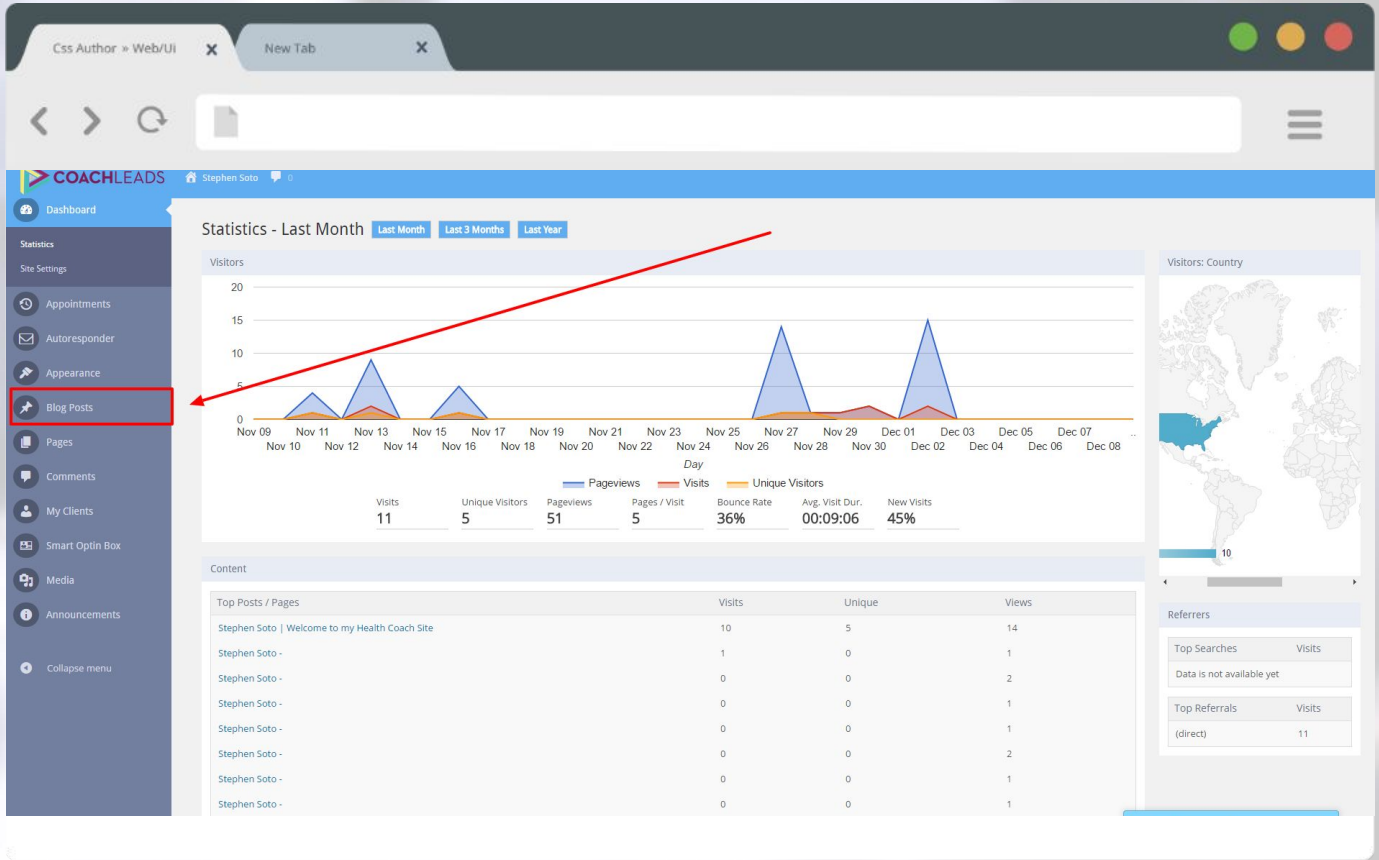
You are able to do things such as:

add and edit post titles, original content, add images, format text, set featured images, and more!

We've taken out the clutter and made it as fast and simple as possible.

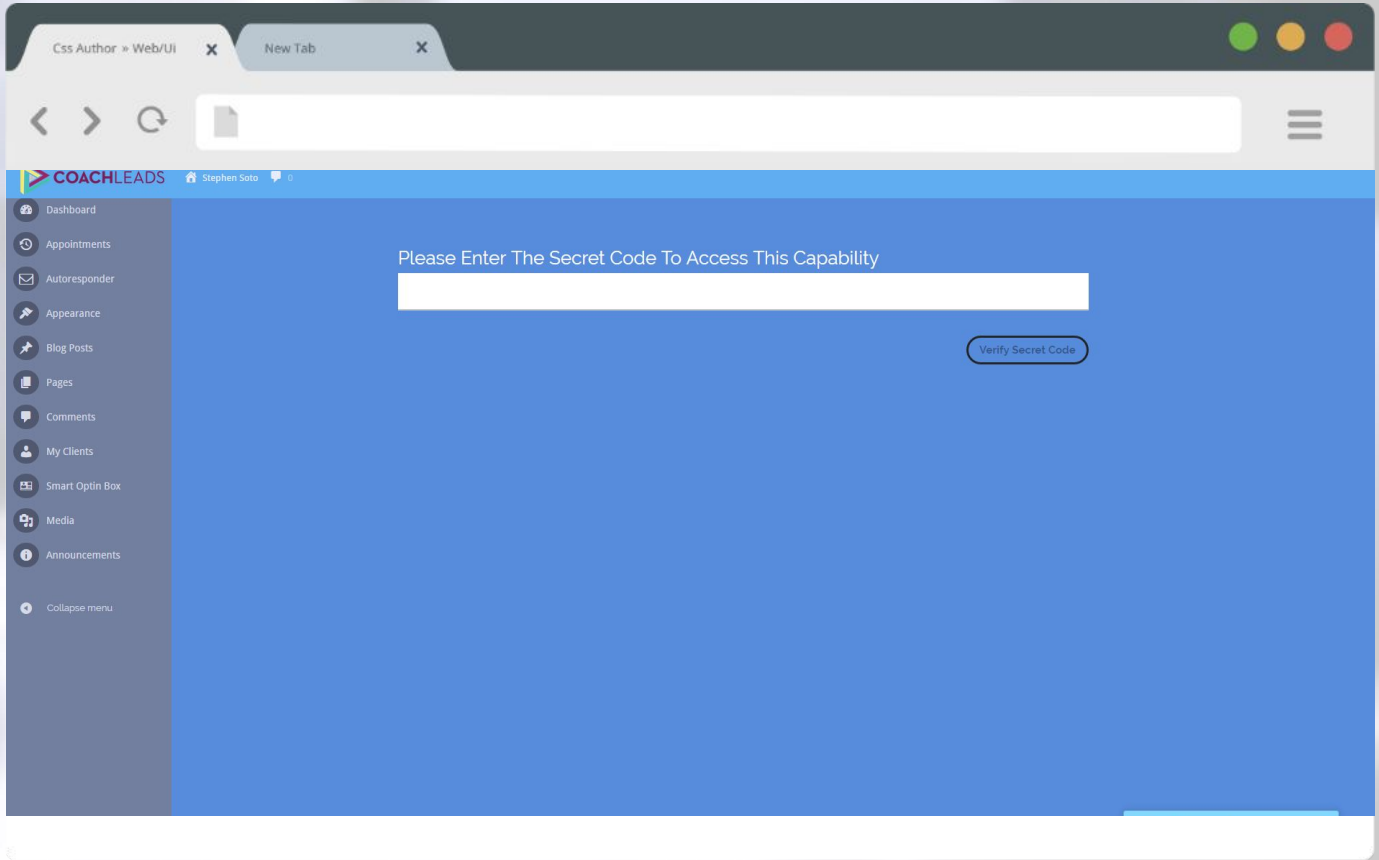
Accessing Your Blog

Once you are logged into your website, go to your Dashboard
In your Dashboard, click the button in the menu that says “Blog Posts”
Clicking this button will take you to your Blog



