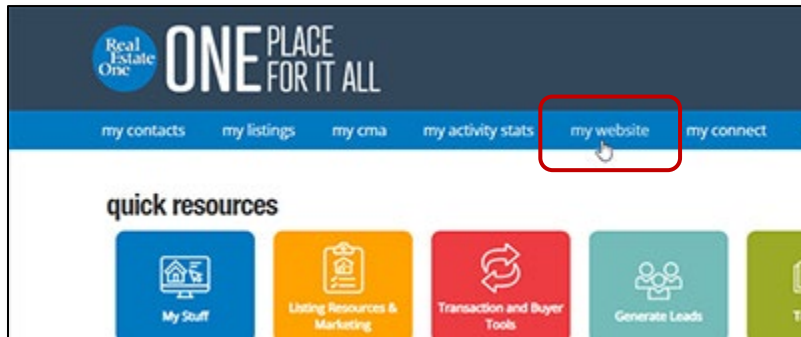


# Adding a Blog Post

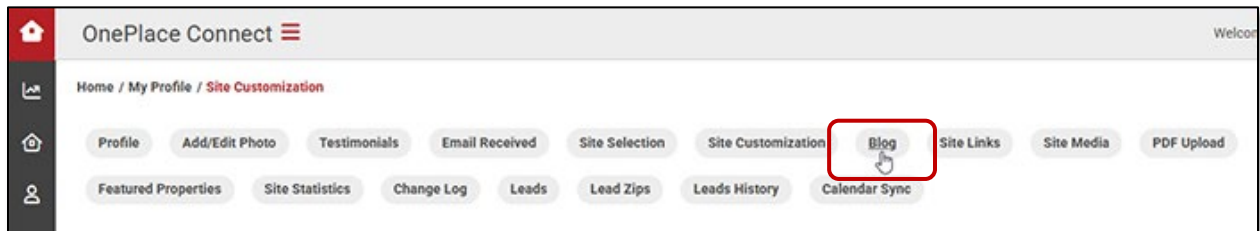
To add a blog post,

Log into **ouroneplace.com**

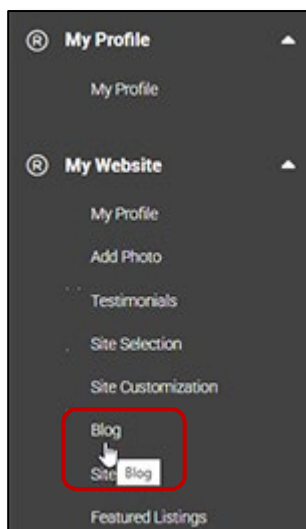
Choose **My Website**.



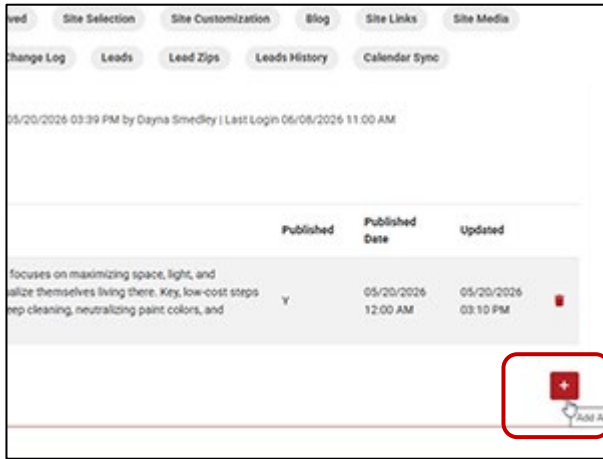
Select **Blog** from the buttons located across the top section of the page.



You can also select **Blog** from the left side bar menu, which is accessible from anywhere in One Place Connect.



Choose the **red plus sign** to add a blog post.



The post dialogue box displays.

There is a **Publish** switch located at the top of the dialogue box. Choose **Yes** to **Publish** the post or **No** to save the post and publish it later.

The screenshot shows a post creation dialogue box with a red 'X' close button in the top right corner. At the top, there is a 'Publish' section with a 'Yes' button (highlighted with a red box) and a 'No' button. Below this are several input fields: 'Post Date' with a calendar icon, 'Title' (255 Characters Remaining), 'Meta Description' (255 Characters Remaining), 'Image URL' (255 Characters Remaining) with a 'Lookup Media' button (highlighted with a red box), and 'Link URL' (255 Characters Remaining). A red 'Add' button is located at the bottom of the dialogue box.

