

# CoachUp Nation Posting Guide

*Last Updated: December 9th, 2016*

Congratulations on choosing to write for CoachUp Nation, the one-stop shop for tips, tricks, and the hottest youth sports news. We are excited to offer you a platform to share your vast knowledge and content seamlessly! Here's a general checklist of things to remember when you write your newest post!

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## Text Posts

### 1. Logging In

Great news, if you're reading this, you're more than likely logged in! CoachUp's main site and Nation communicate by using single sign-on -- so if you're logged into your CoachUp account, that means you're already logged in here as well.

### 2. [Access Your Dashboard](#)

Select Command Center, which will pull up a selection of options for you to choose from, including your profile, available assignments, your saved drafts, and the ability to create a new post.

For this, we'll click *Create Post* to get started.

### 3. Basic Info

Before submitting your post, you'll need to always fill in a certain set of criteria, including:

- *Title* -- Make it catchy!
- *Short Description* -- What's your piece about?
- *Don't forget to save!* -- The save button is your best friend!

#### 4. Select Feature Image

Above the text, you'll see a new set of images -- one of them looks like a camera and it's titled *Featured Image*, click that.

From there, you'll have the ability to find the perfect image via our direct access to Dreamstime images. Be sure to find a photo that is thematically relevant to your post and, once you do, you can add it to the piece. After that, you'll have to go through a short list of steps to secure your image:

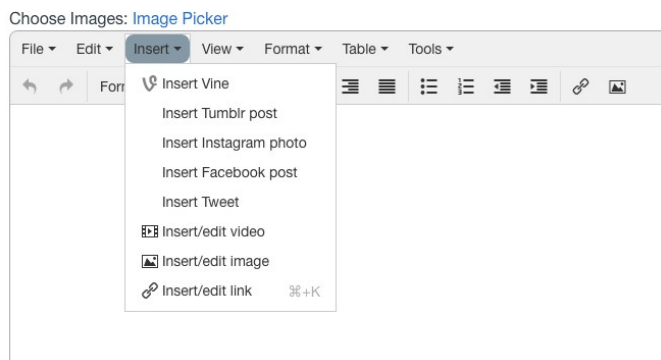
- *Crop* the image! Drag your cursor from the upper right to your desired size.
- Click on the *Finalize* button at the bottom of the picture.
- Click on *Return to Article* tab.

#### 5. Write Your Post!

OK, so now that you've set up your post with the right categorization and images, it's time to get to business. All posts, once submitted, will be sent to an editor for approval, but always try to do your best on spelling, research, and formatting -- we appreciate it!

- You can embed any video, tweet, Facebook, Instagram post or link by selecting "Insert" and using the URL or embed code.

#### Article Content



#### 6. Save! (Again!) (And Again!)

Can't finish the post in one sitting? Save and you can access through the DRAFT button in your dashboard.

#### 6. Ready For Submission

Once you've finished and proofread, hit the *Submit* button and you're done! It will be sent to our editors to review. If they think it's worthy, they will feature it.

# Slideshows

You know what they say: a picture is worth a thousand words. Get creative and submit a slideshow!

- Select the *Slideshow* button from your dashboard.
- Insert the same basic info as a post: *title and description*.
- Create a brief introduction -- a short paragraph that describes what the slideshow is about.
- Use the *Slideshow Editor* to add slides and accompanying descriptions.

## Slideshow Editor

For each slide in your slideshow, choose your image and insert a title and accompanying description. Use the "Move Slide Forward" and "Move Slide Back" buttons to change the order of the slides in your slideshow.

Choose Images: [Image Picker](#)

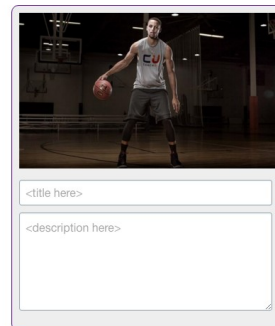
- Select *Image Picker*.
- Once you've chosen your image, add in, once again, the *title and description*.

### Slideshow Editor

For each slide in your slideshow, choose your image and insert a title and accompanying description. Use the "Move Slide Forward" and "Move Slide Back" buttons to change the order of the slides in your slideshow.