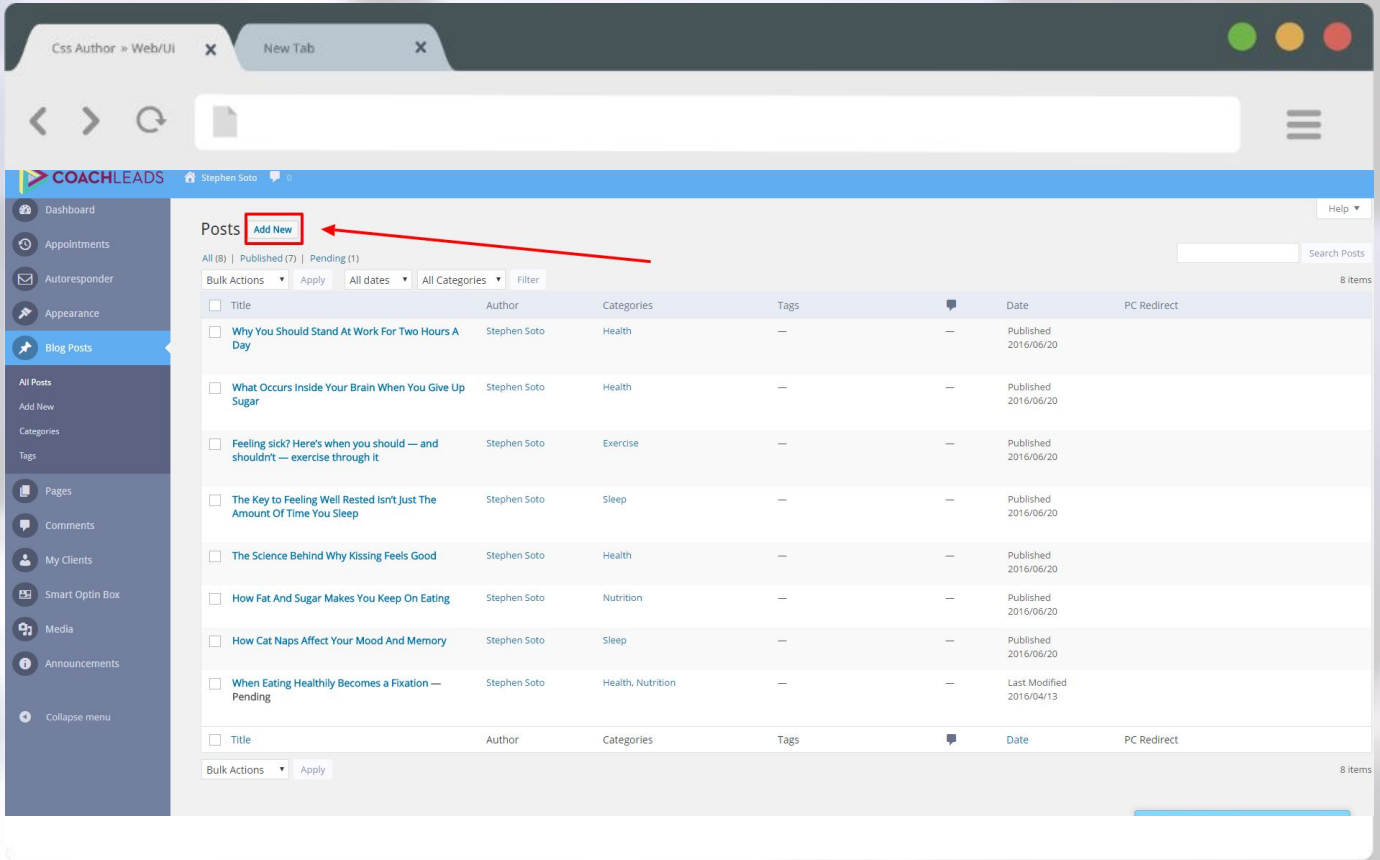
Unlocking Your Blog

If your Blog isn't already unlock, enter the secret code (and then verify):
posts123



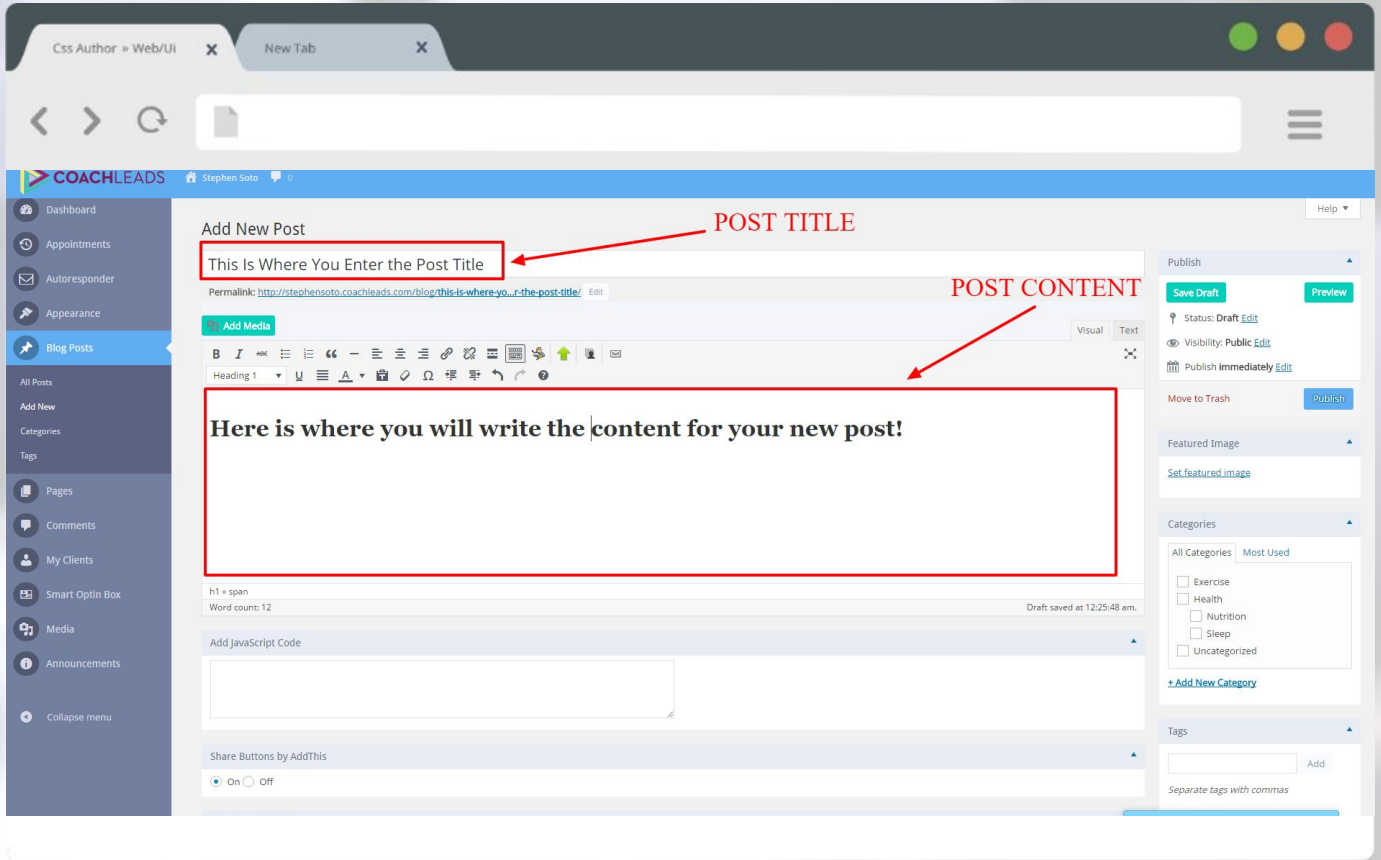
Adding a New Post

On the main Blog Posts screen, click the “Add New” button
This will take you to another page that will allow you to create a new post