Enter the **Post Date**.

Publish  Yes  No

Post Date

Title

June 2026						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Meta Description

Image URL

Link URL

255 Characters Remaining

255 Characters Remaining

255 Characters Remaining

255 Characters Remaining

255 Characters Remaining

Add

Enter the **Title** of the post.

Publish  Yes  No

Post Date

Title

Meta Description

Image URL

Link URL

255 Characters Remaining

255 Characters Remaining

255 Characters Remaining

255 Characters Remaining

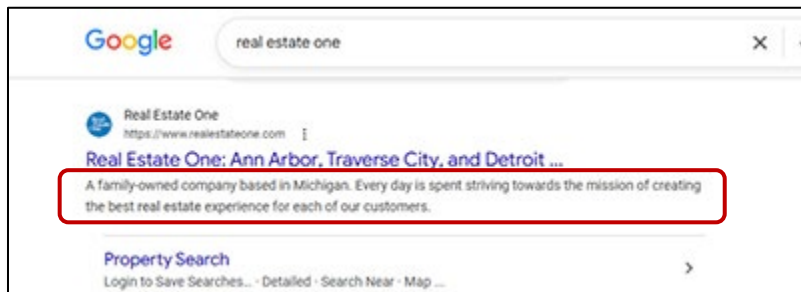
255 Characters Remaining

Add

## Enter a **Meta Description**.

Meta descriptions are HTML attributes that provide a concise summary of a webpage's content. Search engines display these brief text snippets beneath the page title in search results, serving as free ad copy designed to convince users your page offers exactly what they are looking for.

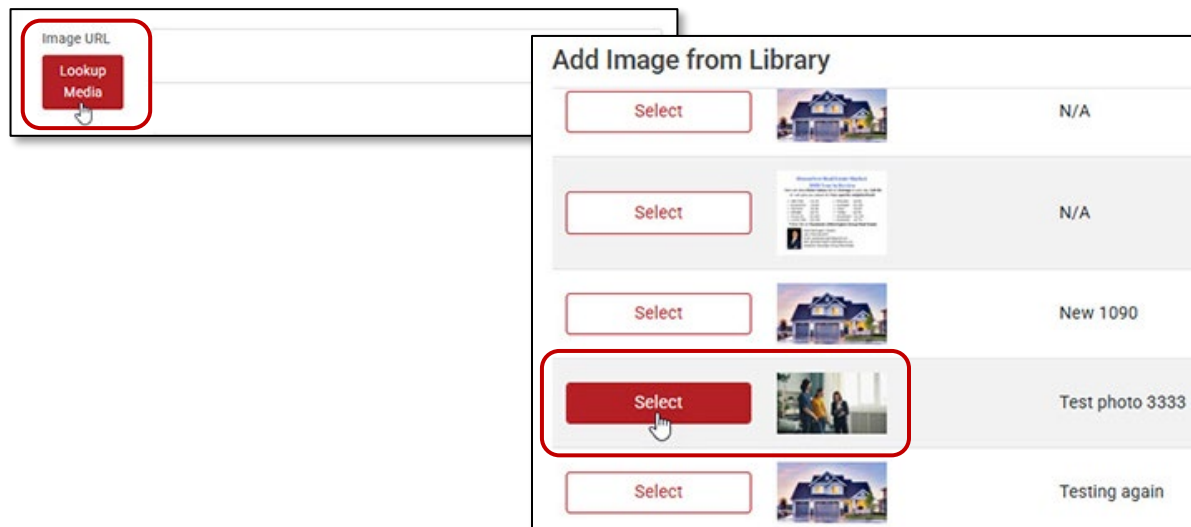
This step is optional. You can choose not to add a **Meta Description** and the **Content Summary** text will be used instead by default. Search engines can decide not to use your submitted description and may use a portion of the page content instead if they decide it would be a better fit.



