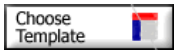


## Templates – choosing your design

There are a range of different templates to choose for your site. Each one has its own color scheme and header banner and once chosen it will be used for the whole of the site.

This tutorial shows how to easily change the design for your site.

1. To change the template for your site go to Options from the Control Panel and select 'Choose Template'

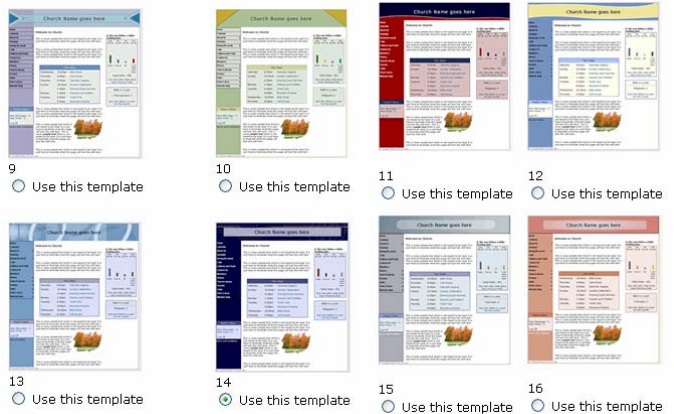


A list of templates will then be displayed for you to choose. To view a template in more detail click on the image to display a large version in a new window.

### Choosing a template

2. To select a template press the radio button underneath your choice template.

3. Scroll down to the bottom of the page to enter/confirm the name of the Church.



### Confirming your Church name

Enter your Church Name (This will be displayed at the top of every page)

4. Once you have done this press 'Update' to choose the template.

5. The next screen will then display different layouts for your homepage based on the design that you have chosen.

There are four designs to choose from :

#### Design 1 :

Contains weekly calendar, voting poll, daily message, homepage features

#### Design 2 :

Contains weekly calendar, poll, daily message, homepage features in a different layout to design 1.

#### Design 3 :

Contains just the weekly calendar





#### Design 4 :

This has features on the homepage but just contains text.

**TIP : To adjust the content on the homepage go to Content > Homepage in your control panel**

**TIP : If you do not have certain features enabled (such as Voting Poll) then they will not be shown on the homepage even if you have selected Design 1 or Design 2. To enable / disable features go to Options > Site Features.**

*Choosing a homepage layout*

<p><b>1</b> Includes weekly calendar, poll, daily message, homepage features</p>	<p><b>2</b> Includes weekly calendar, poll, daily message, homepage features to the right of the homepage text</p>	<p><b>3</b> Contains text and weekly calendar</p>	<p><b>4</b> Contains just text</p>
			
<input checked="" type="radio"/> Use this layout	<input type="radio"/> Use this layout	<input type="radio"/> Use this layout	<input type="radio"/> Use this layout
<input type="button" value="Confirm"/>			

Once you have chosen the layout for your homepage press 'Confirm'.

6. You will then be asked to confirm your choice of template and homepage. Pressing 'Confirm' will then change the look and feel of the whole site to the new template.

**Change Template**

Please confirm that you wish to change the template to 15.



7. (Optional) If you have selected a homepage layout that contains features (such as Voting Poll or Daily Message) that you do not wish to use then you can disable these features so that they are not shown on the site.

To do this go to Options > Site Features and enabled/ disable the features as required.

If you do not wish to have the homepage features (Make Homepage/ Email to Friend) then go to Content > Homepage > Homepage Features and unselect this option.

**FAQ's**

**Can I change the template at any time?**

Yes – you can select a different template for your site any time and as often as you like (although for the sake of your site visitors it is best not to change the template too often!)

**Can I have a custom design for my site?**

Yes – please contact Church Edit for more information. We can create a unique look and feel for your site based on your color preferences/ images and logo