Create your first blog post in systeme.io

Follow an example from an empty blog list through creating, editing and publishing an article. You can use the free plan if your account has a blog slot available.

We tested creating a blog and post, editing and saving the text, activating it and opening the published post. Screenshots are from that test; the account domain is hidden.

Before you start

1. Sign in to systeme.io. From the top menu choose **Sites**, then **Blogs**. If you already have a blog, click its name and continue at section 2.

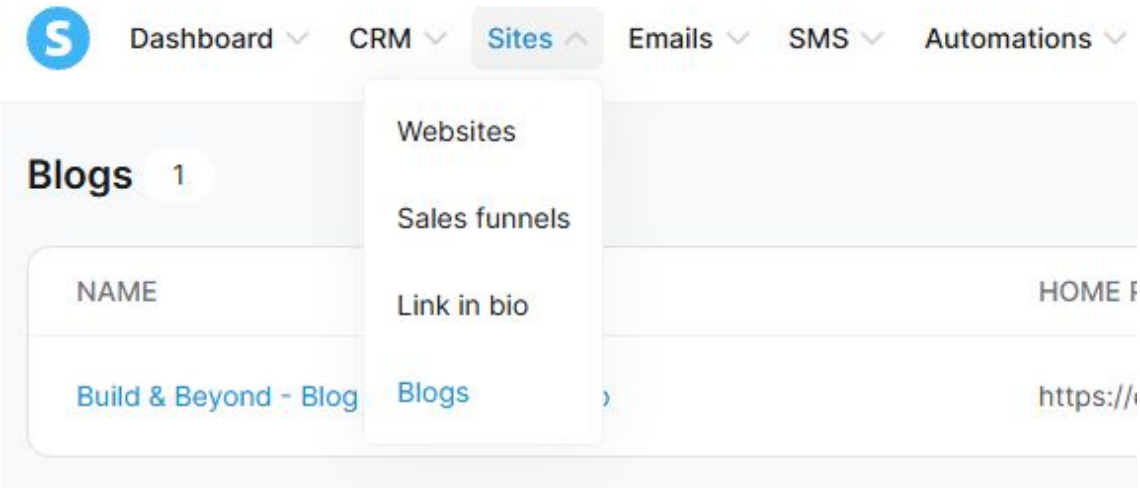
2. On a free plan, check **My plan** for your available blog allowance. Our test account showed Blogs 0/1 before creation. Your allowance or usage may differ.

3. Prepare a blog name, a short article title and an introductory paragraph. Use a practice name and domain path while learning.

Important: The template we chose created five sample posts marked Active, and the new blog homepage was publicly reachable immediately. Inspect template content before sharing your blog address. Other templates may behave differently.

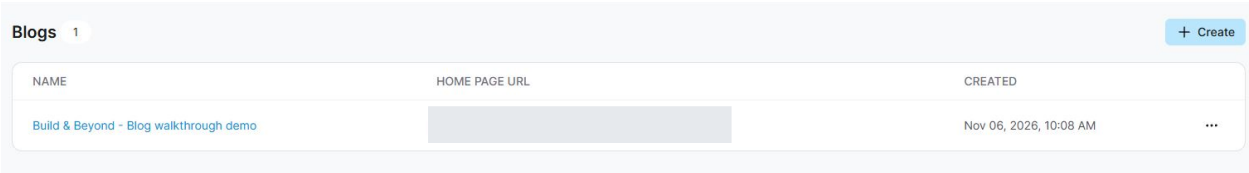
Find Blogs in systeme.io

1. At the top of the dashboard, click **Sites**. In the dropdown, choose **Blogs**.



The Sites dropdown on our account.

2. The Blogs screen lists blogs already in your account. To open one, click its name. To start a new blog, click **Create** at the upper right.