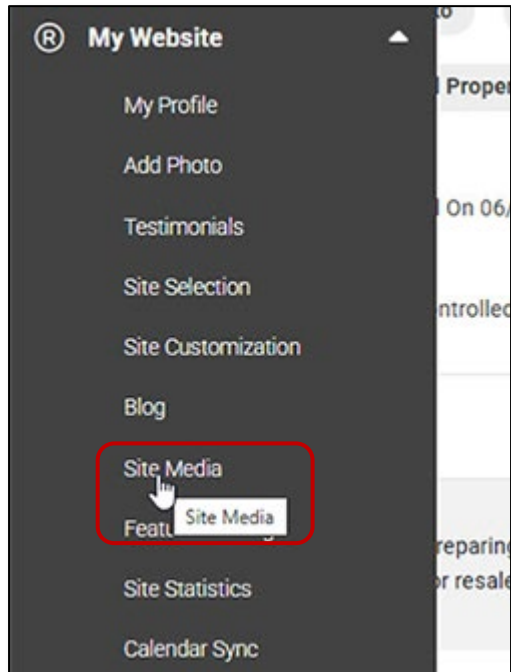
If you would like your post to have a main **Featured Image** at the top, upload the image using the **Site Media** module.

You can upload the image before you create the post so it's available when you choose **Lookup Media** for the **Image URL** field. You can also save the blog post first, then go to **Site Media**, upload the image, then go back and add the image to the post before publishing it.

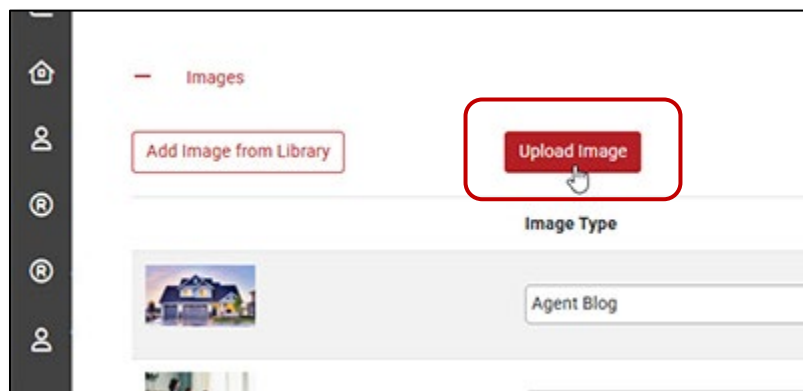
The image must be sized correctly, and the aspect ratio should be landscape. I recommend an image size not greater than 1000px to 1100px wide and not less than 800 px wide.



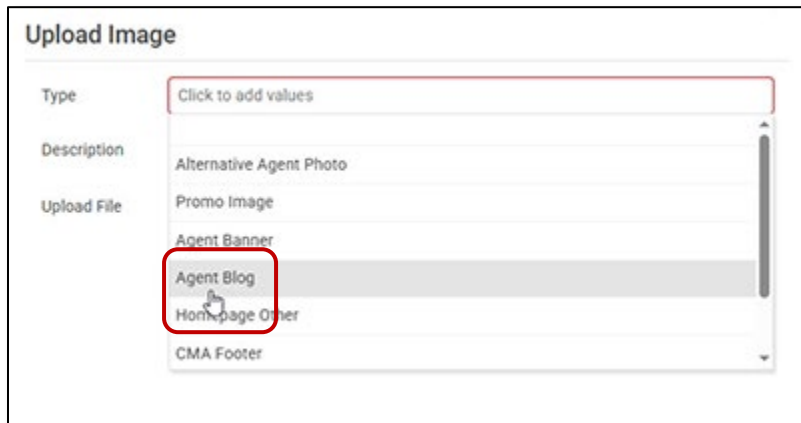
To upload a **Featured Image** using the **Site Media** module, first save your blog post if you have one started. Then, choose **Site Media** from the **My Website** section of the left side bar menu.



Choose **Upload Image**.



From the **Type** drop down menu, choose **Agent Blog**.

