

# Round Lake Community Association Blog

## What is a BLOG?

A blog (from the words web log) is basically a website consisting of entries (called posts) that appear in reverse chronological order with the most recent entry appearing first (similar in format to a daily journal). Blogs typically include features such as comments, media files, and links to increase user interactivity.

## Purpose of RLCA Blog

The purpose of the RLCA blog is to keep interested parties up to date with all the latest happenings in and around Round Lake without having to modify the original website.

## How it works

Registered users of the blog have been designated as the bloggers (writers of posts). Anyone (in the world) can read the posts. In order to comment on a post a user must be a registered user. This is strictly as a security precaution so that the blog isn't in danger of being overrun with comments from trollers/spammers.

You must also be a registered user if you want to receive an email whenever a new post has been added to the blog.

*So if you want to regularly check the blog yourself for new postings and you don't want to comment on any of the posts then there is no need for you to register.*

## How to Register

Because of the increasing number of invalid registrations you now must submit a request to register to [blog@roundlakebc.com](mailto:blog@roundlakebc.com)

In the email please include:

- the username you would like to use to login to the blog
- whether or not you would like to have notifications of new posts emailed to you.

A password will sent to the email address you specified at registration.

## Logging In

You must be logged in to post to the blog.

The blog can be accessed in 2 ways:

- at [roundlakebc.com/blog](http://roundlakebc.com/blog)
- via the Blog menu item at [roundlakebc.com](http://roundlakebc.com)

On the right hand side of the Blog page click on the [Log in](#) link in the LOGIN section. You will be redirected to a log in page where you can enter your Username and Password.

## **Administering your Account**

Log in to the blog using the information provided in the email you received. The email will include the link to the site, your userid and a password.

When you log in you are presented with a page called the Dashboard. The Dashboard is used to administer your account. The options available to you through the Dashboard are listed on the left hand side of the page (black margin).

## **Modifying Your Profile**

From the Dashboard, click on the Profile option on the left hand list of options. The Profile page allows you to make changes to Personal Options, Name (you cannot change the Username but can modify the other fields in this section), Contact Info, About Yourself, Account Management and Email Subscription.

**To change your password**, scroll down to the Account Management section. Click on the Generate Password box. A generated password will appear. Type over this generated password with the password you would like to use. The password you use must be of MEDIUM strength (as indicated in the colored box below the password). Weak passwords will not be accepted.

**To subscribe to email notifications** click on the check box Receive Notifications (under the Email subscription section). An email notification will be sent to the address specified in your Contact Info whenever a new post is published to the blog.

After making modifications to the Profile page, you must click on the **Update Profile** button to save your changes.

## **Subscribe2**

If you elected to subscribe to email notifications (see above) use the Subscribe2 option on the left hand margin of the dashboard to modify your subscription settings.

After making modifications to this page, you must click on the Update Preferences button to save your changes.

## **Posting to the Blog**

To create a post, click on the **+ New** option on the top (black) line. After creating your post click on Publish to post your entry.

To help keep the blog organized, please assign a category to your post.

## **Help**

For detailed help on using the blog, use the Help provided on the Dashboard.

For further info email [blog@roundlakebc.com](mailto:blog@roundlakebc.com)