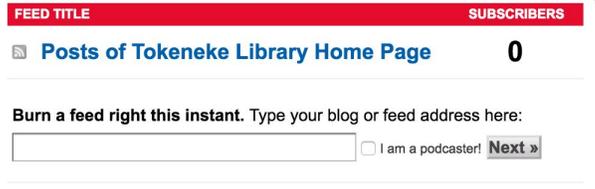
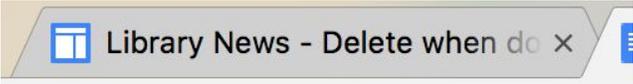
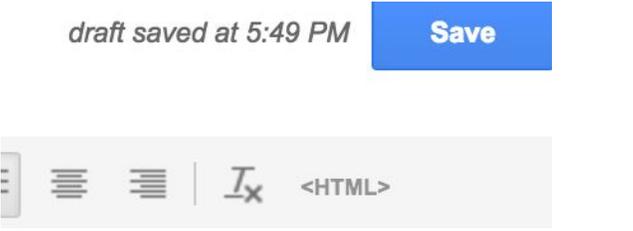
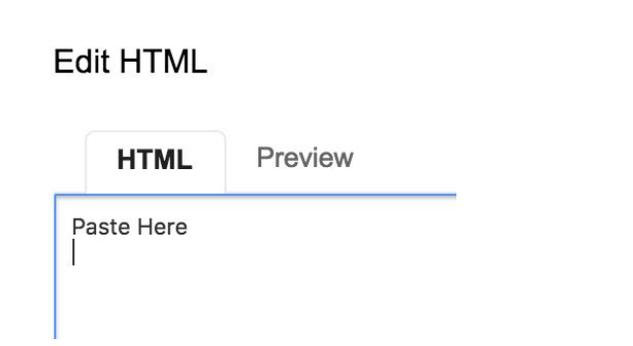
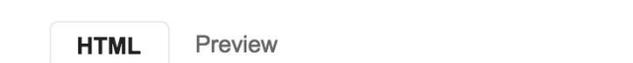
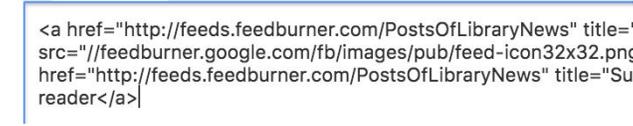
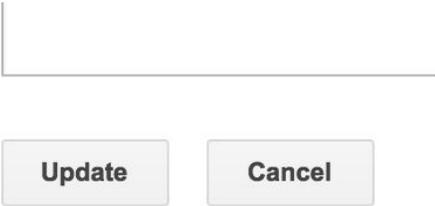


Steps	Directions	
Getting Your Site/Page Ready for Feedburner		
1	be sure you are signed in to Google Sites	
2	be sure your site is set to Public	<p>New pages inherit permissions by default. If you want to add a user to a specific page you must first add them at the site level.</p> <ul style="list-style-type: none"> <input type="radio"/> On - Public on the web Anyone on the Internet can find and access. No sign-in required. <input type="radio"/> On - Anyone with the link Anyone who has the link can access. No sign-in required. <input checked="" type="radio"/> On - Darien Public Schools Anyone at Darien Public Schools can find and access. <input type="radio"/> On - Anyone at Darien Public Schools with the link Anyone at Darien Public Schools who has the link can access. <input type="radio"/> Off - Specific people Shared with specific people. <p>Access: Anyone within Darien Public Schools Can view</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>
3	go to your webpage that is announcements style	<p>Home updates</p> <p>Currently using page template Announcements (Change)</p> <p><input type="button" value="SAVE"/> <input type="button" value="Cancel"/></p>
4	find the section of your page with the new post button and "subscribe to posts" link (note: this option may only be visible once your site is public):	<p>Library News</p> <p><input type="button" value="New post"/> Subscribe to posts</p>
5	click on "Subscribe to posts"	<p>Subscribe to posts</p>
6	a tab/window should open (note: the page might say "Page not found", but that's fine--you simply need the address/URL), and the webpage's address should be the webpage's address with .xml at the end, for example	
7	copy that URL but DO NOT COPY https:// So you should copy something like this:	sites.google.com/site/siteshelphowtos/google-sites-instructions/Basics/posts.xml
Setting up feedburner		
8	in a separate window/tab go to Google Feedburner (as it's also a Google product, you should be automatically signed in (you should see your google email in top-right corner))	http://feedburner.google.com/