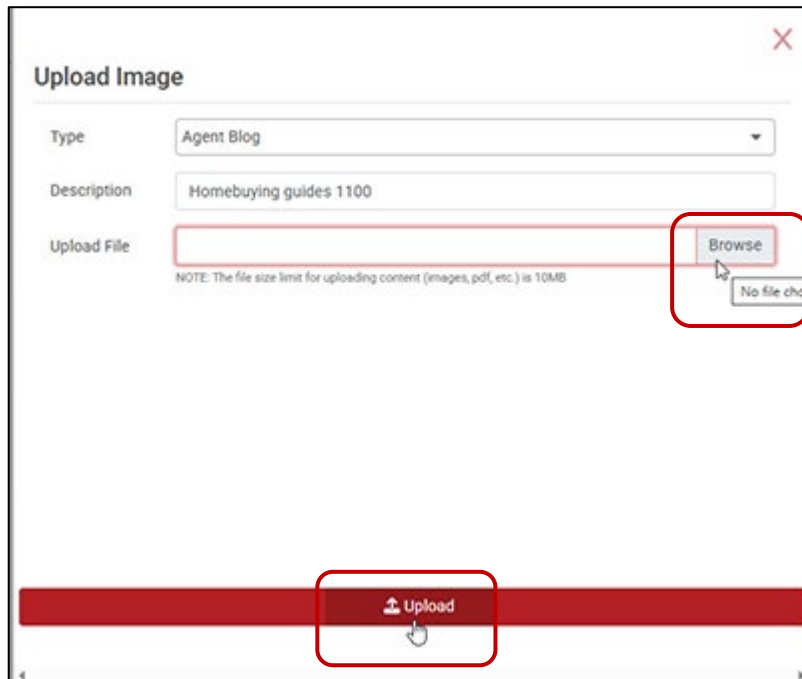


The screenshot shows the 'Upload Image' form with the following fields:

- Type:** A dropdown menu with the text 'Click to add values' and a list of options: 'Alternative Agent Photo', 'Promo Image', 'Agent Banner', 'Agent Blog' (highlighted with a red box), 'Homepage Other', and 'CMA Footer'.
- Description:** A text input field containing 'Alternative Agent Photo'.
- Upload File:** A text input field containing 'Promo Image'.

Add a **Description**.

Choose **Browse** to browse your computer for the image. Select it, and choose **Open**, then choose **Upload**.

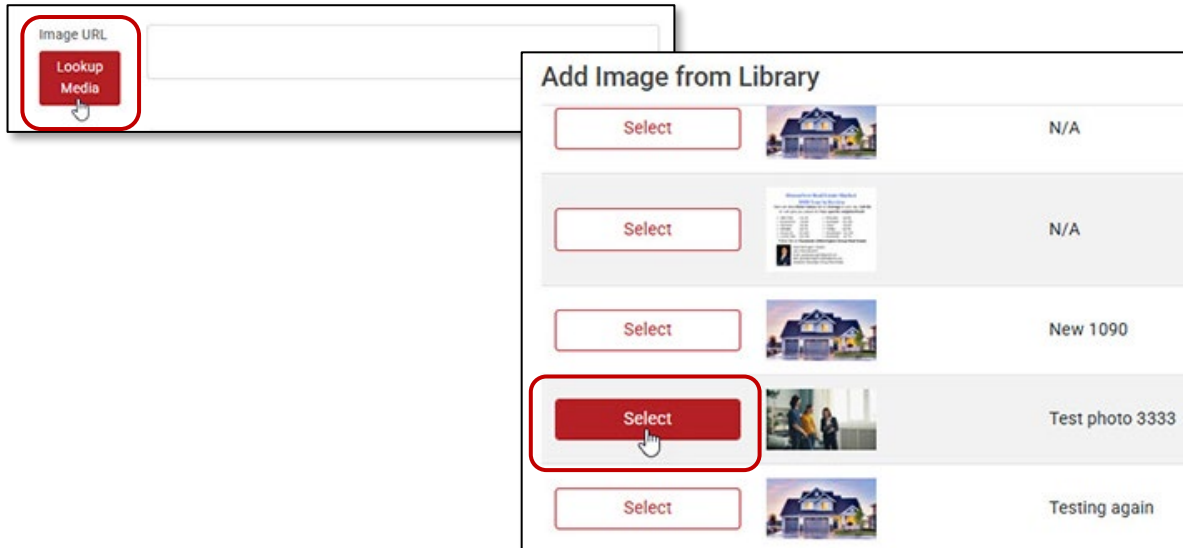


The screenshot shows the 'Upload Image' form with the following fields:

