

# HOW TO **CREATE A** POST

Log in to Wordpress:

 Select "posts" from the left rail and then click "add new"

#### **(1)** 👚 On3 🛡 41,959 🕂 New 🚺 2 Updates Dashboard Post: Add New 🖈 Posts Are you enjoying using Members? Yes, I love it 🙂 | Not really... Add New All (131,779) | Mine (17) | Published (126,716) | Sticky (140) | Scheduled (13) | Drafts (5,035) | Pending (3) | Privat Categories Tags Re-Order All dates Bulk actions Apply V **P**] Media Title 📕 Pages Radio Codes - Draft Comments 41,959 KSR ad: Sword Performance - Live game blog - Draft Mewsletter m MemberPress KSR ad: Lextran (KSR Today: 11/5; 11/19) - Draft 🔊 Appearance 🖌 Plugins KSR ad: Eckrich [10/19; 10/20; 10/23; 10/25; 10/26] - Draft 💄 Users 差 Tools **Buckeyes target Justice Haynes** Rank Math drawn to Tony Alford, star running backs - Scheduled **Settings** 🚺 SEO [ 2] BUY NOW: "A Sea of Blue" captured as perfect gift - Scheduled 🕜 AMP 2 Members **Tuesday Morning Offensive**

All Categories

Categories

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**KSR Blue Blooded Opinions** 

Lettermen Row, Lettermen Row

Football Recruiting

# TITLE / HEADLINE

- Whenever possible include **program affiliation** (ie. Clemson, Ohio State, Kentucky, etc.)
- Use full names (ie. "Dabo Swinney, not "Swinney")
- Include unique info (What is it about this story that other websites don't have)
- Use descriptive, creative words
- Capitalize names, first words, but then lower case



### BODY

- Enter body text •
- Free (non-premium) articles must be 450 words or more
- Click "i" button in top navigation to get post stats (word count, character count, etc)

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### ADDING SUBHEADINGS AND OTHER BODY ELEMENTS

- To add elements like subheadings, photos, YouTube embeds, Twitter embeds, etc, use "blocks".
- To use "blocks" click the (+) button in the top left corner.
- For this example we will add a subheading.

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## Five Bold Predictions as Buckeyes look to keep rolling against Maryland e

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Update

COLUMBUS -- Ohio State can already look back and see how far it has come in a month.

Now the Buckeyes are trying to make sure they don't get caught looking too far ahead to where they might end up.

The four-time defending Big Ten champions are starting to live up to their own expectations, even while recognizing there is still work to be done and a lot of room for young players to continuing growing. And Ohio State has taken a few moments to reflect on the progress already, if for no other reason than to appreciate how much can be changed even over the span of a <u>couple</u> weeks.

"I'm proud of the development over the last month," Ohio State coach Ryan Day <u>said</u>. "It's been a little bumpy at times. But guys have come to work every day. The coaching staff has been steady. The leaders have been steady. And we're getting better.

"We're growing. I think we have a really bright future. The more these guys

### ADDING SUBHEADINGS AND OTHER BODY ELEMENTS

Clicking the "heading" block will add a subheading

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#### Switch to draft Preview

Update

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#### **Test Subheading**

"I'm proud of the development over the last month," Ohio State coach Ryan Day <u>said</u>. "It's been a little bumpy at times. But guys have come to work every day. The coaching staff has been steady. The leaders have been steady. And we're getting better.

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#### Adding a Twitter block:

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#### Twitter URL

Paste a link to the content you want to display on your site.

Enter URL to embed here...
Embed
Learn more about embeds

"I'm proud of the development over the last month," Ohio State coach Ryan Day <u>said</u>. "It's been a little bumpy at times. But guys have come to work every day. The coaching staff has been steady. The leaders have been steady. And we're getting better.

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# LINKING

Internal linking (ie. linking to other relevant pages on our site) is very important for search engine optimization (SEO).All posts must have at least one internal link.

Highlight the text you want to link and do this:

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#### **Five Bold Predictions as Ohio** State looks to keep rolling against Maryland G

COLUMBUS -- Ohio State can already look back and see how far it has come in a month.

Now the Buckeyes are trying to make sure they don't get caught looking too far ahead to where they might end up.

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"We're growing. I think we have a really bright future. The more these guys

Document → Paragraph

# Devin Brown excited by growing relationship with Ohio State, Corey Dennis

COLUMBUS — Time is the one thing that Devin Brown needs the most as he sorts through his college future.

Unfortunately for the USC commit, it's also one of the things he has the least of.

