

When you visit <https://www.timetoast.com> you will click on “Create Your Account” then you will be prompted to choose a plan. Please choose the “Public” option.

Basic	Pro	Public
<b>\$5.99 / month</b> Our entry-level plan <b>GET STARTED</b> Pay yearly to get 2 months FREE!	<b>\$8.99 / month</b> For those that need a little more <b>GET STARTED</b> Pay yearly to get 2 months FREE!	<b>\$0.00 / month</b> Yep, it's still free <b>CHOOSE PLAN</b>
5 users	35 users	1 user
Ad free	Ad free	Ad supported
Collaboration	Collaboration	Public Timelines
Create Groups	Create Groups	
Comment moderation	Comment moderation	

After you choose a plan, you will be prompted to put in your information, then hit ‘create your account’ you will receive an email.

Follow the link to “confirm” your account!

Once you’ve done that, you can sign in and this will appear on your dashboard:

The screenshot shows the dashboard interface with a dark blue header containing the word "Dashboard". Below the header is a navigation bar with four tabs: "Timelines", "Groups", "Users", and "Notifications". The "Timelines" tab is active. The main content area displays a message: "Hi stefl, you've created 0 timelines" followed by a blue button labeled "Add timeline +". Below this message, it says "No timelines...". A large red arrow points upwards from the bottom of the image towards the "Add timeline +" button.

Simply hit this button to begin your “timeline”

# New timeline

## Title

Sample

## Publish status

Public

## Category

Uncategorized

## Photo



Change

Upload

Clear

Your timeline  
**must** be set to  
**PUBLIC**  
to be able to use it on your  
blog post!

Create timeline

Cancel

You will be greeted with this page!

Things to think about:

- Make sure your title is pertinent to the focus of your overall post
- Category doesn't matter
- The photo is like a "profile picture" for your timeline

When you're done, hit "create timeline" to start adding events.

View this timeline

Collaborate

Draft

Public

+

+

+

Simply click "Add Event" each time you want to add something to your timeline.

**New Event:**

**Edit your event details:**

Title: \*

Date: \*

Description:

\* required fields

Things to Remember:

- Keep titles accurate and short
- If you do not know the exact date, you just know the year its easiest to take an educated guess on the month and keep the date the first
- You can insert links to other pages
- Utilize the descriptions!
  - It will help move your point without messing with your word count!

**Please choose an image:**

No photos.

Click the 'upload an image' button to get started.

**Current Image:**

max size: 3 mb

You will need to upload pictures before using them  
(just like you do on Word Press)  
Don't forget to utilize pictures, as they say, a picture is worth a thousand words!  
Once you have uploaded your pictures, complete your event and hit "create event"



## Share this timeline

Direct link

<http://www.timetoast.com/timelines/sample-e223c058-9072-4e1e-aeed-25b3ae8a>

Embed code

```
<object width="550" height="400"><param name="movie"
value="http://www.timetoast.com/flash/TimelineViewer.swf?
passedTimelines=1219566" /><param name="passedTimelines" value="1219566"
/><param name="allowScriptAccess" value="always"><embed
src="http://www.timetoast.com/flash/TimelineViewer.swf?
passedTimelines=1219566" type="application/x-shockwave-flash"
passedTimelines="1219566" width="550" height="400"
allowScriptAccess="always" /></object>
```

Width

Height

550

400

Update code



Copy and paste the  
"Embed Code" NOT  
the direct link.

Similar to posting Google Maps, you will need to paste the code in Word Press.

Be sure to post this in the CODE function on Word Press not the "text" version you usually work in.