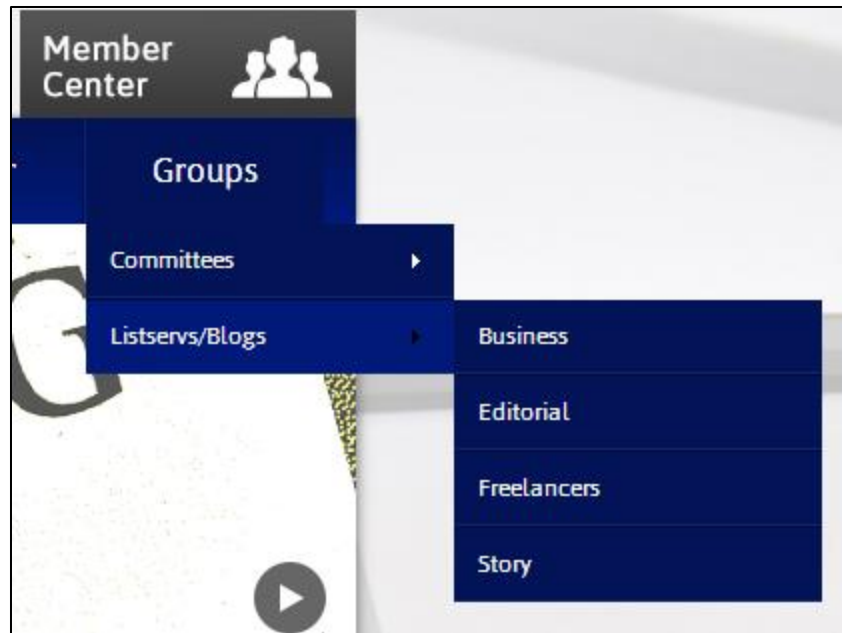
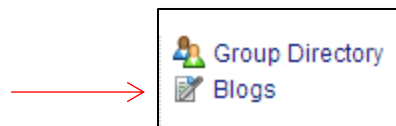


## AJPA Group Blog (listserv) Instructions

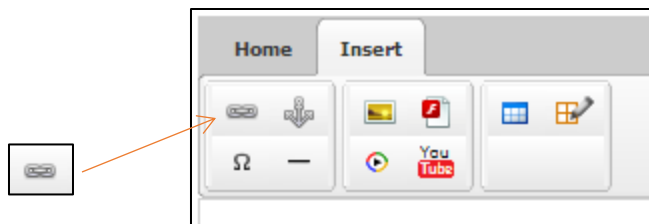
1. [Sign in](#) to your AJPA membership account
2. Scroll your mouse over 'Groups' in the top navigation, then to 'Listserv/Blogs' and click on the group (listserv) you are trying to access: Business, Editorial, Freelancers or Story
  - a. The Business Group may be used for the discussion of business 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. Click the '**Blogs**' link on the right hand side navigation



4. To post a new message, click on the Group Blog hyperlink and click on the [Add New Post](#) link
  - a. 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
  - b. 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)



## AJPA Group Blog (listserv) Instructions

- a. Once complete, click **'Submit'**. *Please Note: All posts must first be reviewed by the group moderator before posting live*
5. Once you have completed your post, you will be taken back to the Group Blog home page
6. 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
  - a. **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**

**Submit**