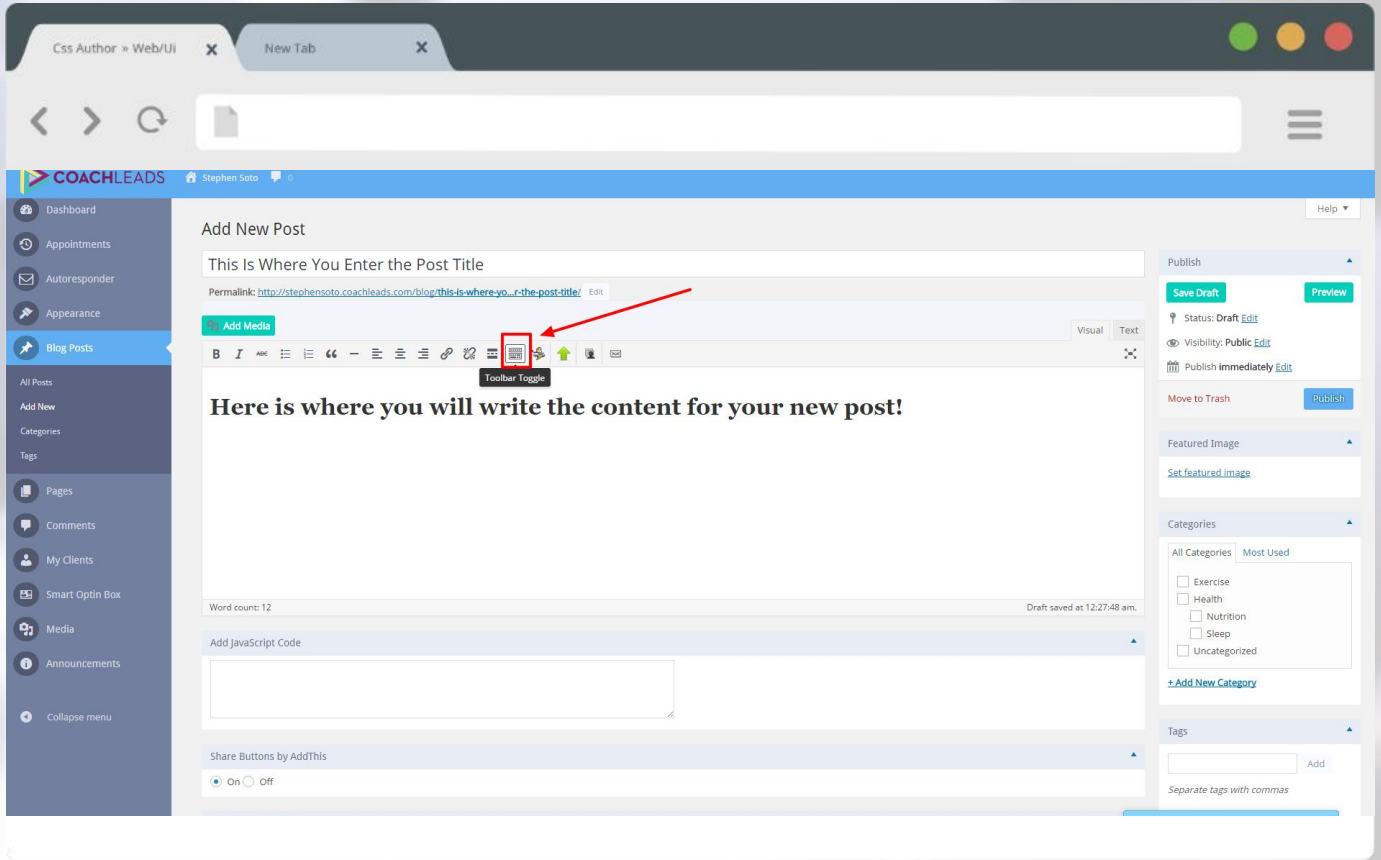
Post: Title and Content

At the top of the page is where you can enter the title/name of your post
Below, you are able to add all of the actual content for the post