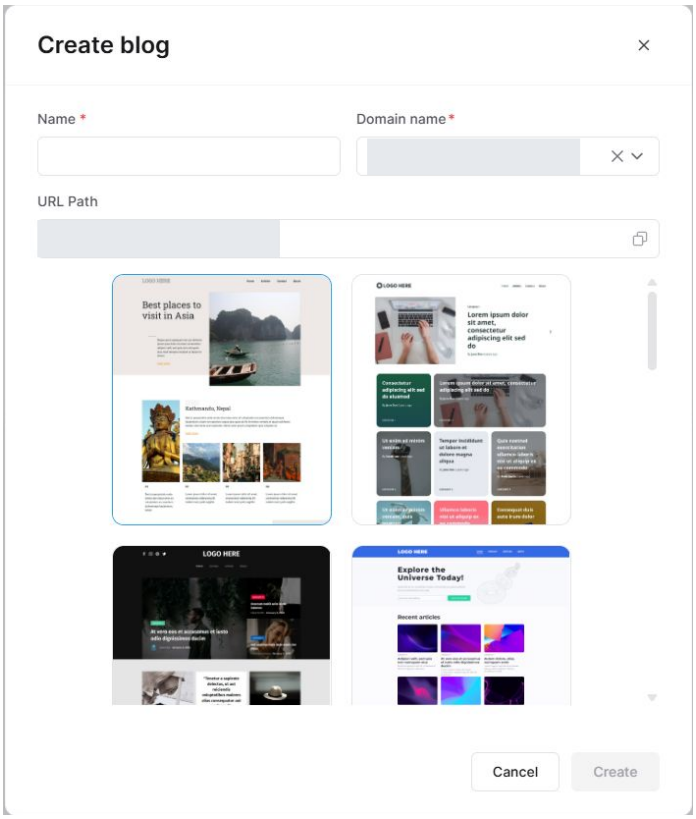


Our test blog in the Blogs list. The account address is hidden.

1 / Create a blog

1. In **Sites > Blogs**, select **Create**. In the box labelled **Name**, enter a name for your blog.

2. Choose the domain from the **Domain name** dropdown. In **URL Path**, type a short, unique path. The address shown above the template combines the domain and path.



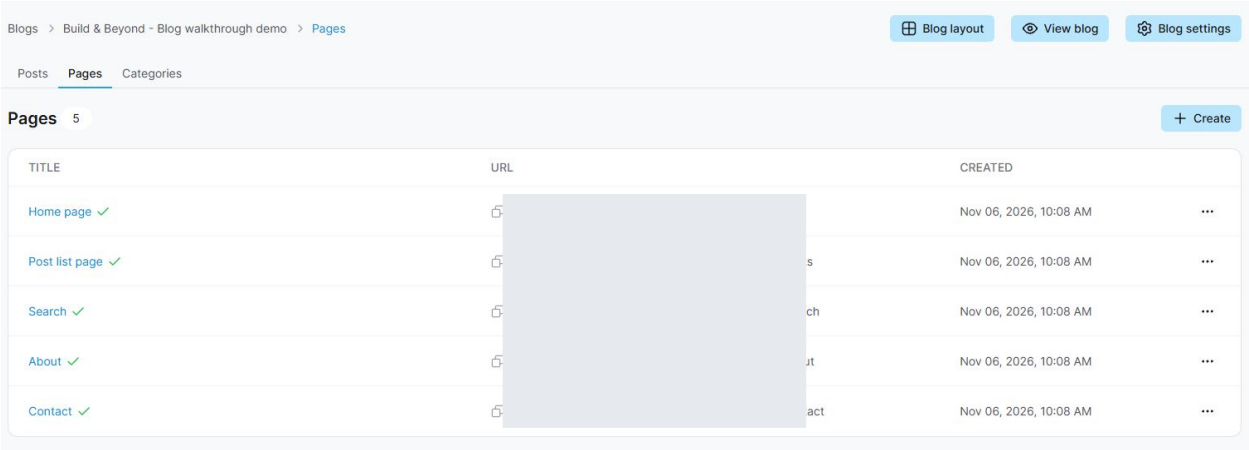
Actual create-blog screen from our test. Account domain has been hidden.

