How to Create a Post

ONB

- Log in to Wordpress: <u>https://admin.on3.com/wp-admin/</u>
- Select "posts" from the left rail and then click "add new"

🛞 🖀 On3 🛡 41,959 🕂 New 📢 2 Updates									
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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

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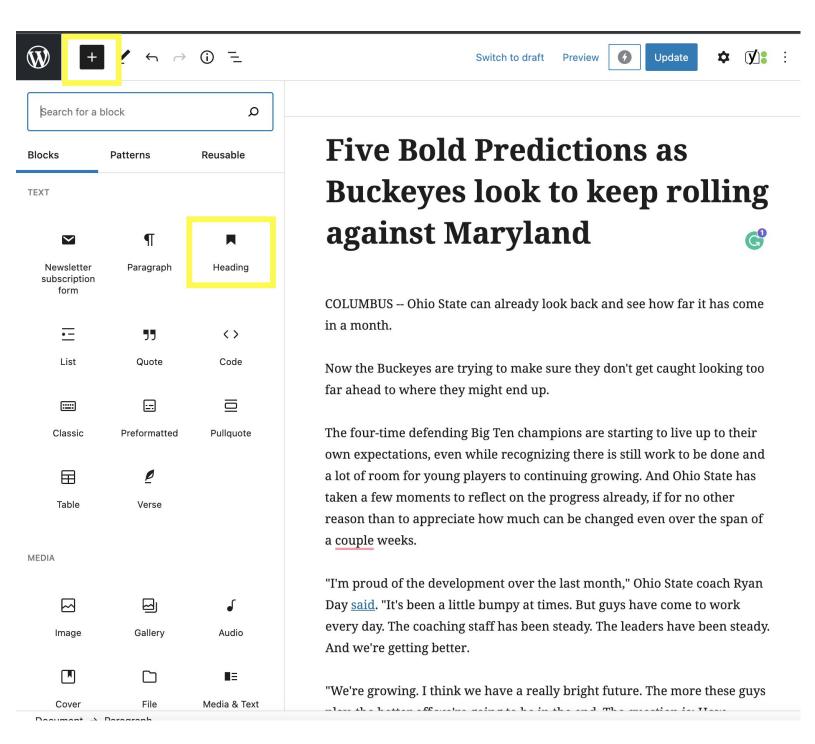
Body

- 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.



Adding Subheadings and Other Body Elements

Clicking the "heading" block will add a subheading



Buckeyes look to keep rolling against Maryland

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 couple weeks.

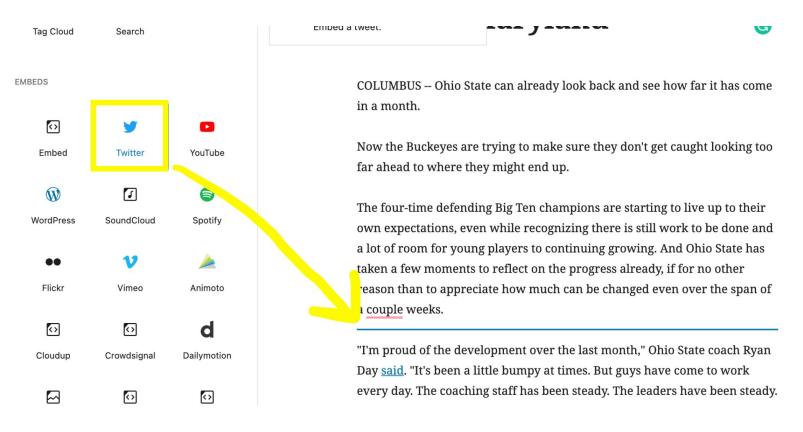
Test Subheading

"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.

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

Adding Subheadings and Other Body Elements

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 [2	

"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.

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:



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

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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 expec		rk to be done and
a lot of roc	https://www.on3.com/teams/ohio-state-buck	d Ohio State has
taken a fev		for no other
reason tha	https://www.on3.com/teams Dress FMISE to add this list	l over the span of
a couple w	Press ENTER to add this link	
"I'm proud Day <u>said</u> . " every day. And we're	Open in new tab Courts games should ignore this link (mark as nofollow) ? This is a sponsored link or advert (mark as sponsored) ?	State coach Ryan come to work have been steady.

