


Welcome to your **Church Edit** Site. This document is a guide to take you through the steps of setting up your site for the first time. If you need more information on a particular subject then you can also access the help file in the Control Panel or visit www.churchedit.com/downloads.

TIP : Whenever you see this button  in the Control Panel you will be able to get more information.

The Control Panel is used to administer all aspects of the site and can be access by typing /control after your web address (i.e. www.churchwebaddress.org/control)

Please note that the login name and password are case sensitive.



The Control Panel

The image on the left shows the homepage of the Church Edit control panel. The left hand menu contains links to all the main sections of the site and is displayed on every page within the Control Panel.

Adding content to your site

There is no particular order in which the site should be setup in - the following list is a guide to setting up your site which you may find useful. Each of the different features can be updated easily from their area within the Control Panel.

1) Template

Your Church Edit site has a wide range of templates to choose from which define the look and colors of your site. To change the templates go to *Options > Choose Template*.

NOTE : We can also create a custom design for your Church based on your Churches color preferences, logo and text. Visit www.churchedit.com/features/design.php for more details.

2) Choose what features you want on your site

a) From the options menu (click on options in the left hand column) go to Site Features. These list all the features that are available to the site and from here you will be able to add and remove them. Features include Voting Polls, Calendar, Photos, Catalogue and more.

If a feature is removed from the site then it will not be available to visitors to your site however you will be able to reinstate it later.

3) Adjust your homepage content

To change the content for your homepage go to *Content > Homepage > Edit Homepage Content*. This will then display a graphical text editor to edit your pages (note this requires Window Internet Explorer 5.5+)

NOTE : The following steps explain how to add content to your site, and this can be done in any order.

4) Add your webpage content

a) You can now start adding events to the calendar by going to the Calendar.

TIP : If you do not want to use the calendar then go to *Options > Site Features* and make sure that calendar is not selected.

- b) If you have images that you want to add to your webpages then you can upload them to the site. This is done by going to the *Images* menu (click on Images in the left hand column) and selecting 'Upload Image'.
- c) Create a folder structure to store the web pages by going to *Content > View, Edit and Delete Pages > Add a new folder*. Folders are used to store webpages in, and are used in the side menu of the site. For a detailed tutorial on folders go to the help file in the Control panel.
- d) Now that folders have been created, you can add content pages to them. This is done by selecting the folder that you want to add a page to and clicking on the 'Add Page' button.
- e) If you want to add a form to your site, then this can be done in a similar way to adding pages, but by pressing 'Add Form'. Forms are a great way of getting information from site visitors and are ideal for 'Contact Us' pages (see <http://demo.churchedit.com> and select Contact Us in the side menu).
- f) Choose the options for the daily message by going to '*Daily Message*' and then start adding the daily message. This is a great tool to display 'daily bible readings'.
- TIP : If you do not want to use the daily message then go to Options > Site Features and make sure that daily message is not selected.*
- g) Choose the options for the photo's and then create photo galleries and add photos to them. The Photo Albums are a great way of sharing photos from Church events.
- TIP : If you do not want to add photos then go to Options > Site Features and make sure that photos are not selected.*
- h) Choose the options for the links and then start adding web links.
- TIP : If you do not want to use the links feature then go to Options > Site Features and make sure that links are not selected.*
- i) Choose the options for the poll and then add the poll (if required)
- TIP : If you do not want to use the Poll then go to Options > Site Features and make sure that the Poll is not selected.*
- j) Choose the options for the Catalogue and start adding items. The Catalogue was designed to be used as a library showcase as it is a great way to showcase library items. Visitors to the site can also rate the different items in the library. See <http://demo.churchedit.com/catalogue.php> for a live example.
- TIP : If you do not want to use the Catalogue then go to Options > Site Features and make sure that catalogue is not selected.*
- k) Add audio to your site. Upload the sermon from last Sundays meeting! For detailed guides on the audio feature please see the tutorial on the download section of www.churchedit.com

5) Add Member features

- a) Add **Forums** by going to *Forums > Add Forum*. Discussion forums allow Church members to write posts and discussions on the Church site. Only registered members will be able to view/ add forum posts.

- b) Add **members** to the site by going to *Members > Add Members*. When adding a member you should not tick the 'Activate now' box during the trial unless that person is to be used to try out the site, as this will send an email to the person with their login details. You can add members, but wait until the site goes live before activating the whole Church! (You should activate the people who you wish to view and try out the site before it goes live).

- c) Create groups – groups will create mini-sites within your main site allowing specific members access to certain webpages and forums. Groups can be created for anything such as 'Ladies', 'Elders', 'Cell Leaders' or for every cell in your church. Only members of that group can access the groups contents. To add a group go to *Groups > Add a Group*.

For advice on building your Church Edit website please see the help files on the download section of the Church Edit website. If you require further information or have any questions then please contact Church Edit. If you would prefer a telephone tutorial then please contact us to arrange a suitable time for us to call.

More detail guides to setting up the site can be downloaded from www.churchedit.com/downloads .

Please do not hesitate to contact us for help or more information by using the support form in the Control Panel.