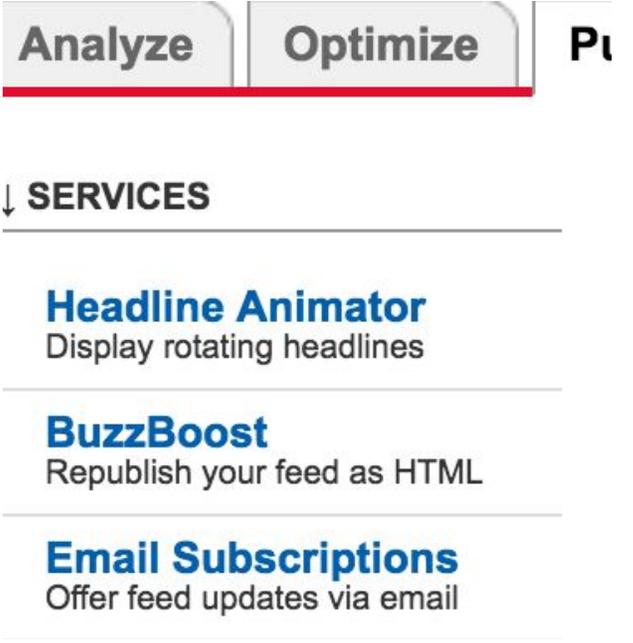
9	in the box marked "Burn a feed right this instant" paste the URL from step 6 (without the https:// or http://) and click next	
10	You can change the "Feed Title" (be sure it has a name you will remember so you know which webpage it is associated with) or simply click "Next"	
11	click on "Skip directly to feed management" (in small letters by "Next") located at the bottom	
12	follow the steps below to set up subscription through RSS reader and/or email	
Setting up RSS reader - connects to you announcements page & keeps track of your posts		
13	on your Feedburner page, in the top row of navigation tabs, click on "Publicize"	
14	on the left side, click on "Chicklet Chooser"	
15	scroll to the bottom of the page and copy the code in box marked "Copy the HTML below for use in your own page templates:" the text should look something like this:	<pre>Subscribe in a reader</pre>

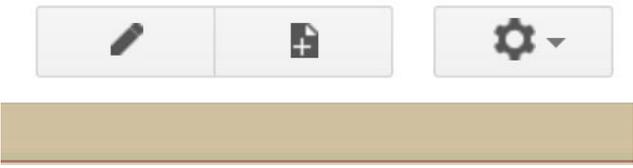
16	return to the announcements-style page on your website where you want the "Subscribe to posts" link to appear - click the tab for your website DO NOT CLOSE FEEDBURNER TAB	
17	click on the pencil to edit the page (top, near-center)	
18	in the place on your page where you want the subscribe link, type "PASTE HERE"	
19	click on <HTML> in the menu bar	
20	search through the HTML for the "PASTE HERE" (to help, use ctrl F or command F to find PASTE HERE quickly in the html) - <i>might not need this step</i>	
21	remove the "PASTE HERE" text and paste the code (copied in step 15) instead	
22	click on "Preview" to view the change (return to the HTML to make changes as necessary)	 <pre><a href="http://feeds.feedburner.com/PostsOfLibraryNews" title=' src="//feedburner.google.com/fb/images/pub/feed-icon32x32.png" href="http://feeds.feedburner.com/PostsOfLibraryNews" title="Su reader</pre>