3. Choose a template from the gallery, then select **Create**. We selected the first template. Wait for the confirmation, then click the blog name in the list.

4. Open **Posts** and check the default posts and their Active or Inactive status. The test template included active sample content; check the public blog using **View blog** before sharing it.

Find your blog pages

Inside a blog, **Posts** holds articles. **Pages** holds the homepage and other pages. To edit the homepage, select **Pages**, then click **Home page**.

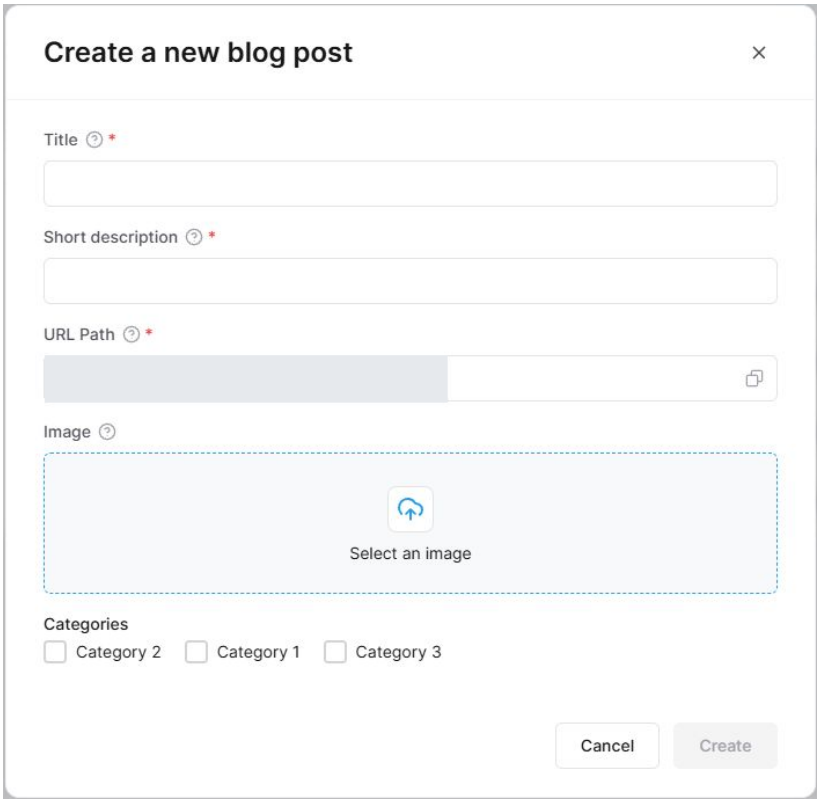


The Pages tab and Home page link from our test account. The account addresses are hidden.

A template can include its own text and links directly on the homepage. Deactivating a post does not necessarily remove those homepage items; review the homepage separately.