Choose Images: [Image Picker](#) Insert: Curry39.jpg

Selected Slide: [Remove Slide](#) [Move Slide Forward](#) [Move Slide Back](#)

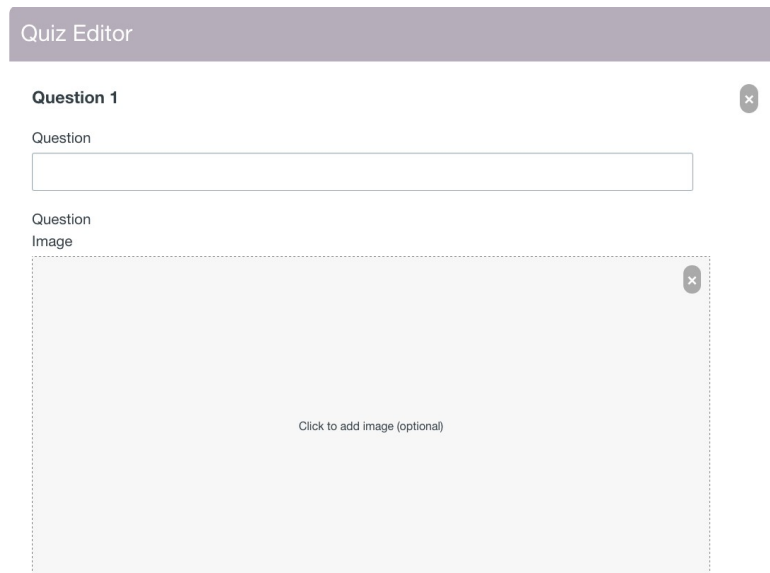


- Add in as many slides as you would like, adjusting the order by using the *Move Slide Forward* and *Move Slide Back* options.

# Quiz

Using a quiz is an awesome way to engage readers and test their knowledge! Here's how to create one:

- Select the *Create Quiz* button from your [dashboard](#).
- Insert the same basic info as a post: *title and description*.
- Create a brief introduction-- a short paragraph that describes what the quiz is about.
- Create your first question, you can include an image if you'd like, but it is not required:



The image shows a screenshot of a 'Quiz Editor' interface. At the top, there is a purple header bar with the text 'Quiz Editor'. Below this, the interface is titled 'Question 1' with a close button (an 'x' in a circle) to its right. Underneath, there is a 'Question' label followed by a text input field. Below the text field, there is an 'Image' label followed by a large, light gray rectangular area with a dashed border, intended for an image. Inside this area, the text 'Click to add image (optional)' is centered. A close button (an 'x' in a circle) is located in the top right corner of the image area.

- Then, insert your first Answer, again with or without an image
- Check the *“Correct”* box if this is the right answer.
- Click on *“Add Answer”* and repeat the process for the number of options you'd like to include.
- When you have completed the answers, input your explanation in the *“Reveal when answered”* field:
- *Note:* You can repeat this for an unlimited number of questions for your quiz! **Don't forget to save often.**

# Poll

- Select the *Create Poll* button from your dashboard.
- Insert the same basic info as a post: *title and description*.
- Create a brief introduction -- a short paragraph that describes what your poll is about.
- The Poll Editor is just like the Quiz Editor -- so input a question with or without an image:
- Add in an unlimited number of answers, with or without images, but be sure to include an *"Other"* category if applicable.

**Answer 1** ✕

Answer

Answer Image ✕

Click to add image (optional)

[Add Answer](#)

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[Add Question](#)

- *Note:* You can do this for as many questions as you like.
- You do not need to select a correct answer -- when published, the Poll Editor will calculate and display the poll responses for you!

## FAQs

*Can I edit my post once I've submitted it?*

Unfortunately, no. Once it has been submitted any changes go through the editors. So proofread carefully!

*I've submitted my post but I don't see it on the site.*

There are many factors that determine what we feature, but basically, it's all up to the editors. We are happy to give individual feedback so if you have submitted a post and don't see it, so feel free to reach out!

*What should I post?*

Great stuff about Coaching! Seriously -- coaching tips, drills, skills, advice, fitness, wellness, nutrition – if it is about youth sports, we want to hear it. There's honestly no silly suggestions!

*What shouldn't I post?*

We are a family friendly site. No pornography, no offensive content or language, and no advertisements. If you think something is questionable, it probably is! But feel free to ask us, too.

*I still have questions!*

Reach out to us! Contact: [ben@coachup.com](mailto:ben@coachup.com).