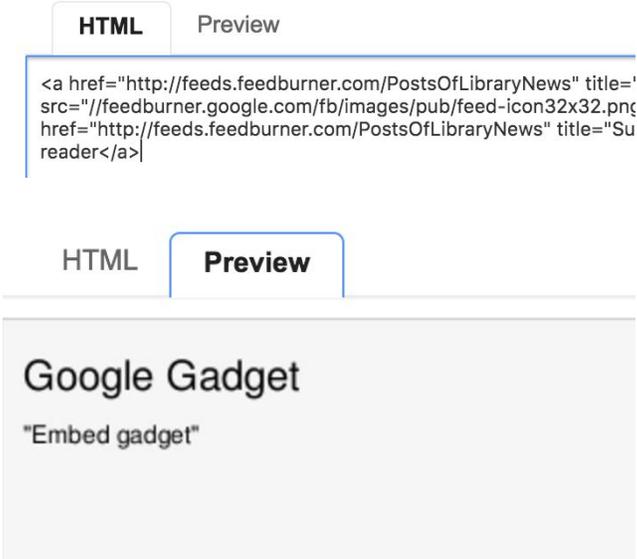
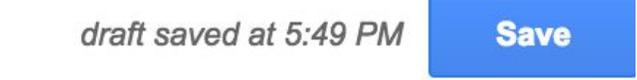
23	when finished with html, click "Update"	
24	in regular edit mode, make any additional changes to placement of subscribe button	
25	when finished, click "Save" to save and view changes	

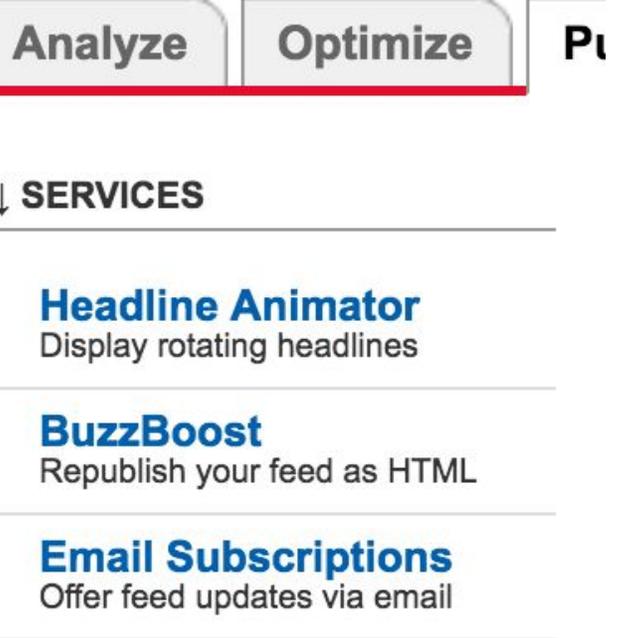
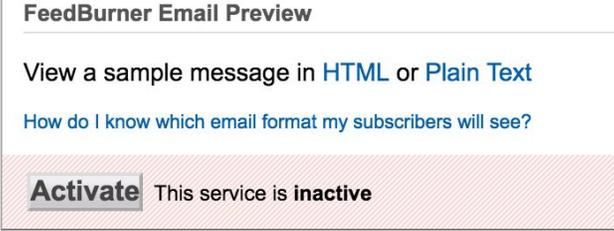
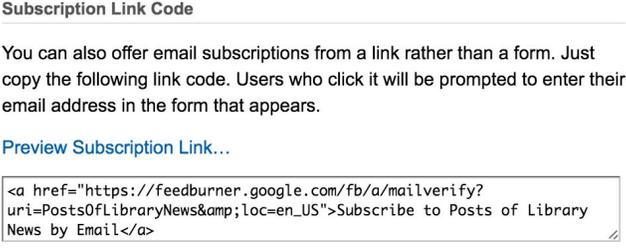
If you want parents to click on a *link* to create account go to step 26
If you want a *box with and email field* to create an account go to step 43

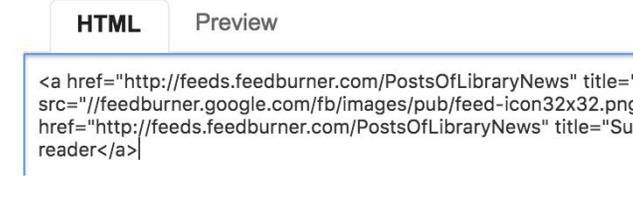
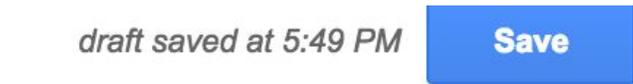
Creating the **field** for Person to add Email info