2 / Create a post

1. In your blog, select the **Posts** tab and choose **Create**. The form below will open.

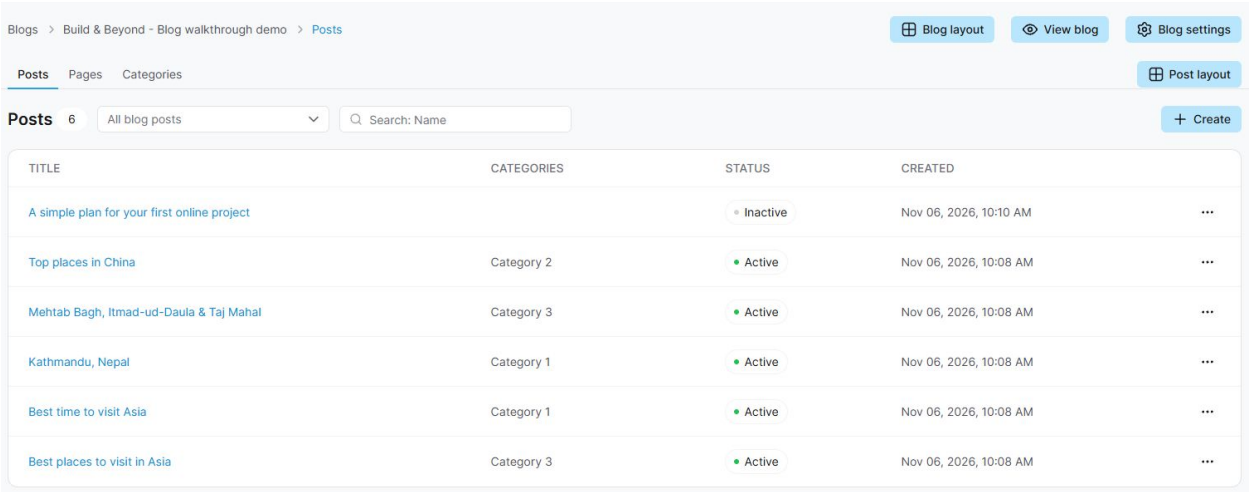


Actual new-post form; the account domain is hidden.

2. Enter a **Title**, a **Short description** and a **URL Path**. For a first test, try the title “A simple plan for your first online project” and path “first-online-project”.

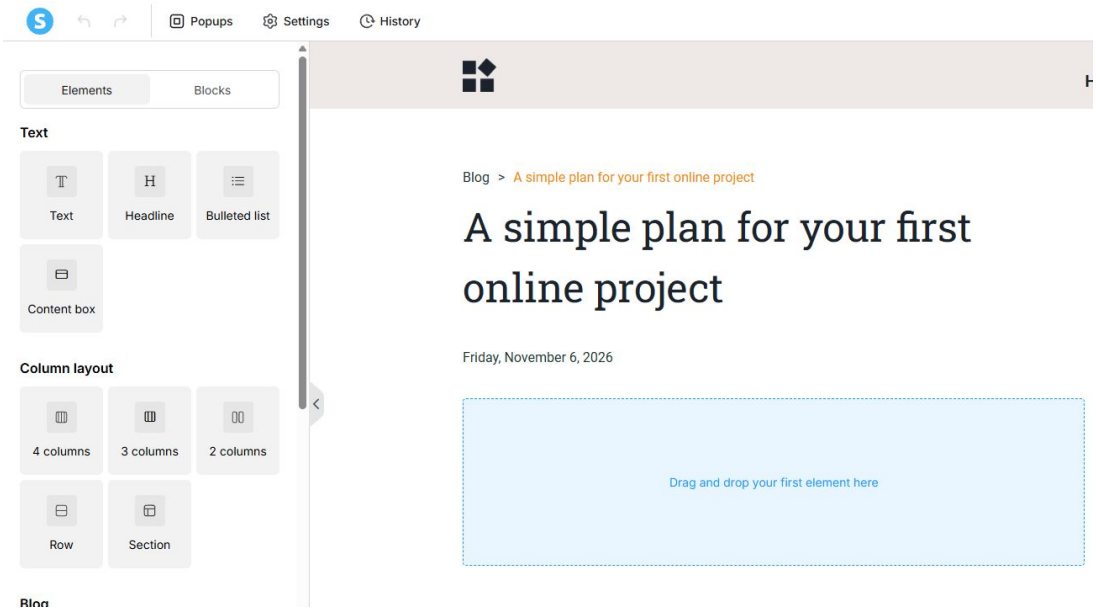
3. An image and categories can be added if useful. We left both blank for our test. Select **Create**.

4. Find the new title in the list. Our newly created post showed **Inactive**; click its title to open the editor. Your template or account may behave differently, so check the status yourself.