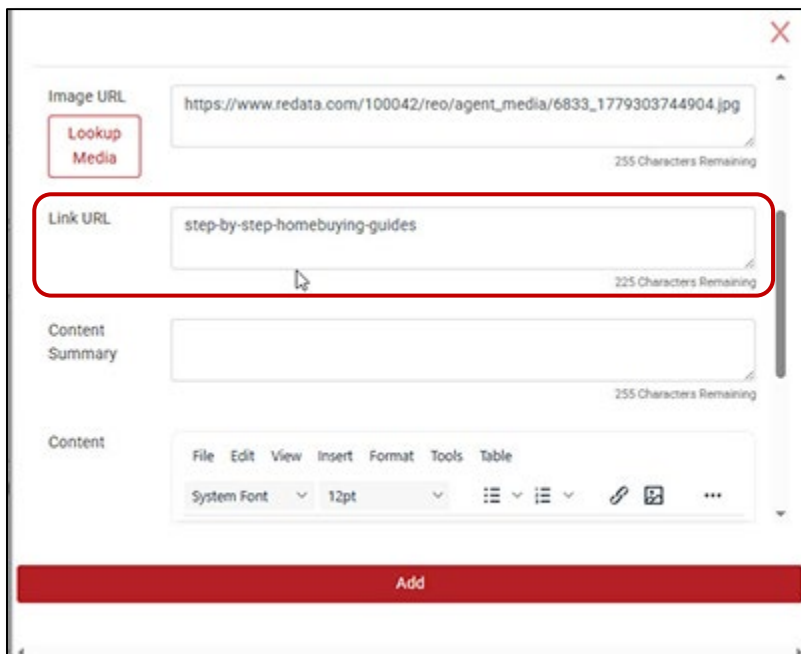
- Type:** A dropdown menu with 'Agent Blog' selected.
- Description:** A text input field containing 'Homebuying guides 1100'.
- Upload File:** A text input field with a red border. To its right is a 'Browse' button (highlighted with a red box) and a 'No file cho' button.
- Upload:** A red button with an upload icon and the text 'Upload' (highlighted with a red box).

NOTE: The file size limit for uploading content (images, pdf, etc.) is 10MB

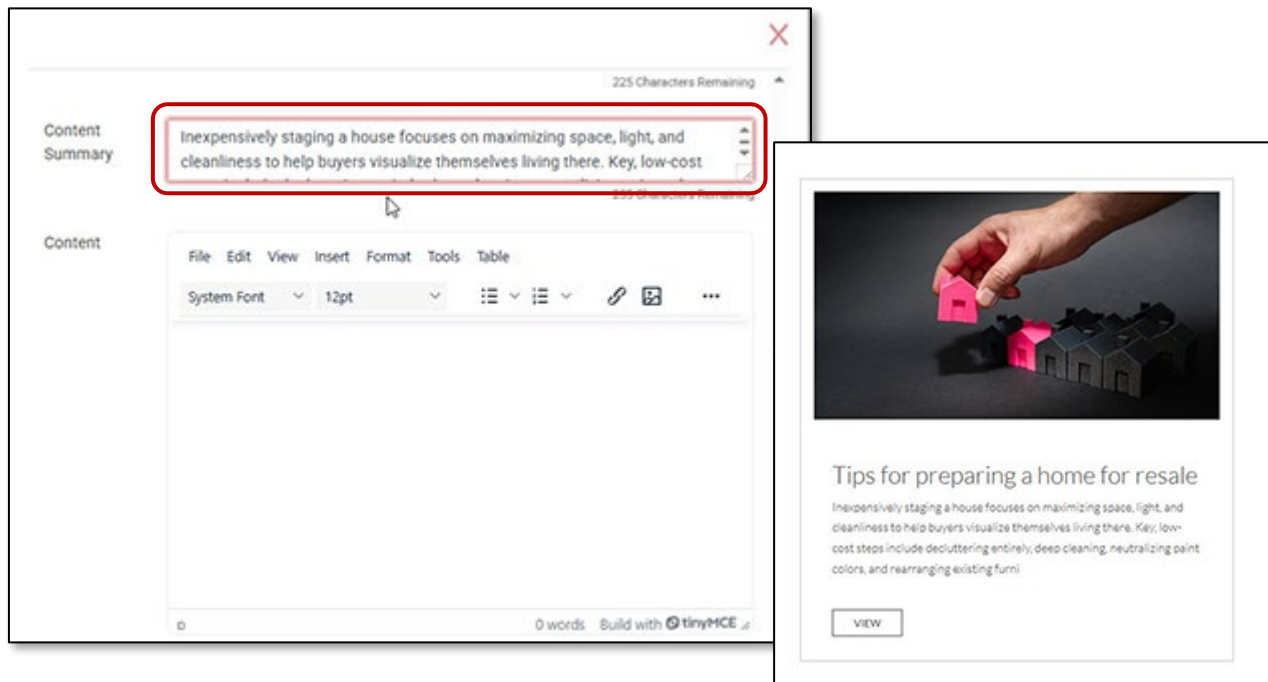
Once you have uploaded your image in **Site Media**, go to your saved blog post and add the **Image URL** by choosing **Lookup Media** and selecting the image.