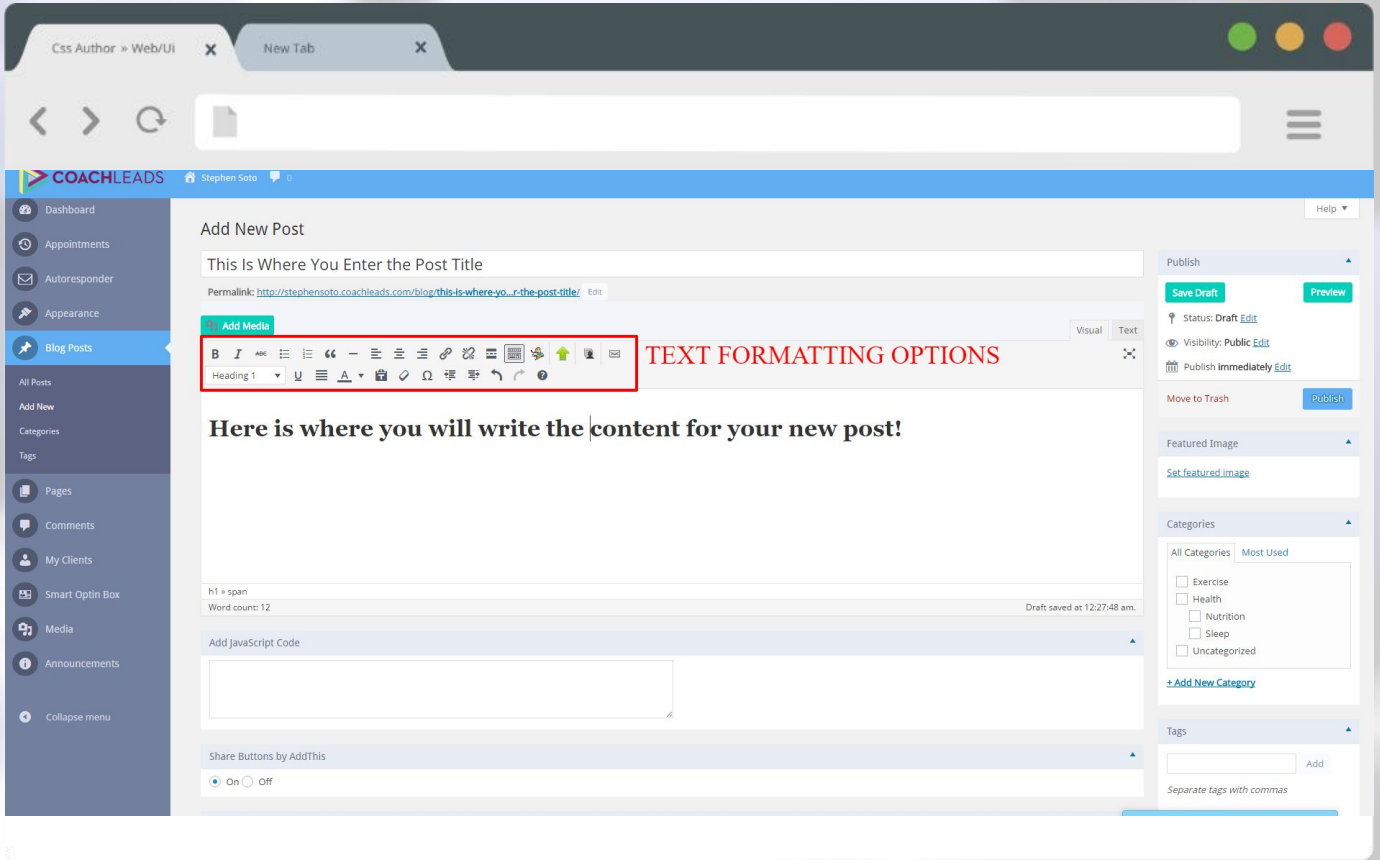
Post: Toggle Toolbar

In the toolbar above the text area, there is a button called “Toggle Toolbar”
Click on this to bring up additional options for formatting your blog post
This will give you options to change text color, bold, italicize, align, etc.



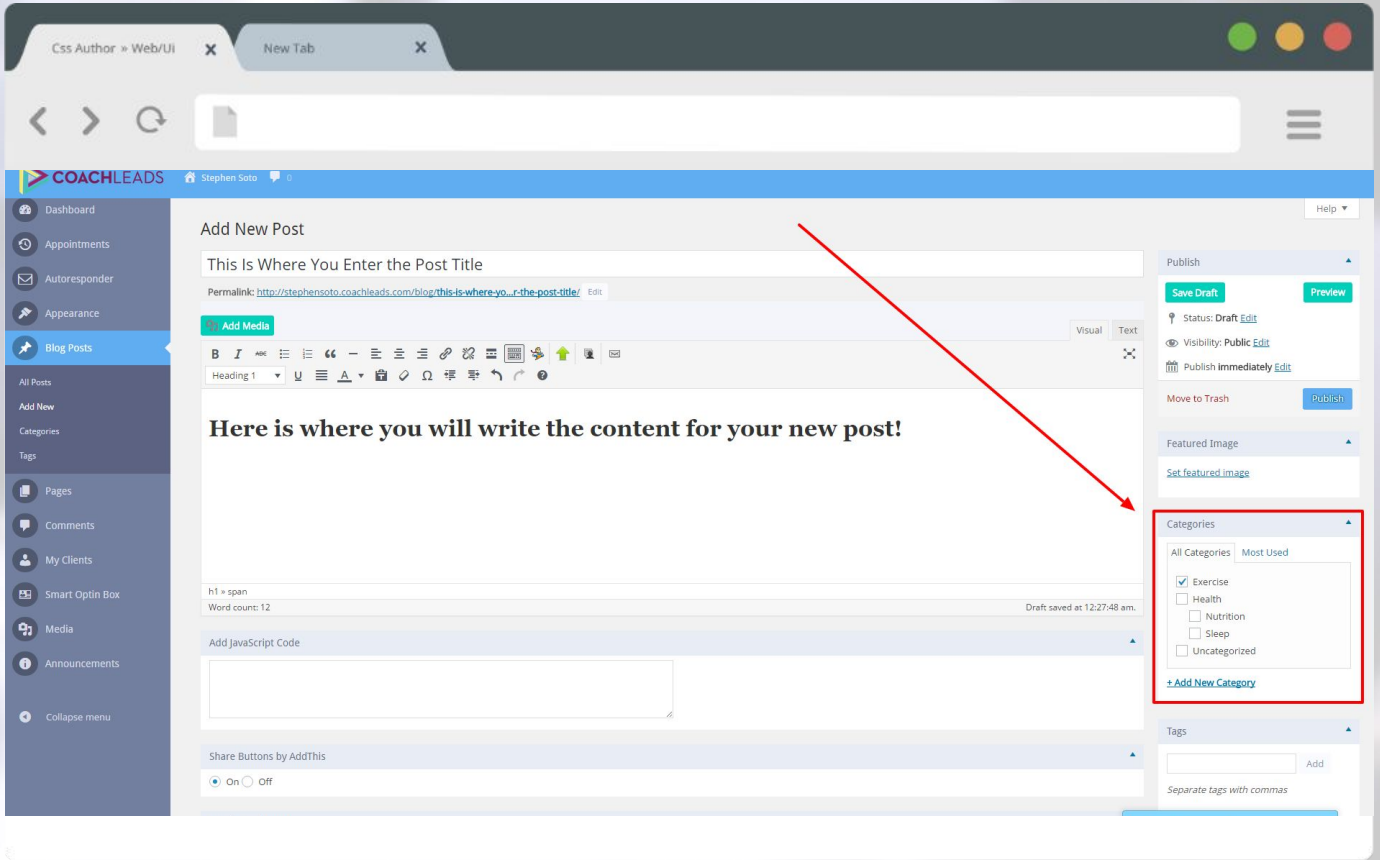
Post: Additional Formatting

In this area, you are able to select different options for text formatting
You can bold, italicize, create headlines, change color, alignment, etc.
It's just like editing a Microsoft Word document!



