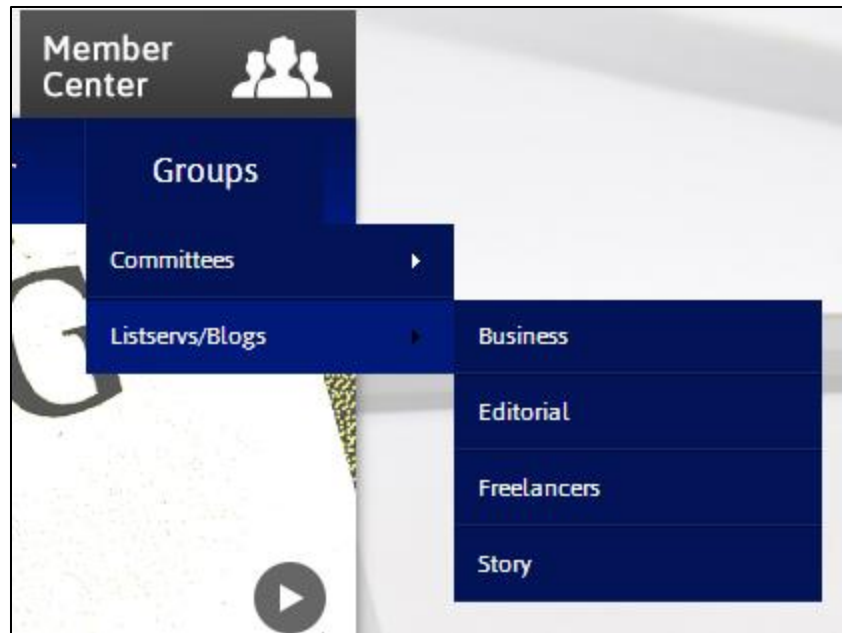

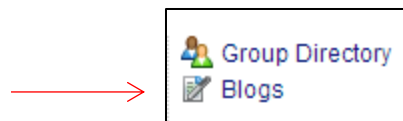



AJPA Group Blog (listserv) Instructions

1. [Sign in](#) to your AJPA membership account
2. Scroll your mouse over 'Groups' in the top navigation, then to 'Listserv/Blogs' and click on the group (listserv) you are trying to access: Business, Editorial, Freelancers or Story
 - a. The [Business Group](#) may be used for the discussion of business matters and questions such as those concerning circulation, advertising, and sales
 - b. The [Editorial Group](#) is a place for the discussion of editorial matters, as well as passing along useful information
 - c. The [Freelancer Group](#) is for freelance members to network among themselves and to discuss issues directly effecting them
 - d. The [Story Group](#) may be used by editors to ask other papers and freelancers for articles they are looking for and by freelancers to offer up the subjects of articles they are working on to see who might be interested



3. Once you have clicked on the group you are interested in, you will see the group's home page
4. To post and view all group blog messages, you must first request to join the group by clicking on the  [Request Membership](#) link. If you do not see this link, you already belong to the group and are ready to move to step #5. *Please note: all members requesting to join a group will be reviewed and approved by the group moderator*
5. **Once you are approved and become a member of a group**, go back to the group's home page and click the '**Blogs**' link on the right hand side navigation









6. Click on the Group Blog hyperlink under 'Blog Name/Description' (example: AJPA Story Group Blog), then click on the  [Subscribe](#) icon and press 'OK'.


AJPA Group Blog (listserv) Instructions

- Once you are on the 'My Subscriptions' page, make sure that all balloon icons are **green**. If the balloon appears **red**, simply click on the balloon icon to turn it green

My Subscriptions

Below is a list of your subscriptions. As a subscriber, you will receive email notification of any activity, including each new post. You may choose to be notified of new comments as well by clicking on the red conversation bubble in the options column. Conversely, clicking on a green conversation bubble will stop notifications generated by comments. Clicking on the red circle with an X on it will "unsubscribe" you from that blog altogether.

Name	Type	Date Last Activity	Date Subscribed	Options
AJPA Business Group Blog	Group	2/5/2014	3 minutes ago	 
AJPA Editorial Group Blog	Group	1/20/2014	3 minutes ago	 
AJPA Story Group Blog	Group	2/5/2014	3 minutes ago	 

- To post a new message, click on the Group Blog hyperlink under 'Name' and click on the  **Add New Post** link
 - Please include the title of your post in the 'Title' field, this is required. You may also include multiple attachments, as well as a link to a video
 - Type the contents of your message in the large text box. To include a link, click the 'Insert' tab, and then click 'Hyperlink' (first icon on the top left corner)



- Once complete, click **'Submit'**. Please note: *all posts must first be reviewed by the group moderator before posting live*
- Once you have completed your post, you will be taken back to the Group Blog home page
 - You may comment on other posts by clicking on the hyperlink of the title of the post in **Blue** and then typing in the 'Post Your Comment' box at the bottom of the page
 - Please keep in mind all comments are public.** If you would like to privately respond, please send an email offline. You can look up contact information for members using the [Member Search](#) feature on the website.

Post Your Comment