**To set up a Blog on your site**

**Step 1** Fill out this document and then

**Step 2** Send the form & images in a single email to [ivyoptic@yahoo.com](mailto:ivyoptic@yahoo.com)

(\*) means this information is required

Cover images are not required

A cover image for each category is recommended

A cover image for each post is recommended

**The Form: Fill out the bullet points below**

**BLOG CATEGORIES** (duplicate and fill out this “categories” section for every category you have)

- Category title:

- Category Description:

**BLOG POSTS** (duplicate and fill out this “Posts” section for every Post you’re making)

- \*Post title:

- Post description:

- \*The Post:

- \*The Category this post belongs under:

**BLOG ADDITIONAL** (this is information that can be displayed on the blog)

- Writers name y/n (if yes provide name)

- Publish date y/n

- View counter y/n

- Comments counter y/n

- Likes counter y/n