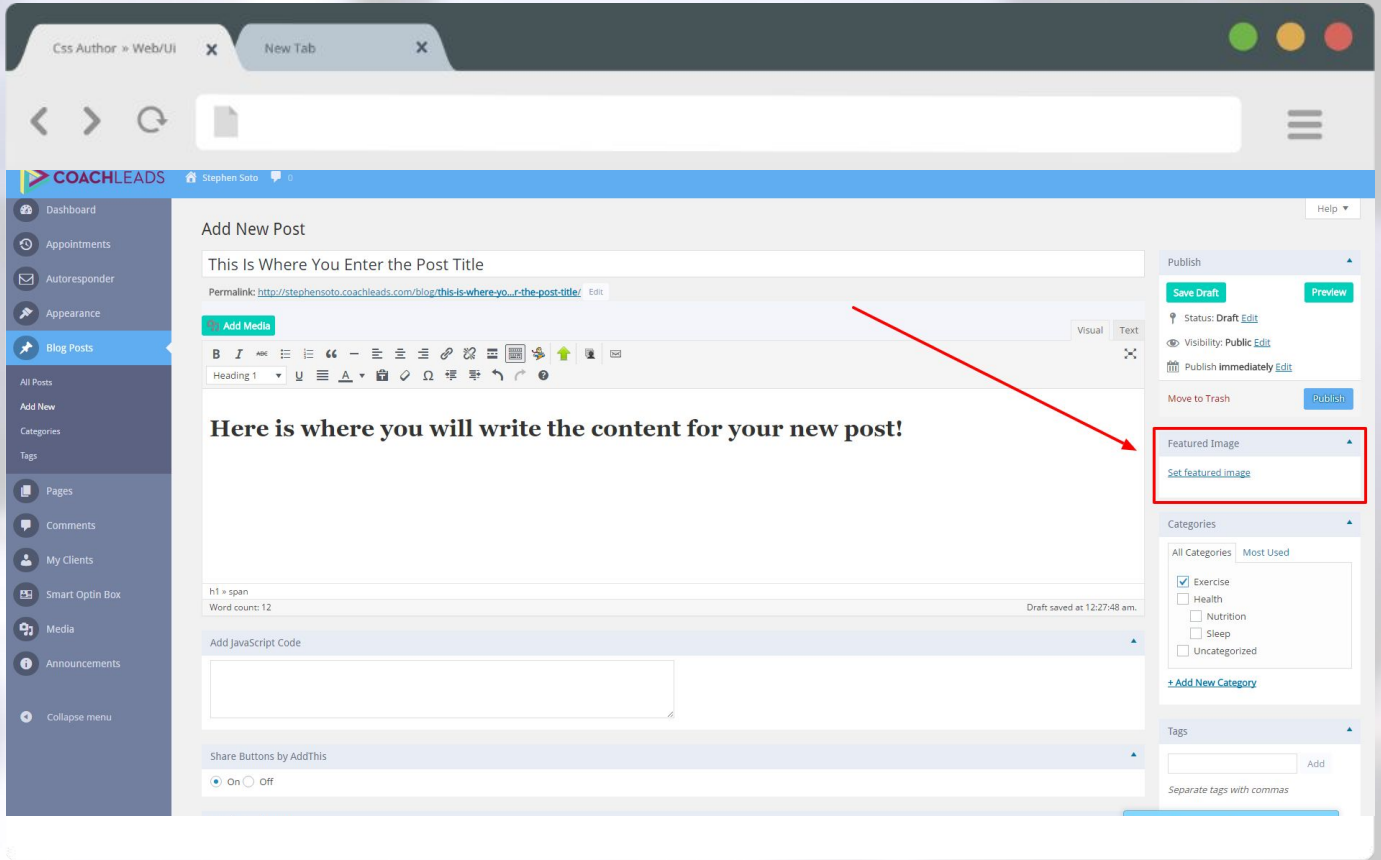
Post: Selecting a Category

Here you will want to select a category for your post
If your post is exercise related, you will want to select the “Exercise” category
If your category is not there, you can click on “+Add New Category” below



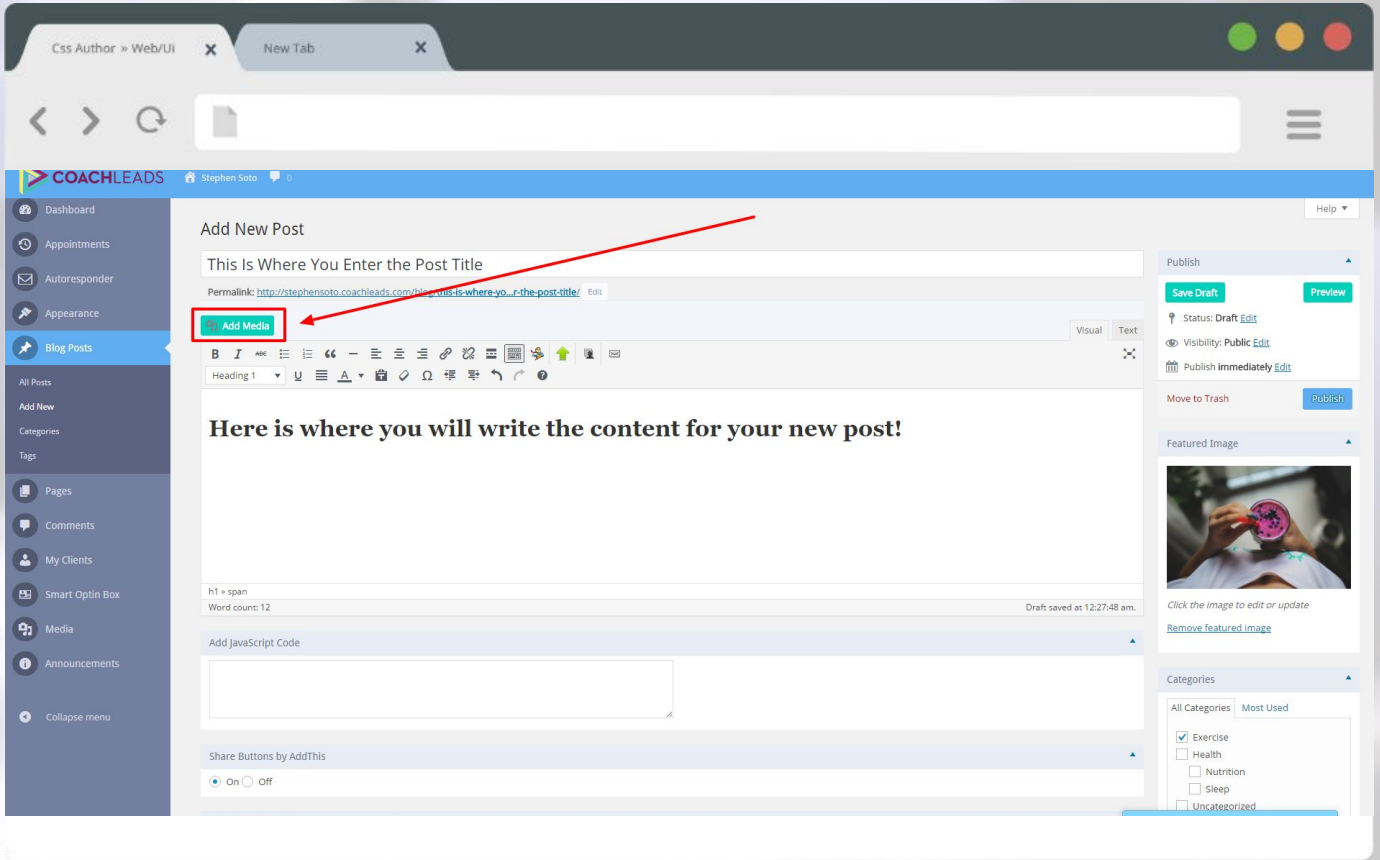
Post: Setting Featured Image

This is the image that will be on your homepage for this post
Click on “Set featured image,” and then upload or select the image you want
This will only show *on the homepage*, **not** in your actual post