Next add the **Link URL**. This should contain the blog post title or a condensed version of it, with the words separated by dashes. It will be added to the end of the web address (URL) of your blog post and will help with your post's SEO.



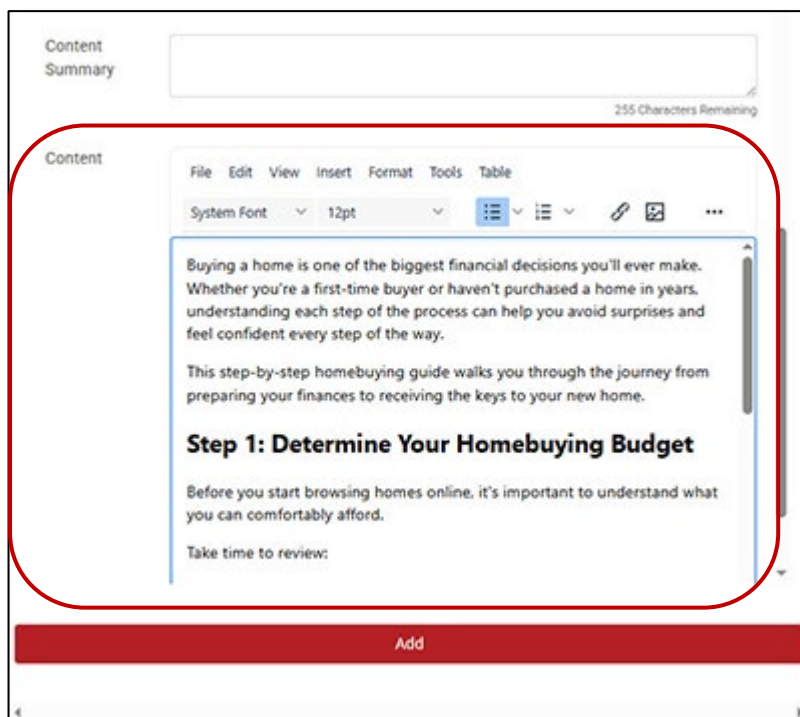
The **Content Summary** is the text that will appear on the summary page. It is limited to 255 characters and is usually just the first few sentences of the **Content** text. The **Content Summary** will also be used as the **Meta Description** if you leave the Meta Description blank.



The image shows a content editor interface. On the left, there are two fields: "Content Summary" and "Content". The "Content Summary" field is highlighted with a red box and contains the text: "Inexpensively staging a house focuses on maximizing space, light, and cleanliness to help buyers visualize themselves living there. Key, low-cost". The "Content" field is also highlighted with a red box and contains a rich text editor with a menu (File, Edit, View, Insert, Format, Tools, Table) and a toolbar (System Font, 12pt, bulleted list, numbered list, link, unlink, etc.). The main text in the "Content" field reads: "Buying a home is one of the biggest financial decisions you'll ever make. Whether you're a first-time buyer or haven't purchased a home in years, understanding each step of the process can help you avoid surprises and feel confident every step of the way. This step-by-step homebuying guide walks you through the journey from preparing your finances to receiving the keys to your new home. **Step 1: Determine Your Homebuying Budget** Before you start browsing homes online, it's important to understand what you can comfortably afford. Take time to review:

To the right of the editor is a preview of the article. It features a photograph of a hand holding a pink house model. Below the image is the title "Tips for preparing a home for resale", a short paragraph of text, and a "VIEW" button.

