

Eta Eta Lambda Blog Formatter – User Instructions

Purpose

The Blog Formatter helps brothers transform rough drafts into polished, publication-ready articles aligned with Eta Eta Lambda’s voice, tone, and Chapter-of-the-Year standards. Each output follows the approved structure, tone, and category/tag alignment defined in the HHL MAAC Awards Alignment Guide.

Accessing the Tool

1. Log in to the Members Area on the Eta Eta Lambda website.
2. Navigate to “Communications Tools → Blog Formatter.”
3. You’ll see two text boxes — one for input (your draft) and one for output (the formatted blog).

Step-by-Step Instructions

Step 1: Prepare Your Draft — Write a rough version of your blog post including who, what, when, where, and why.

Step 2: Paste Your Draft — Paste your draft into the 'Enter Blog Draft' box.

Step 3: Click “Refine Blog” — The tool applies the chapter’s format, assigns correct categories/tags, and rewrites it professionally.

Step 4: Review the Output — The formatted blog will appear below, including Title, Date, Categories, Tags, Excerpt, Full Post, and Suggested Layout.

Step 5: Copy the Finished Blog — Use the 'Copy Blog Text' button or manually copy it for posting to the chapter site or social media.

Tips for Better Results

- Keep drafts factual and concise.
- Include specific names, dates, and details.
- The formatter automatically polishes tone and structure.
- Avoid unnecessary formatting in your draft.

Troubleshooting

If output appears as one line, use the preview view.

If output fails, retry after a few seconds.

If API key error appears, notify Communications Chair.

If the draft is too long, break it into two parts.

Best Practices

- Proofread every output before publishing.
- Keep tone consistent with prior chapter blogs.
- Add relevant photos and captions.
- Coordinate with the Communications Committee for scheduling.

Contact

For technical support or communications assistance:

Eta Eta Lambda Communications Committee

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■ Powered by Alpha, built by brothers.