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

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





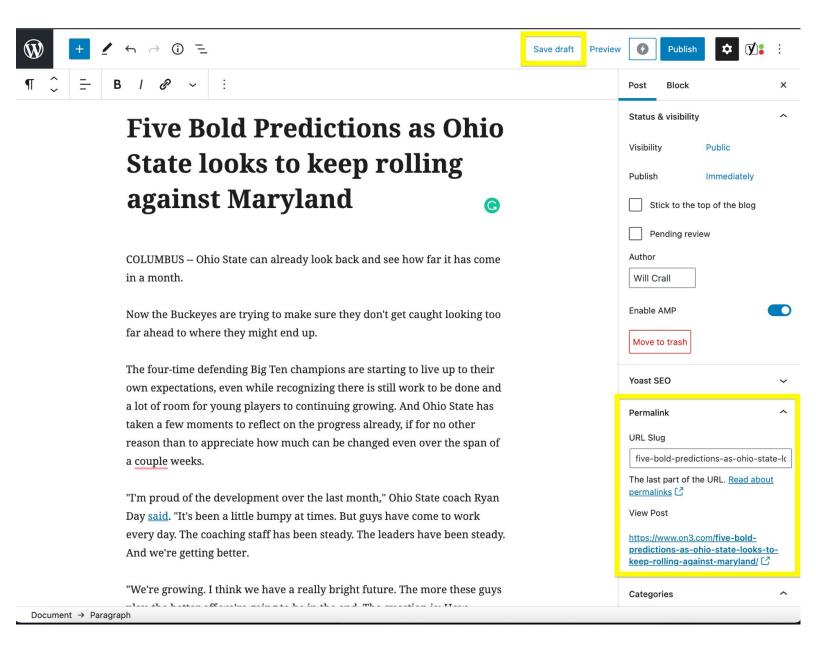


Ohio State wide receiver Chris Olave scored a couple touchdowns at Rutgers. (Birm/Lettermen Row)

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

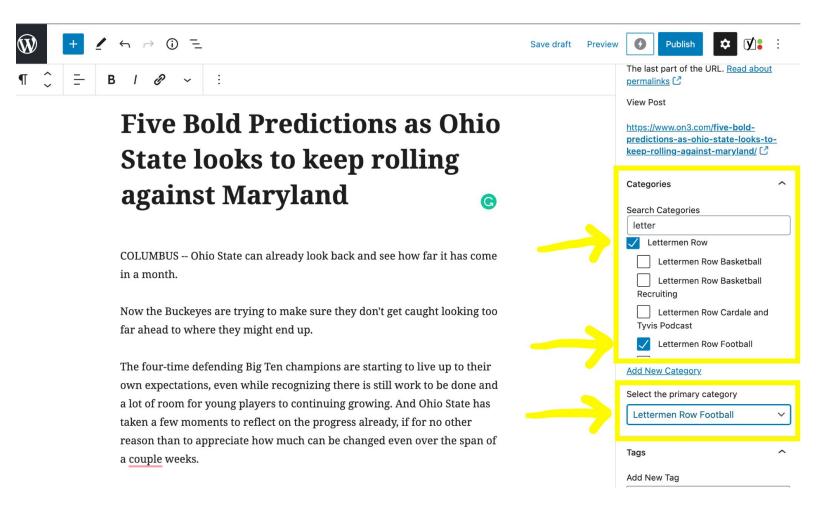
URL Slug

- 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-state-looks-to-keep-rolling-a gainst-maryland
- Edit to make shorter and only include key info. For example: *five-predictions-ohio-state-maryland-preview*



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



- 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.

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

Le	ttermen Row	~
Tag	5	~
Add	New Tag	
D	evin Brown 😢 Plus 😢	
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Writ	e an excerpt (optional)	
rel co	io State has begun growing a ationship with USC quarterback mmitment Devin Brown and the ung quarterback is planning to	

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.

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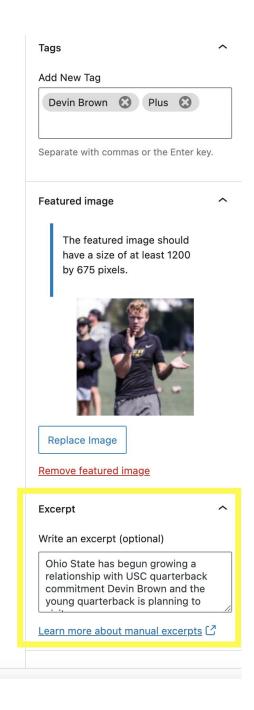
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Excerpt

• See example of excerpt

News Forum

Forums - Football -

FB Recruiting

Basketball - BB Recruiting

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

Jeremy Birmingham • 1 day

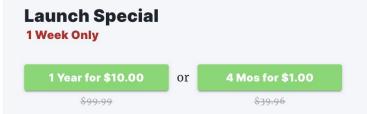
Aritcle written by:





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.