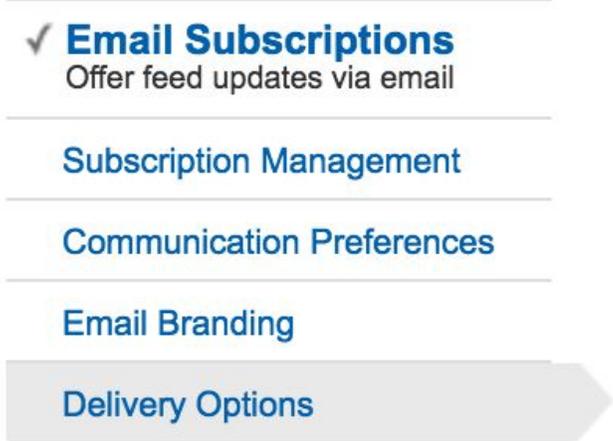
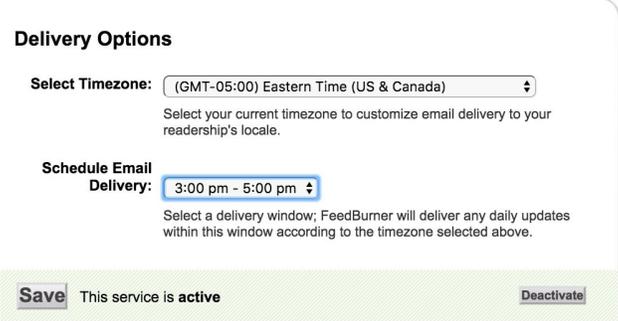
26	be sure you are signed into Google Feedburner, and on your Feedburn homepage, click on the name of the feed you want to add an email subscription link for This is the tab you didn't close	
27	in the top row of navigation tabs, click on "Publicize"	
28	on the left side, click on "Email Subscriptions"	

29	near the bottom (in the light-red area) click on "Activate" (if you don't see "Activate," be sure the highlighted tab on the left says "Subscription Management"--if it does and you don't see "Activate," the feed is already active)	<p>FeedBurner Email Preview</p> <p>View a sample message in HTML or Plain Text</p> <p>How do I know which email format my subscribers will see?</p> <p>Activate This service is inactive</p>
30	scroll down to the area marked "Subscription Form Code"	<p>Email Subscriptions</p> <p>Give your biggest fans another way to keep up with your blog or podcast feed by placing an email subscription form on your site.</p> <p>Subscription Management</p> <p>Subscription Form Code</p> <p>Select which language you want to use in the window that appears when a potential email subscriber signs up. The selection you make immediately modifies the code to copy and paste below.</p> <p>Language: <input type="text" value="English"/></p> <p>Copy and paste the following code into any web page. Your subscription form will be automatically inserted each time the page is loaded. From there, readers can subscribe to receive daily email with your newest content.</p> <pre><form style="border:1px solid #ccc;padding:3px;text-align:center;" action="https://feedburner.google.com/fb/a/mailverify" method="post" target="popupwindow" onsubmit="window.open('https://feedburner.google.com/fb/a/mailverify? uri=PostsOfLibraryNews', 'popupwindow', 'scrollbars=yes,width=550,height=520');return true"><p>Enter your email address:</p><p><input type="text" style="width:140px" name="email"/></p><input type="hidden" value="PostsOfLibraryNews"</pre>
31	copy the content in the box. It should look similar to this:	<pre><form style="border:1px solid #ccc;padding:3px;text-align:center;" action="https://feedburner.google.com/fb/a/mailverify" method="post" target="popupwindow" onsubmit="window.open('https://feedburner.google.com/fb/a/mailverify? uri=PostsOfLibraryNews', 'popupwindow', 'scrollbars=yes,width=550,height=520');return true"><p>Enter your email address:</p><p><input type="text" style="width:140px" name="email"/></p><input type="hidden" value="PostsOfLibraryNews"</pre>
32	return to the announcements-style page on your website where you want the "Subscribe to posts" link to appear	
33	click on the pencil to edit the page (top, near-center)	
34	in the place on your page where you want the subscribe link, type "PASTE HERE"	<p>Library News</p> <hr/> <p>Paste Here</p>  <p>Subscribe in a reader</p>