<u>Ohio State offered</u> the Corner Canyon (Draper, Utah) 4-star quarterback last week, providing another wrinkle in what's becoming a unique recruitment. Buckeyes quarterbacks coach Corey Dennis flew to Utah to meet with the 6foot-3, 190 pound passer and offered after leaving the school.

"[Dennis] came out to my practice [last] week before he offered me," Devin Brown told *Lettermen Row*. "We had a great conversation the day after when he got back to Ohio. That's when he offered me.

"I've really liked talking with Coach Dennis and Coach Day. I talked to both of them [Sunday.] It's been good to get to know them both. Coach Dennis is a super positive guy with a lot of excitement for football."

Brown, who committed to the Trojans in September of 2020, has been a

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The featured image should have a size of at least 1200 by 675 pixels.



Replace Image

#### Remove featured image

Excerpt

Write an excerpt (optional)

Ohio State has begun growing a relationship with USC quarterback commitment Devin Brown and the young quarterback is planning to

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Learn more about manual excerpts 🖸

# EXCERPT

- Use the "excerpt" field to insert "teaser" text on premium articles.
- In this this example the teaser is short. At this time we don't have guidance on how long/short your teaser should be. Use your judgement to determine the best way to utilize in your story.
   When we have more data we will will communicate.

# FEATURED IMAGE

All featured images MUST be **1200x630** 

Resize and crop your photo. You can use photoshop or a resource you know, or use this <u>Canva template</u>

> It is already resized to 1200x630, so just drop your image in and drag to fill the size.

Once you have your photo cropped and saved click here:

### Five Questions as Ohio State begins second-half push with Indiana road trip

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COLUMBUS -- Just about everything appears aligned again at Ohio State.

But now the Buckeyes have to prove it when the stakes get higher.

The offense is rolling and a healthier, maturing quarterback is asserting his command. The defense has worked through some growing pains and is showing undeniable signs of progress. Ohio State remains unbeaten in the Big Ten and in <u>position</u> to defend its conference crown yet again. Even the off date seemingly fell at the right time for the program.

<u>Clearly</u> the Buckeyes would have preferred the first half of the season to not include a loss, and there's no changing that. They seem to be fully back on track to accomplish everything they planned before the year started as they gear up for a second-half surge starting on Saturday night at Indiana.

"There's still a lot of football left," Ohio State coach Ryan Day <u>said</u> last week. "We haven't done anything yet. But I think there is some confidence being built. You can see that some guys are starting to settle into some roles, and that's a good thing. We're not doing everything for the first time. I think

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Learn more about manual excerpts

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### FEATURED IMAGE

- Upload photo
- Alt Text: copy and paste your URL slug
- Title: copy and paste your URL slug
- **Caption:** This is where you write the photo caption and include the photo credit. <u>All photos</u> must have a photo credit. It might be Getty Images photographer, your own name, or show you have permission from player.

## Devin Brown excited by growing relationship with Ohio State, Corey Dennis

Jeremy Birmingham • 1 day

Aritcle written by:



Jeremy Birmingham



Ohio State offered Devin Brown after making a visit to his school. (Birm/Lettermen Row)

## FEATURED IMAGE

See example of how "Caption" field is displayed

# Devin Brown excited by growing relationship with Ohio State, Corey Dennis

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Aritcle written by:



Jeremy Birmingham



Ohio State offered Devin Brown after making a visit to his school. (Birm/Lettermen Row)

Ohio State has begun growing a relationship with USC quarterback commitment Devin Brown and the young quarterback is planning to visit.

#### Launch Special 1 Week Only

# EXCERPT

See example of excerpt

## SELECTING CATEGORIES

The category determines where your post will display on the website.

Select your site. In this example it's "Lettermen Row".

Next, select the specific subcategory for your post "Lettermen Row Football".

Lastly, select the primary category for the post and choose the most specific option: "Lettermen Row Football"

Note: never change the primary category once a post has been published



### Five Bold Predictions as Ohio State looks to keep rolling against Maryland

COLUMBUS – Ohio State can already look back and see how far it has come in a month.

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G Publish à Save draft Preview The last part of the URL. Read about permalinks [7] View Post https://www.on3.com/five-boldpredictions-as-ohio-state-looks-tokeep-rolling-against-maryland/ Categories Search Categories letter Lettermen Row Lettermen Row Basketball Lettermen Row Basketball Recruiting Lettermen Row Cardale and Tyvis Podcast Lettermen Row Football Add New Category Select the primary category Lettermen Row Football V Tags ~ Add New Tag

#### TAGS

Tags have two primary functions

Define if the article is **free or premium** 

Organize articles about **people** 

If you want your article to be **premium,** you must insert the tag "**Plus**", otherwise the article will default to free

If your article about a specific person(s) tag their names. This will connect to our recruiting database at a later date.