3 / Write and save

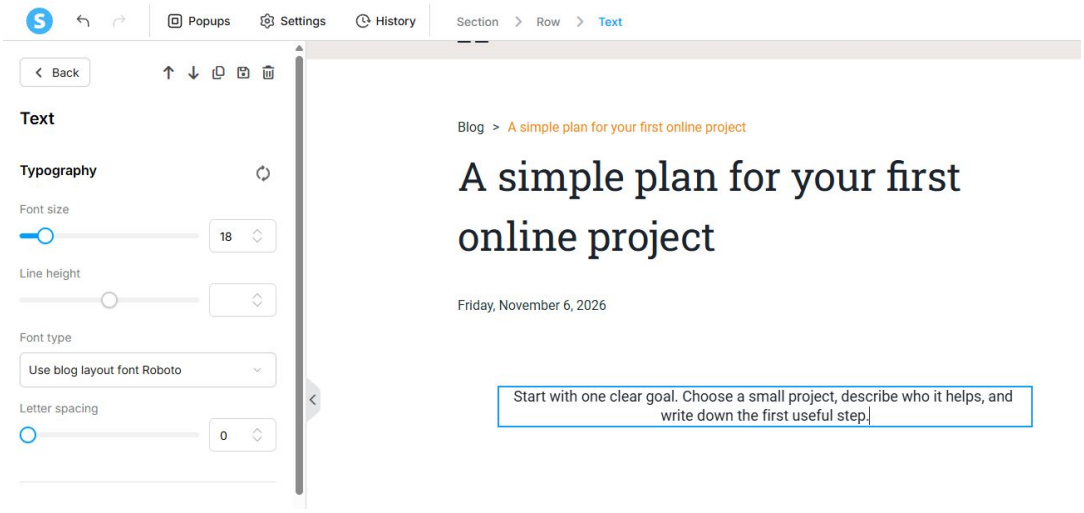
1. In the editor, find **Text** in the left-hand Elements panel. Drag it into the blue area marked **Drag and drop your first element here**.



Actual editor before adding our first text element.

2. Click the sample paragraph on the page, select its existing text and type your own. For example: “Start with one clear goal. Choose a small project and write down the first useful step.”

3. Select **Save** at the top right. When saving finishes, select **Exit**. Reopen your post from the list to check that your text is still there. We verified that our paragraph persisted.



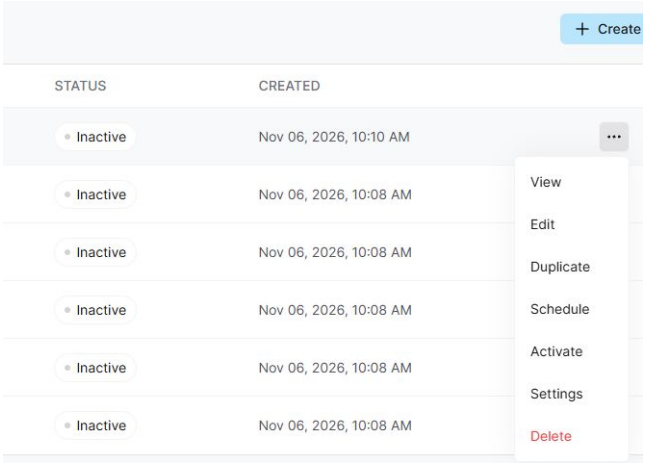
Actual text edit in the test editor.