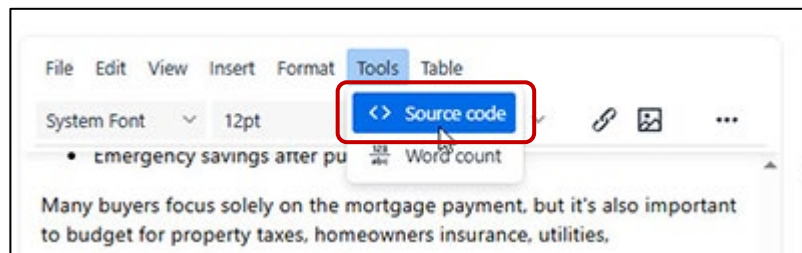
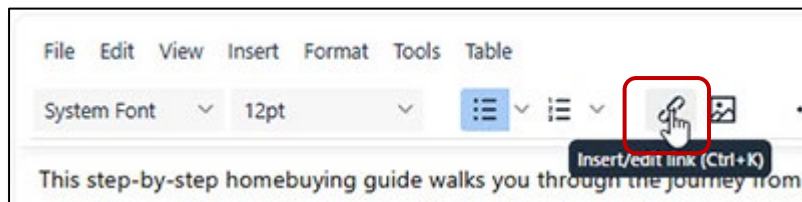
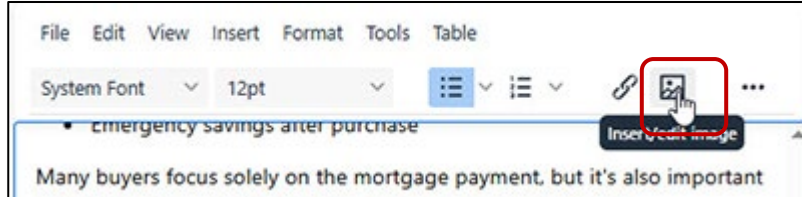
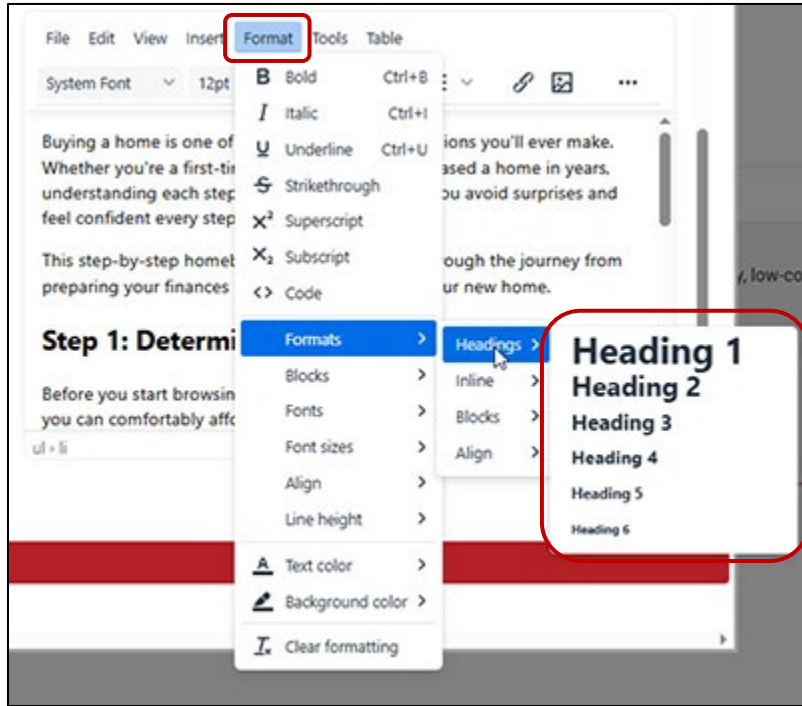
The **Content** field is for the main blog post text.



The image shows a content editor interface. The "Content Summary" field is empty. The "Content" field is highlighted with a red box and contains a rich text editor with a menu (File, Edit, View, Insert, Format, Tools, Table) and a toolbar (System Font, 12pt, bulleted list, numbered list, link, unlink, etc.). The main text in the "Content" field reads: "Buying a home is one of the biggest financial decisions you'll ever make. Whether you're a first-time buyer or haven't purchased a home in years, understanding each step of the process can help you avoid surprises and feel confident every step of the way. This step-by-step homebuying guide walks you through the journey from preparing your finances to receiving the keys to your new home. **Step 1: Determine Your Homebuying Budget** Before you start browsing homes online, it's important to understand what you can comfortably afford. Take time to review:

At the bottom of the editor is a red "Add" button.