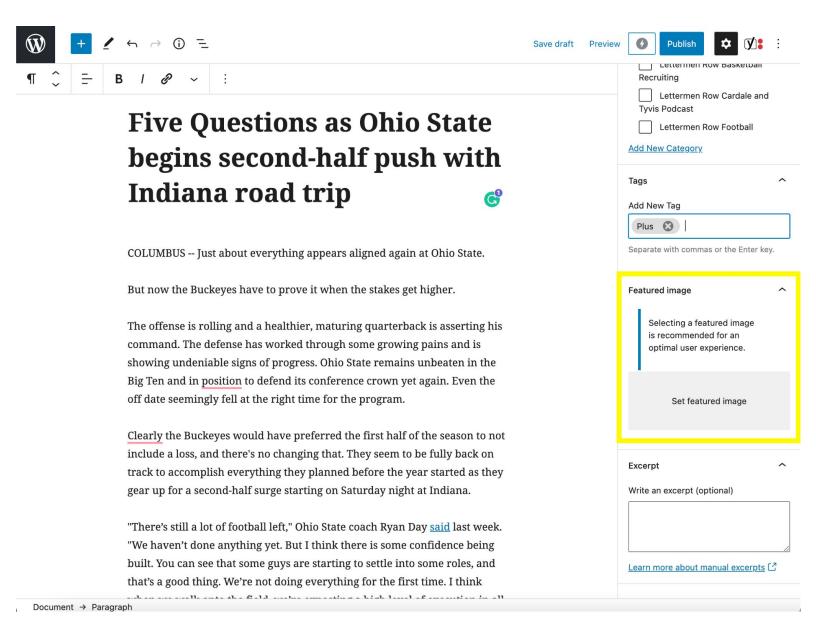


Take advantage of this one-time special offer!



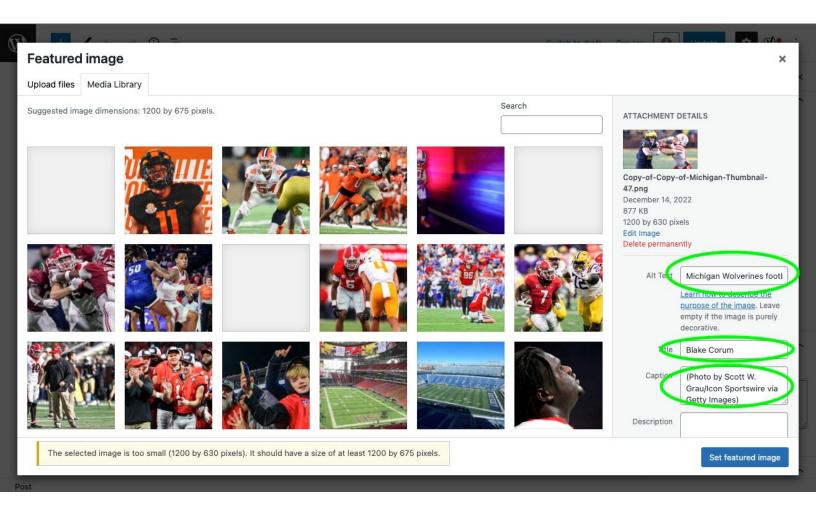
Featured Image

- 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:



Uploading Featured Image

- Alt Text: Describe what is happening in the photo i.e. Michigan football running back Blake Corum stiff arms a defender
- **Title:** Who is shown in the photo i.e. Blake Corum
- **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.