35	click on <HTML>	
36	search through the HTML for the "PASTE HERE" (to help, use ctrl F or command F to find PASTE HERE quickly in the html) <i>You May Not Need to Do This</i>	
37	remove the "PASTE HERE" text and paste the code (copied in step 31) instead*	<pre>Subscribe to Posts of Library News by Email</pre>
39	click on "Preview" to view the change (return to the HTML to make changes as necessary) You see Google Gadget - this will look different on the actual page	
40	when finished with html, click "Update"	
41	in regular edit mode, make any additional changes to placement of subscribe button	
42	when finished, click "Save" to save and view changes	
To update Delivery Options Go to Step 59		
Creating the Link for Person to add Email info		
43	be sure you are signed into Google Feedburner, and on your Feedburn homepage, click on the name of the feed you want to add an email subscription link for This is the tab you didn't close	

44	in the top row of navigation tabs, click on "Publicize"	 <p>Posts of Library News Edit Feed Details... Delete Feed... Transfer Feed...</p> <p>Analyze Optimize Publicize Troubleshootize</p>
45	on the left side, click on "Email Subscriptions"	 <p>Analyze Optimize Publicize</p> <p>↓ SERVICES</p> <p>Headline Animator Display rotating headlines</p> <p>BuzzBoost Republish your feed as HTML</p> <p>Email Subscriptions Offer feed updates via email</p>
46	near the bottom (in the light-red area) click on "Activate" (if you don't see "Activate," be sure the highlighted tab on the left says "Subscription Management"--if it does and you don't see "Activate," the feed is already active)	 <p>FeedBurner Email Preview</p> <p>View a sample message in HTML or Plain Text</p> <p>How do I know which email format my subscribers will see?</p> <p>Activate This service is inactive</p>
47	scroll down to the area marked "Subscription Link Code"	 <p>Subscription Link Code</p> <p>You can also offer email subscriptions from a link rather than a form. Just copy the following link code. Users who click it will be prompted to enter their email address in the form that appears.</p> <p>Preview Subscription Link...</p> <pre>Subscribe to Posts of Library News by Email</pre>
48	copy the content in the box. It should look similar to this:	 <pre>Subscribe to Posts of Library News by Email</pre>
49	return to the announcements-style page on your website where you want the "Subscribe to posts" link to appear	 <p> Library News - Delete when done ×</p>

50	click on the pencil to edit the page (top, near-center)	
51	in the place on your page where you want the subscribe link, type "PASTE HERE"	
52	click on <HTML>	
53	search through the HTML for the "PASTE HERE" (to help, use ctrl F or command F to find PASTE HERE quickly in the html) <i>You May Not Need to Do This</i>	
54	remove the "PASTE HERE" text and paste the code (copied in step 31) instead*	<pre>Subscribe to Posts of Library News by Email</pre>
55	click on "Preview" to view the change (return to the HTML to make changes as necessary)	
56	when finished with html, click "Update"	
57	in regular edit mode, make any additional changes to placement of subscribe button	
58	when finished, click "Save" to save and view changes	
Delivery Options - You Must Do This Step		
59	be sure you are signed into Google Feedburner, and on your Feedburn homepage, click on the name of the feed you want to add an email subscription link for This is the tab you didn't close	

60	in the top row of navigation tabs, click on "Publicize"	 <p>Posts of Library News Edit Feed Details... Delete Feed... Transfer Feed...</p> <p>Analyze Optimize Publicize Troubleshootize</p>
61	on the left side, click on "Email Subscriptions" and select "Delivery Options"	 <p>✓ Email Subscriptions Offer feed updates via email</p> <p>Subscription Management</p> <p>Communication Preferences</p> <p>Email Branding</p> <p>Delivery Options</p>
62	Change the Delivery to 'Eastern Standard Time' and the time you want the notification to go out. Then click SAVE	 <p>Email Subscriptions Give your biggest fans another way to keep up with your blog or podcast feed by placing an email subscription form on your site.</p> <p>Delivery Options</p> <p>Select Timezone: (GMT-05:00) Eastern Time (US & Canada) ⌵ <small>Select your current timezone to customize email delivery to your readership's locale.</small></p> <p>Schedule Email Delivery: 3:00 pm - 5:00 pm ⌵ <small>Select a delivery window; FeedBurner will deliver any daily updates within this window according to the timezone selected above.</small></p> <p>Save This service is active Deactivate</p>