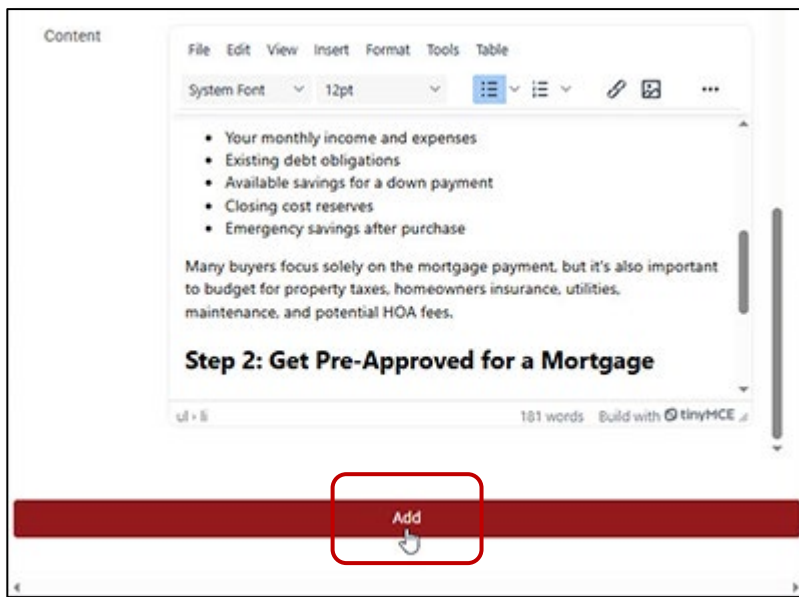
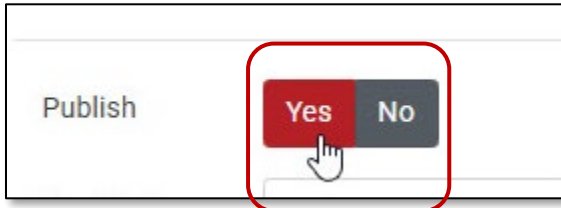
You can change the font, font size, add subheadings, insert additional images and hyperlinked text. You can even embed YouTube videos.





**Publish** or just **Save** your post.

Choose **Add** to save or **Publish** the post.

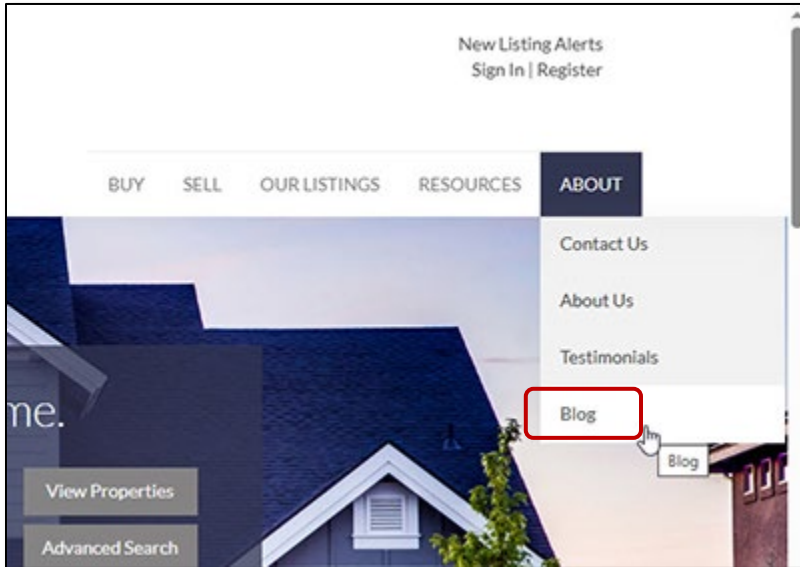
Remember, If the **Publish** switch at the top of the post dialogue box is set to **Yes**, the post will be published and appear on your site, if the switch is set to **No**, the post will be **Saved**, and you can go back in, edit it, and publish it later.



You can preview the post by selecting **Preview**, edit it by selecting **Edit** and delete it by selecting the **Trash** icon. If you published the post, you could also view it on your website.

	Title	Summary	Published	Published Date	Updated	
<div data-bbox="196 1619 310 1734"><b>Edit</b> <b>Preview</b></div>	Tips for preparing a home for resale	Inexpensively staging a house focuses on maximizing space, light, and cleanliness to help buyers visualize themselves living there. Key, low-cost steps include decluttering entirely, deep cleaning, neutralizing paint colors, and rearranging existing furni	Y	05/20/2026 12:00 AM	05/20/2026 03:10 PM	<div data-bbox="1312 1646 1365 1703"></div>
						<div data-bbox="1325 1766 1365 1801"></div>

A **Link** to your blog page will be added to the **About** menu of your website, but only after you have published at least one blog post.



If you do not want the link to display in the **About** menu of your site, you can set it to only display in the **Footer** of your home page instead. To switch it to display in the footer, choose **Site Customization** from the **My Website** section of the left side bar menu. Set the **Display Blog Link in Footer Only** option to **Yes** and hit **Update**.

