## AUTHOR PROFILE SETUP



#### First, prepare your photo

- 500px X 500px with no background (use photoshop or canva to remove background
- Professional quality headshot cropped to neck and shoulders

## HOW TO FILL OUT THE AUTHOR PROFILE

 Log in to Wordpress: <u>https://admin.on3.co</u> <u>m/wp-admin/</u>

Click your name in the upper right and select
"Edit Profile"



#### CHECK THE OPTIONS FOR "DISPLAY NAME PUBLICLY" AND CHOOSE FIRST NAME (SPACE) LAST NAME AS SHOWN

First Name	Chris
Last Name	Balas
Nickname (required)	ChrisBalas
Display name publicly as	Chris Balas ~

#### SCROLL TO THE PROFILE AND "CLICK TO EDIT".

#### THIS OPENS THE MEDIA LIBRARY WHERE YOU CAN UPLOAD YOUR NEW PHOTO.

#### SAVE AS PROFILE TO RETURN TO THE DASHBOARD.



#### SCROLL DOWN UNTIL YOU SEE THE TWITTER FIELD. ENTER YOUR HANDLE WITHOUT @

Twitter username (without @)

Balas\_Wolverine

### Scroll down to the bottom and fill in the meta description as shown

 Click the button to save: "Update user"

#### **Yoast SEO settings**

Title to use for Author page

Meta description to use for Author page

Chris Balas is The Wolverine's senior editor, covering Michigan football and basketball since 1997. From before breaking Jim Harbaugh's hiring to now and beyond, longtime insider Balas has established himself as a voice U-M fans want to hear.

Do not allow search engines to show this author's archives in search results.

Disable SEO analysis

Removes the focus keyphrase section from the metabox and disables all SEO-related suggestions.

#### Disable readability analysis

Removes the readability analysis section from the metabox and disables all readability-related suggestions.

Alabama Editor
Auburn Editor
✓ Author
Clemson Sports Editor
Contributor
CS Admin

Roles

User Roles

# **Chris Balas**



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@Balas\_Wolverine

### WHEN YOUR BYLINE IS CLICKED, YOUR AUTHOR PAGE WILL NOW LOOK LIKE THIS!