4 / Review and publish

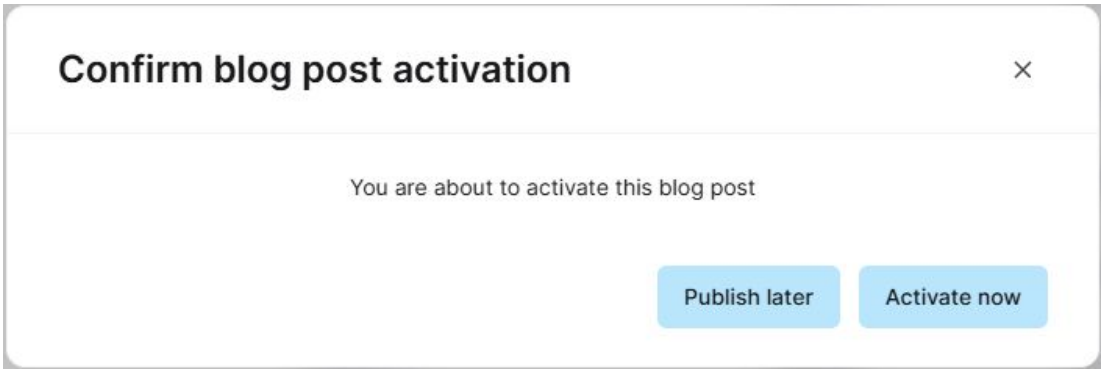
1. Review your title, article and layout. Check the template for placeholder names, author photos, sample contact details and newsletter forms. Replace or remove anything you do not intend to publish.

2. Use the editor's preview and mobile-view controls to check readability. Open **View blog** from the blog screen to see what the public can currently view.

3. When your post is ready, return to **Posts**. Find your post, select the **three dots** at the right of its row and choose **Activate**.

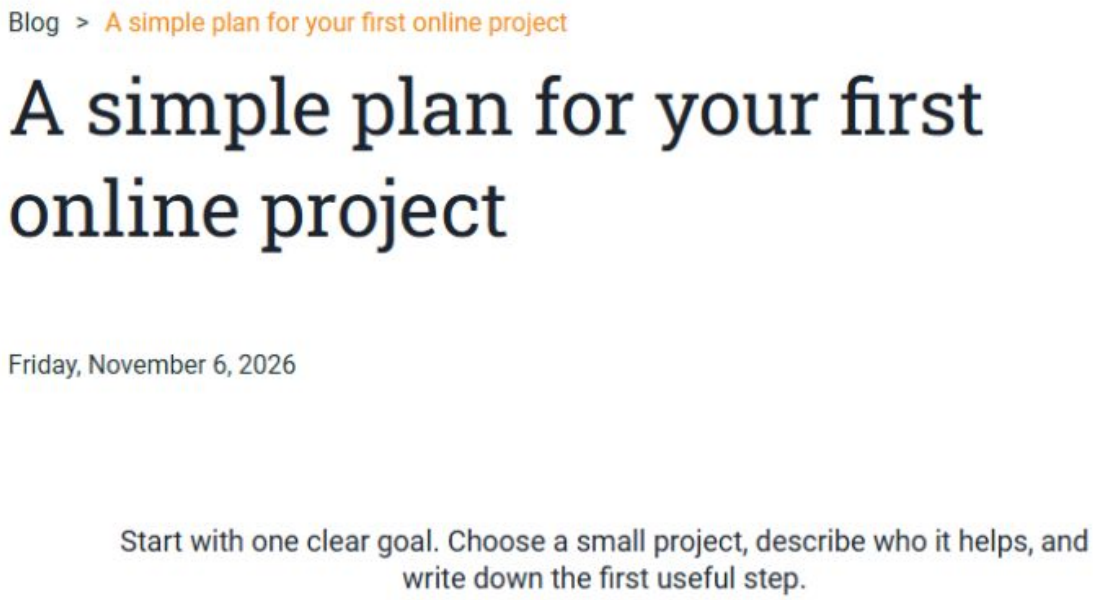


4. In the confirmation box, select **Activate now**. Check that the status changes to **Active**. Alternatively, **Publish later** opens a scheduling option; we did not test scheduling.



5. Open the public post from its View option, and confirm the title and text are correct. In our test the post opened publicly with the saved paragraph. We then returned the practice post to inactive.

5 / Check your public post



Actual public test post, opened after activation. Check both the post and the blog homepage for template content.

If something looks wrong

No free blog slot: Check My plan and any existing blog before creating another. **Post missing:** Check its status and public address. **Placeholder content:** Review the blog layout, pages and existing template posts separately from your own article.

Official help: Create a blog and Create a blog post. Interface checked in our account on 6 November 2026.