Creating Blogs on MyICA

Share your thoughts with colleagues, friends, and ICA members!
From the MyICA homepage, click on the “My Blogs” link

Next, click on “Create a New Blog”
You can now create your blog post. Be sure to include the title of your post in the “Subject,” and the content you wish to include in the “Blog Message.”

You can select who will be able to view your blog post under “Blog Sharing.”

See the next slide to learn how to create and manage tags.
After you click on “Manage Tags,” a new box appears. Click “Create New Tag.”

Tags are meant to highlight the themes or key points of your blog post. Enter tags on this screen, then click “OK.”

You may have many tags listed. You can choose to use some of them, all of them, or none of them in your post. Tags you wish to use in a particular post should be in **bold** (click on the words to make them bold). Then click on “Save Tags.”

If you don’t want to keep a tag in your list, you can delete it by clicking the red (-) button.
If you choose to share the blog with others, they can post in the comments section. You can also reply to them in the comments section.

The tags for the post are listed here. You can show or hide the tags with the “Hide Tags” button.

Track how many comments and page views your blog post has here.

Reviewing & Editing Your Finished Blog Post

Delete the post here.

Edit the post here.