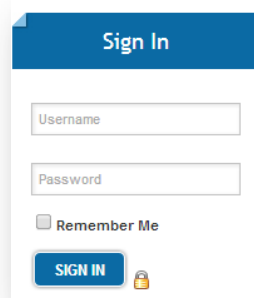
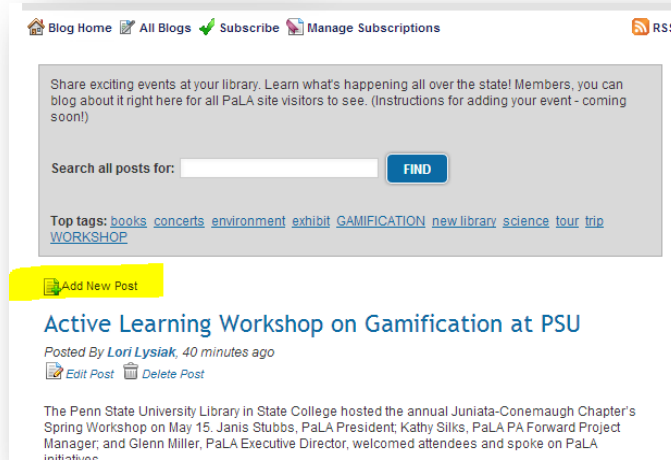


Step 1 : Log into the PaLA website

A sign-in form with a blue header containing the text "Sign In". Below the header are two input fields: "Username" and "Password". Underneath the password field is a checkbox labeled "Remember Me". At the bottom of the form is a blue button labeled "SIGN IN" with a small lock icon to its right.

Step 2 : Go to our [Events Blog](#)

Step 3 : Click on **Add New Post**

A screenshot of a website's events blog. At the top, there are navigation links: "Blog Home", "All Blogs", "Subscribe", and "Manage Subscriptions", along with an RSS icon. Below this is a grey box with the text: "Share exciting events at your library. Learn what's happening all over the state! Members, you can blog about it right here for all PaLA site visitors to see. (Instructions for adding your event - coming soon!)". There is a search bar with the text "Search all posts for:" and a "FIND" button. Below the search bar are "Top tags" including "books", "concerts", "environment", "exhibit", "GAMIFICATION", "new library", "science", "tour", and "WORKSHOP". A yellow button labeled "Add New Post" is highlighted. Below it is a post titled "Active Learning Workshop on Gamification at PSU" by "Lori Lysiak", posted 40 minutes ago. The post content begins with "The Penn State University Library in State College hosted the annual Juniata-Conemaugh Chapter's Spring Workshop on May 15, Janis Stubbs, PaLA President; Kathy Silks, PaLA PA Forward Project Manager; and Glenn Miller, PaLA Executive Director, welcomed attendees and spoke on PaLA initiatives."

Step 4 : Create your post

Give it a short, snappy **Title**.

Posted By already contains your name!

Delay your post if you like...

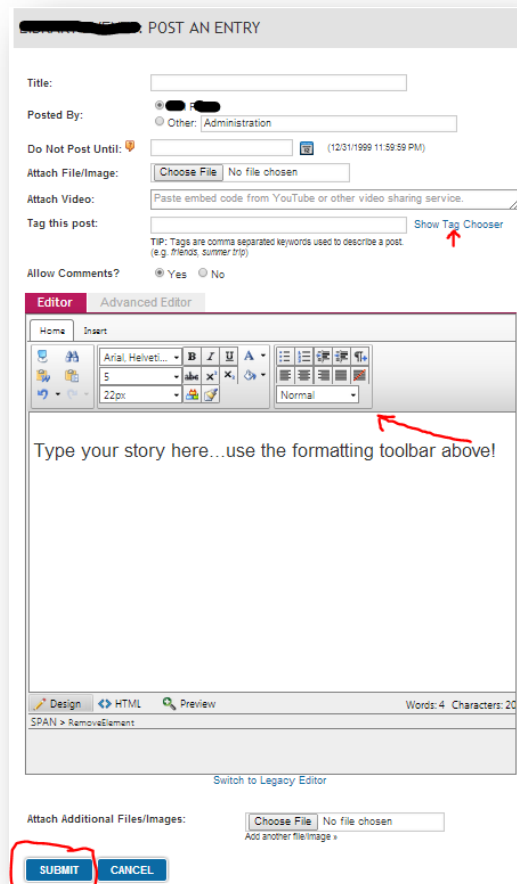
Attach a File or Image (images attached here will appear at the end of your post.

If you have video uploaded on YouTube or other services, **paste the embed code**. The video will appear at the top of your post.

Create tags that will make your post findable.

Use the Editor box to **type your story**. You can use the formatting tools to edit text and insert hyperlinks.

If you want to add more images or files, you can do so at the end. They will show up as thumbnails on your post.

A screenshot of a "POST AN ENTRY" form. The form includes fields for "Title", "Posted By" (with a dropdown menu), "Do Not Post Until" (with a date/time picker), "Attach File/Image" (with a "Choose File" button), "Attach Video" (with a text area for embed code), "Tag this post:" (with a "Show Tag Chooser" link), and "Allow Comments?" (with radio buttons for "Yes" and "No"). Below these fields is an "Editor" box with a "Home" tab and an "Advanced Editor" tab. The "Advanced Editor" tab is active, showing a rich text editor with a toolbar containing various formatting options like bold, italic, underline, link, and list. A red arrow points to the "Show Tag Chooser" link and another red arrow points to the "Advanced Editor" tab. At the bottom of the form, there is an "Attach Additional Files/Images:" section with a "Choose File" button and a "SUBMIT" button (highlighted with a red box) and a "CANCEL" button.

Step 4 : Click **SUBMIT**

Your posting will be submitted to PaLA staff for final approval.