Featured Image

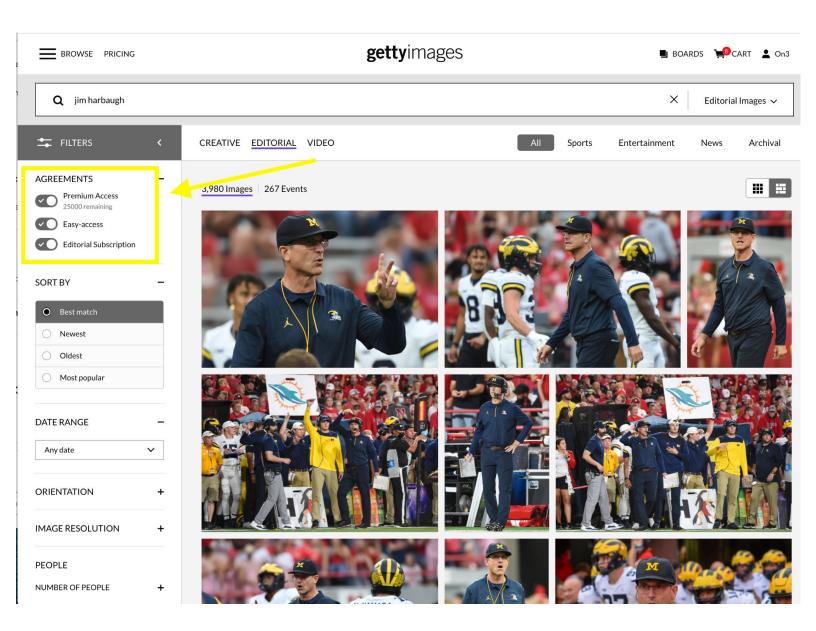
• See example of how "Caption" field is displayed



(Photo by Scott W. Grau/Icon Sportswire via Getty Images)

Getty Images

- <u>https://www.gettyimages.com/editorial-images</u>
- 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.



Getty Images

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

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

getty images

Michigan v Nebraska	EASY-ACCESS PURCHASE A LICENSE
LINCOLN, NE - OCTOBER 9: Head coach Jim Harbaugh of the Michigan Wolverines walks the field before the game against the Nebraska Cornhuskers at Memorial Stadium on October 9, 2021 in Lincoln, Nebraska. (Photo by Steven Branscombe/Getty Images)	○ Small
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Steven Branscombe	DETAILS
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13/60/9168	Collection:Getty Images SportDate created:October 09, 2021
	License type: Rights-managed Release info: Not released. More information Source: Getty Images North America
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- 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.

	1
~	

- 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

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

....9

ohio-state-buckeyes-football-big-ten-second-half-indiana-hoosiers

Meta description

Insert variable

Insert variable

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 analysis Ohio State

V

- 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
(ey	vphrase synonyms 🔞
٩na	alysis results
^	Problems (2)
	Internal links: No internal links appear in this page, make sure to add some!
	<u>Previously used keyphrase</u> : You've used this keyphrase <u>2 times before</u> . <u>Do not use</u> 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!
	Keyphrase length: Good job!
	Keyphrase density: The focus keyphrase was found 17 times. This is great!
	Keyphrase in meta description: Keyphrase or synonym appear in the meta description. Well done!

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

SEO	9 Readability	Schema	Social	News]
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Devin Brown: Ohio State coaches growing bond with USC commitment

Publish

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

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¶ Е	1 <i>8</i> ~ :			Post	Block			×
	Five Questions as Ohio State			Status	s & visibility			^
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	begins second-half push with			Publis	b	Immediate	lv.	
	Indiana road trip 🦷 💣				Stick to the to		·	
				F	Pending revie	w		
	COLUMBUS Just about everything appears aligned again at Ohio State.			Autho Will (
1	But now the Buckeyes have to prove it when the stakes get higher.			Enable				
	The offense is rolling and a healthier, maturing quarterback is asserting his command. The defense has worked through some growing pains and is			Move	e to trash			
	showing undeniable signs of progress. Ohio State remains unbeaten in the Big Ten and in position to defend its conference crown yet again. Even the			Yoast	SEO			~
	off date seemingly fell at the right time for the program.			Perma	alink			^
	Clearly the Buckeyes would have preferred the first half of the season to not			URL S	lug			
	include a loss, and there's no changing that. They seem to be fully back on			five-	questions-as	s-ohio-state	e-begiı	าร-เ
	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.				st part of the I <u>links</u> 🖸	e URL. <u>Read</u>	about	
				View F	Post			
	'There's still a lot of football left," Ohio State coach Ryan Day <u>said</u> last week.				//www.on3.co			
	'We haven't done anything yet. But I think there is some confidence being				io-state-beg with-indiana			
	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			Categ	ories			^