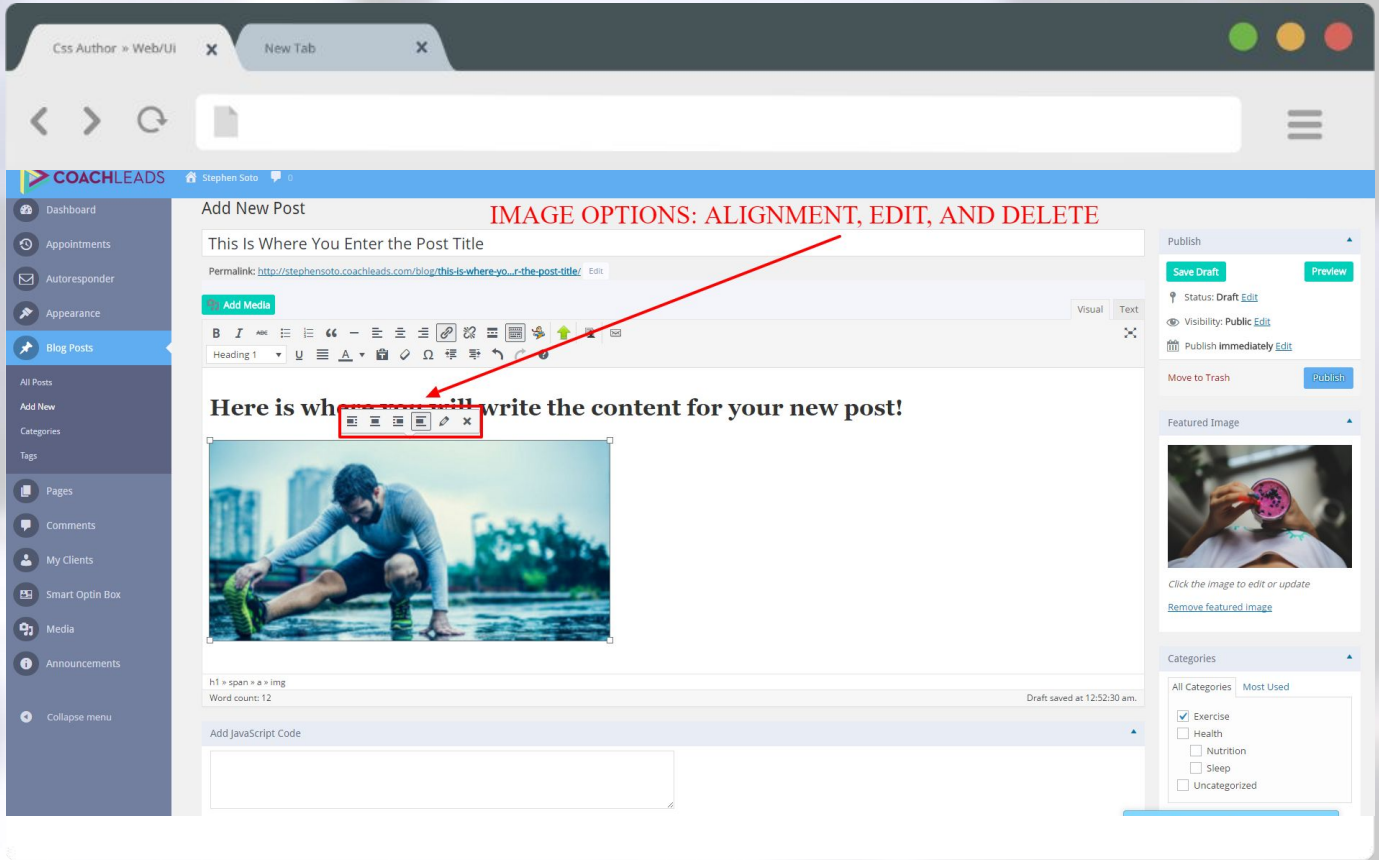
Post: Adding Images to Your Post

If you want to add an image to your content, click the “Add Media” button
Next, select or upload the image you want to use
Finally, click on the “Insert into post” button on the bottom right



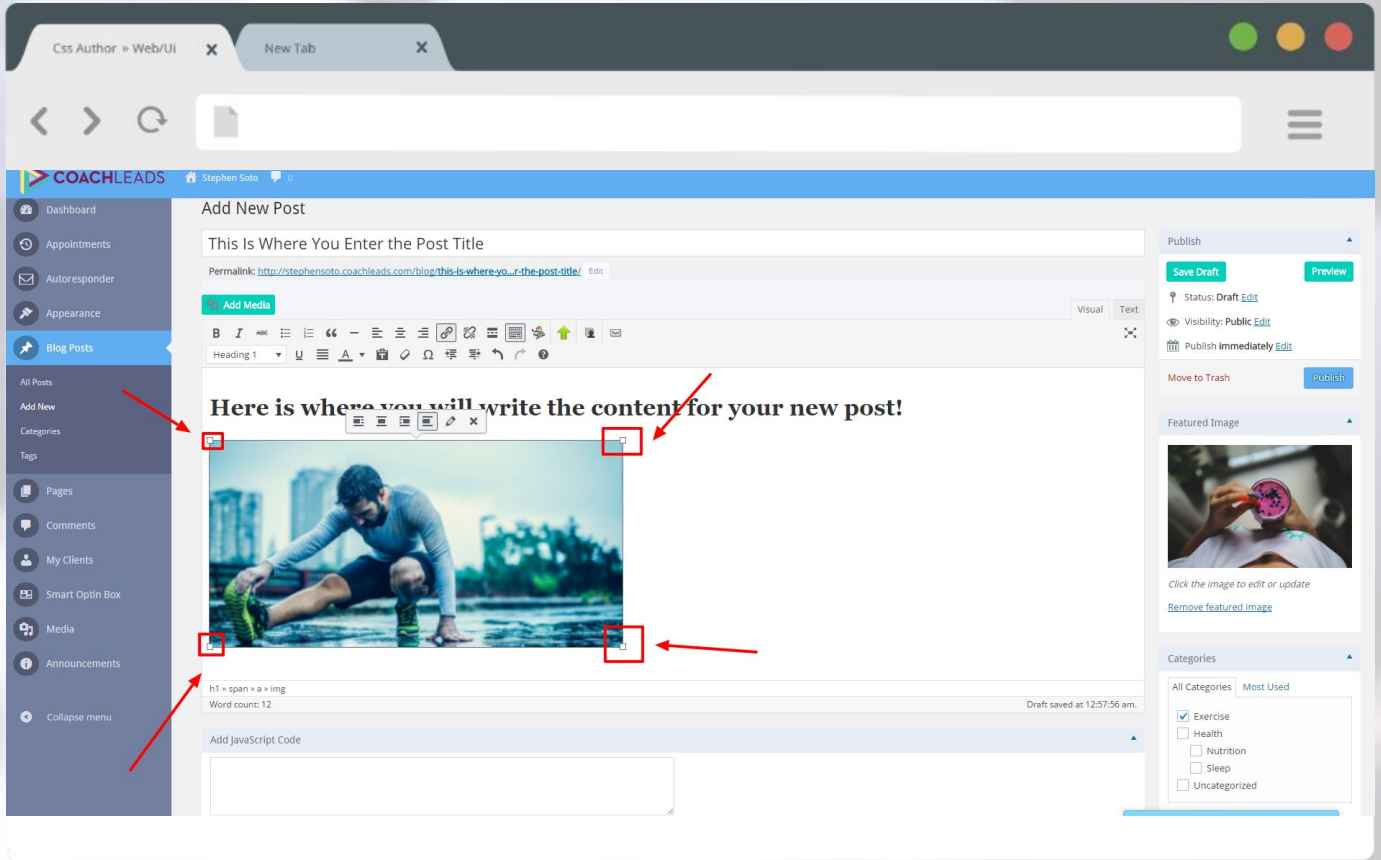
Post: Adding Images to Your Post

Once the image has been inserted, you can edit the alignment
You can also edit the image size, add a link, and delete it



