If you are using the FREE level, and you would like a different template, please go to: "manage themes" and then search templates by entering, "free" in the search box.

Thanks for choosing our network to begin sharing your spirit, words, pictures, and services!
This is a brief overview on how to navigate our dashboard:

You may first want to head on over to the "manage themes" tab located to the left. Here, depending on which level you have chosen, (either pro site or free account,) you can choose from a wide selection of templates to customize your page/blog/site. When you created an account and opted for a new blog, we automatically chose a default theme for you that is easy to customize and understand. You may keep this theme as yours and head over to the, "customize my design" tab or proceed to the templates as described. In choosing a template you can simply hit preview to see an example of what your site would look like. If you are happy with a template you have previewed, just click, "activate," and your new site style will be live. After which you can go to, "customize design" to edit your widgets. Widgets are pre-installed modules that appear on your side bars (content on the right or left of the body of the page,) or, if your template allows, your footers, (the area underneath the main body of the page generally where copyright info is located).
* You can also edit your header and customize colors by going to your "manage themes" item on the menu and looking at your current theme (located at the top,) clicking appropriate links just below your template.

Now that you have your design all spiffy you can begin by adding posts and/or pages to your site.
Here's how:

To create a post, simply click on the left and select, "new post." The same is true if you'd like to create a new page. If you'd like to see all of your posts, you would select, "my posts," and likewise for viewing pages, only it would be, "my pages" upon selection. On both pages and posts you can edit, publish, delete or draft. You can also opt to, "post to facebook." This option is located at the bottom of your page or post's editing space. If you opt to post your content to facebook, you will need to tick the box that says, "I want to publish this post/page to facebook." If your account is already connected to your Spirit Exchange account, you will be given a choice of which account you would like to post to, if applicable.

Handling comments:

You site or blog has options to allow you to receive comments from members and visitors to your pages. To manage your comments click, "comments" in the dashboard. You will be given a list of comments to approve, disapprove, or delete. Choose whichever suits you.

Upgrading:

*If you would like to upgrade to a "Pro Site," just click on the big blue button that says, "pro upgrade" located at the top right area of your tool bar, (where your name greeting is). There you will be able to purchase a subscription to more features including: no ads, more theme selections, and domain name mapping, (whereas you can use a domain name of your choice (bought separately from a registrar,) and use it in conjunction with your blog/page. The beauty in this is that your activity throughout the network will still be broadcast across our entire network AND you still don't need to know any HTML to have a great site. -Not to mention you will also have a unique, shorter url to give out to your clients/friends/colleagues, etc.
For example: "Yoursite.com"

*If you already have a pro site and would like to take advantage of our domain mapping service, click, "add your domain" and follow the instructions inside the page.

Again thank you for becoming a member of our exchange, we hope you enjoy!
-The tSE Crew