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Lettermen Row 🗸
Tags ^
Add New Tag
Devin Brown 😵 Plus 😵
Separate with commas or the Enter key.
Featured image
The featured image should have a size of at least 1200 by 675 pixels.

Select the primary category

Replace Image

Remove featured image

Excerpt

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Write an excerpt (optional)

Ohio State has begun growing a relationship with USC quarterback commitment Devin Brown and the young quarterback is planning to

# URL SLUG

- The "URL slug" is a customizable portion of the URL which can be edited within the CMS
- Edit the URL slug to meet the following requirements
  - Keep URL short and only include words relevant to the story
  - Separate words with hyphens
  - Delete words like an, in, is, the, of, etc.



#### Edit Article

# Five Questions as Buckeyes try to maintain momentum against Maryland

Austin Ward • 16 days



Austin Ward AWardSports



Ohio State wide receiver Chris Olave scored a couple touchdowns at Rutgers. (Birm/Lettermen Row)

COLUMBUS — Ohio State would have obviously preferred to have the positive results instantly.

# URL SLUG

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- Click "Save Draft" to populate the URL Slug from the title
- In this example the CMS creates the URL slug:

five-bold-predictions-as-ohio-statelooks-to-keep-rolling-a gainstmaryland

 Edit to make shorter and only include key info. For example: five-predictionsohio-state-maryland-preview

### Five Bold Predictions as Ohio State looks to keep rolling against Maryland e

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Save draft

- Enter a focus keyphrase for your article.
- The focus keyphrase (or keyword) is the search term you want your article to rank for in Google.
- When people search for that keyword or phrase, they should find your article.
- Don't get cute. Pick the most obvious and simple keyphrase.

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- Click the arrow to see other ways to optimize your post.
- Disregard "Previously used keyphrase". It's OK to use the same keyphrase more than once.
- Note: the "internal links" feature currently has a bug. It will show "no internal links" even if you have internal links. Engineering is aware of the issue and working on a solution.

#### SEO analysis ~ Ohio State Keyphrase synonyms Analysis results ^ Problems (2) Internal links: No internal links appear in this page, make sure to add some! Previously used keyphrase: You've used this keyphrase 2 times before. Do not use your keyphrase more than once. Improvements (1) Keyphrase in title: The exact match of the focus keyphrase appears in the SEO title, but not at the beginning. Move it to the beginning for the best results. Good results (12) Outbound links: Good job! Keyphrase in introduction: Well done! Keyphrase distribution: Good job! ۲ Keyphrase length: Good job! Keyphrase density: The focus keyphrase was found 17 times. This is great! ۲ Keyphrase in meta description: Keyphrase or synonym appear in the meta description. Well done! Meta description length: Well done!

Keyphrase in subheading: 3 of your H2 and H3 subheadings reflect the topic of your

- Edit the SEO title to be the optimum length. The line under the title will turn green when the length is correct.
- Add a meta description.
  - The meta description should summarize your article and include the focus keyphrase.
  - Meta description length must be between 120-155 characters (green line).

#### push with Indiana

Oct 18, 2021 · Ohio State will open the second half of its schedule with a Big Ten road trip to Indiana as the Buckeyes look to stay on top of the league.



SEO title	Insert variable
Five Questions as Ohio State begins second-half push with Indiana	
ohio-state-buckeyes-football-big-ten-second-half-indiana-hoosiers	
Meta description	Insert variable
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Ohio State will open the second half of its schedule with a Big Ten road as the Buckeyes look to stay on top of the league.	

A green smiley face means your post has been sufficiently optimized for the keyphrase you selected.



1/detail/news-photo/head-coach-jim-harbaugh-of-the-michigan-wolverines-walks-news-photo/1346029168?adppopup=true

#### getty images

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CTOBER 9: Head coach Jim Harbaugh of the Michigan Wolverines walks the field before the Nebraska Cornuskers at Memorial Stadium on October 9, 2021 in Lincoln, Nebraska. Branscombe/Getty Images)



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## GETTY IMAGES

- Select "medium" file size
- Download
- Crop and resize to
   1200x630 using a free photo editor



## GETTY IMAGES

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- Username: caroline.bynum@on3.com
- Password: N@shv!ll3
- All photos must have attribution. Example: (Photographer Name/Getty Images)
- Make sure "Premium Access", "Easy-Access", and "Editorial Subscription are selected.

# PUBLISH

Publish or schedule post

Edit author (if applicable) - if you are posting for a coworker you may edit the byline here.