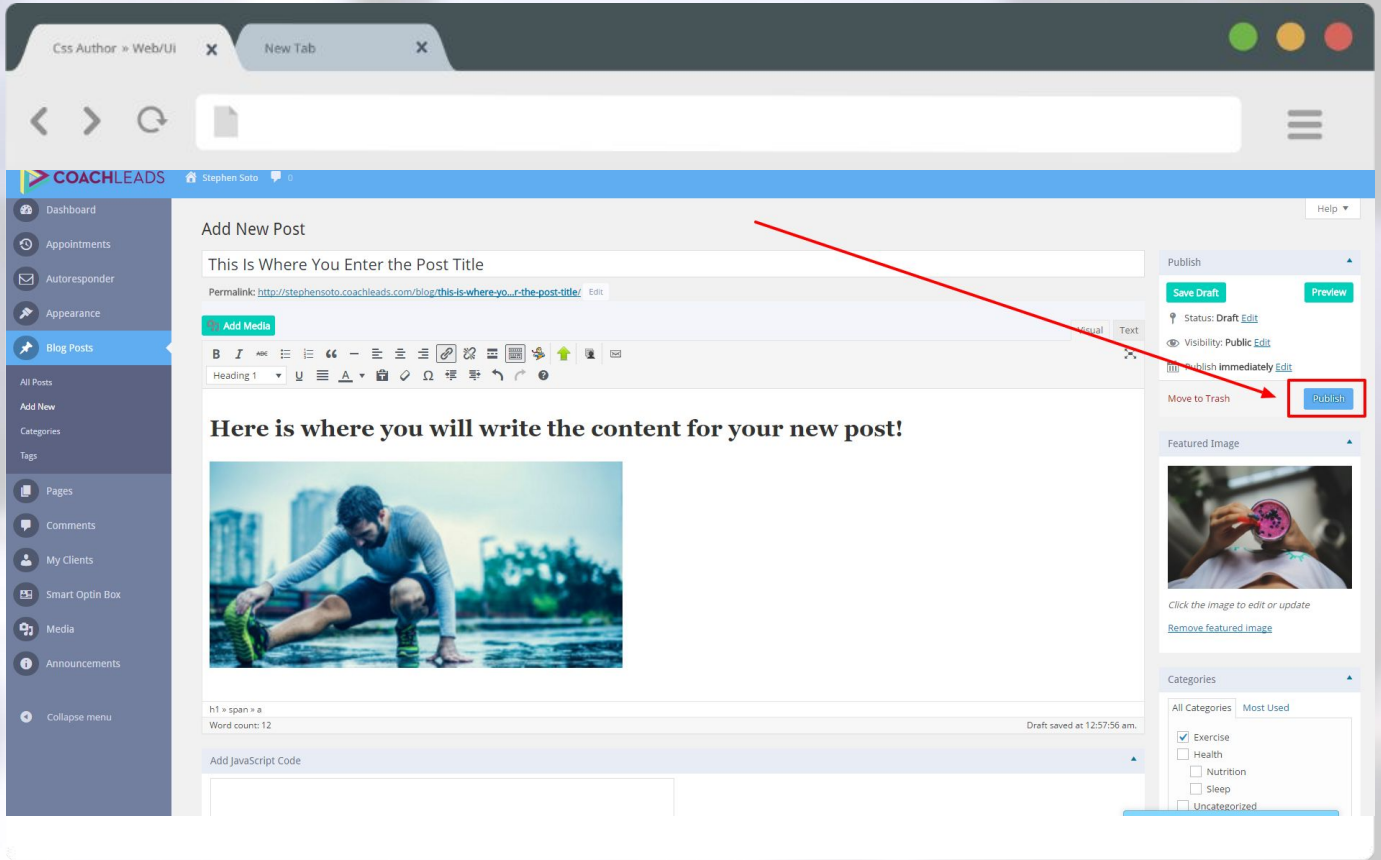
Post: Resizing Your Image

You can easily resize your image if needed
There will be a small square on each corner of your image
Click one of these corners and drage the image until it is the size you want



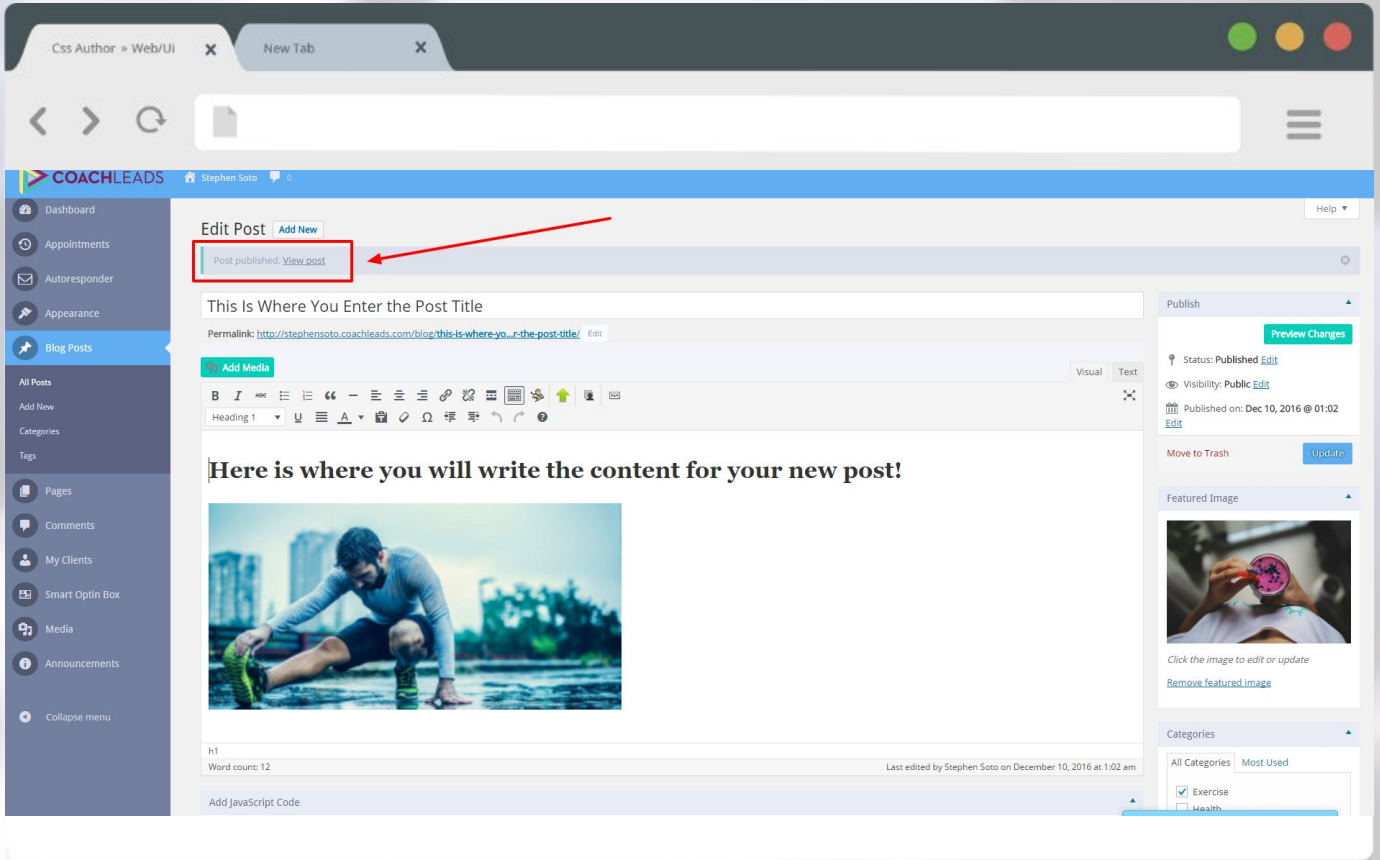
Post: Publish Post

When you are done writing your post, it's time to publish it!
On the right hand side, click on the blue button that says "Publish"
This will publish your post to your website and blog



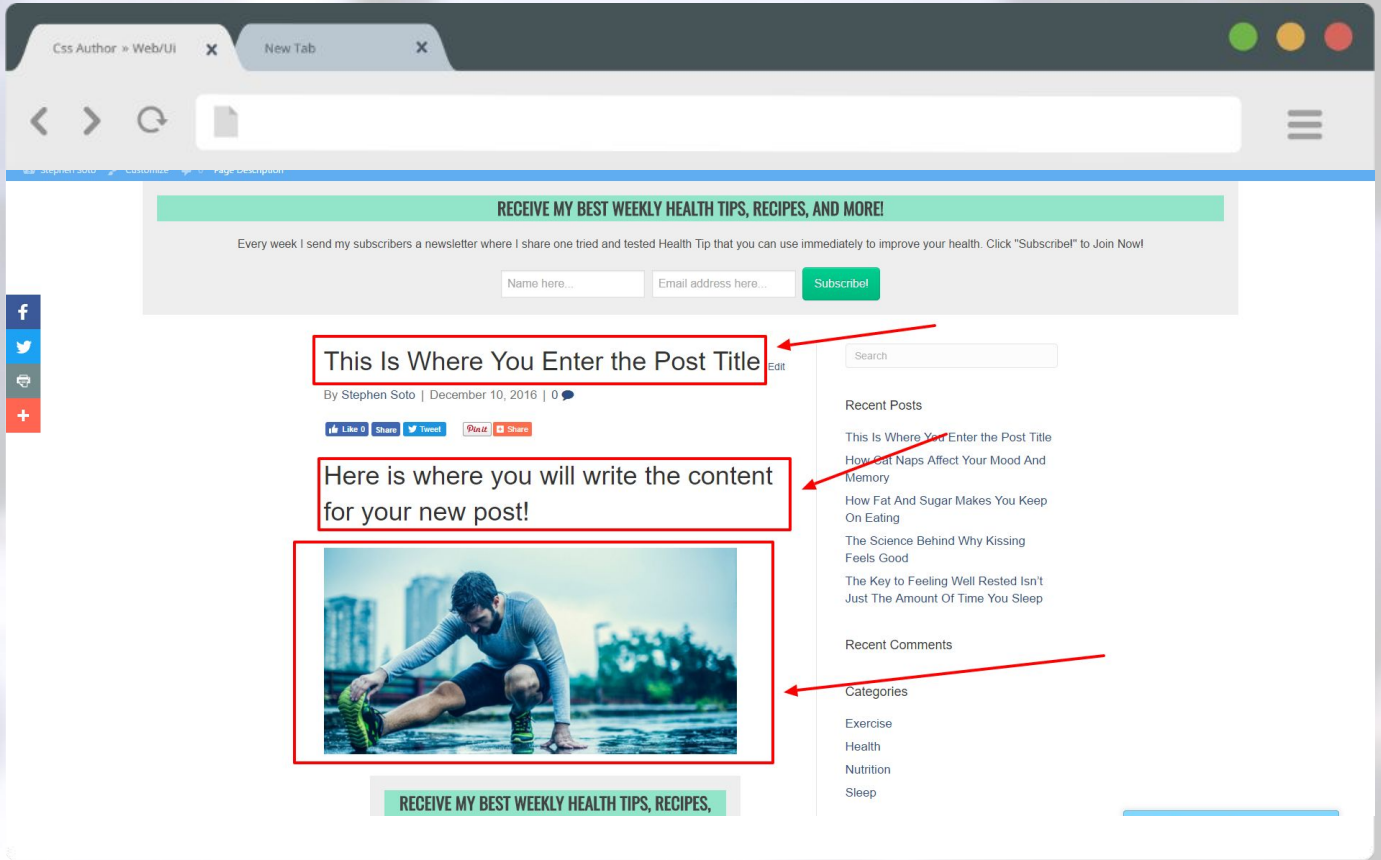
Post: After You Publish

After you click on “Publish,” your post page will reload
If the post is successfully published, you will see “Post Published” at the top
If you want to view your post, click on “View Post”



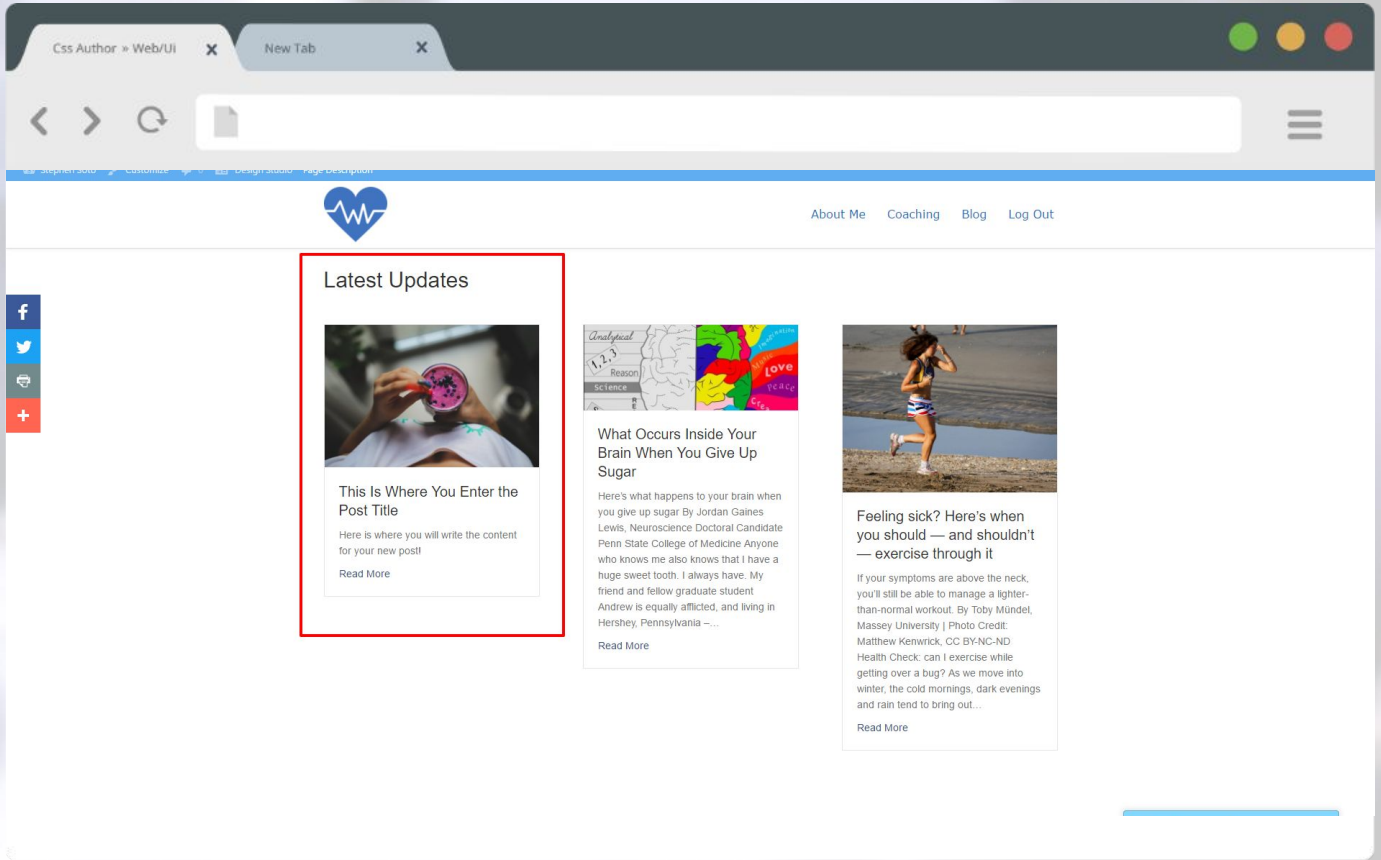
Post: Your New Post

You will now be able to see your new post on it's very own page
If you see anything you want to change, you can easily edit the content!



Post: On Your Homepage

On the homepage, the new post should now show up as well
As you can see, the featured image is the main image that shows up
The title and an excerpt will be shown as well



That's It!

If you have any issues or further questions, please contact Live Chat Support