

## Quick Start Guide

### GETTING STARTED

*Note: While you're on your free trial, all features at all package levels will be available for you to try out. If, after your trial ends, you choose the Basic or Standard package, some of these features will no longer be available. Check the "Features" page on our homepage for a list of which features are available in which packages. If you had features in place and configured during your trial that are only available in a higher-level package than what you elect to subscribe to, that content will disappear. If you decide later that you really want one of those features, it's always easy to upgrade.*

The Design page is where you can choose the design—or combination of *layout*, *style*, and *color scheme*—for your website's homepage. *Layout* is the arrangement of content items on the page; *style* has to do with fonts, textures, box shapes, and any embedded images; and *color scheme* refers to the particular colors grouped together on a page—backgrounds, font colors, box outlines, and so on.

**Before you choose a design**, you may want to brainstorm what you would like in your website, and it may be a good idea to get others involved in this process:

- What features do you want displayed on your website's homepage (e.g. calendar, online giving, etc.), and how do you want them arranged?
- What style are you wanting to convey—modern vs. classic, artsy vs. conservative, etc.? The style should represent the flavor and feel of your church.
- What color scheme works best for you? Are there some specific colors you want to see (match the church logo, change seasonally, etc.)?

When you are comfortable with your decisions in these areas, you are ready to begin.

### SETTING IT UP

#### Selecting your Design

Login to your User Admin pages, and click the HomePage button. The Homepage sub-menu bar will then appear underneath it. If this is your first time here, you will be automatically taken to the Design page. If not, click Design on the sub-menu bar.

First, you'll see three different design tabs for choosing a design with a menu on the left, menu on the top, or no menu at all. If you are planning to use the Basic package you will ultimately need to choose a no-menu design, but feel free to choose one with a menu while you're on your trial anyway so that you can play around and see the many possibilities available. Just bear in mind that once your trial is done and you select the Basic package that the content on your menu pages will be gone. On each tab you'll see many different layouts to choose from. Some designs have one column for sub-modules, others have two, some place them horizontally. Some have a footer area at the bottom, some don't. And some are entirely different, unique layouts. Each displayed layout has multiple style and color options,

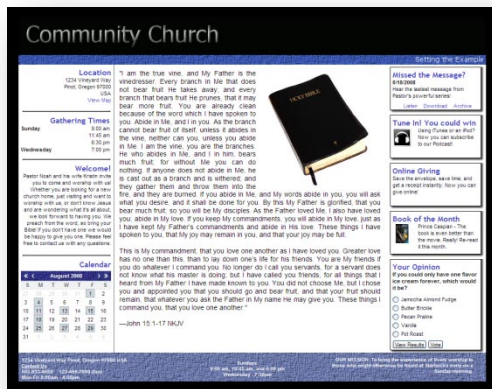
allowing for a myriad of possible end designs. To see different colors and styles available for a design, click the dropdown boxes immediately below a design's image, and make a different selection. Instantly, the image changes to show your new design choice. Click the adjacent Preview button to see a bigger representation of the design. These preview images are only samples of how the design might look—what content appears on the page and how it is arranged will be totally up to you. You will make these choices shortly.

Using the preferences from your brainstorming, pick a layout, color, and style combination that best suits your church's needs, then click the Select button under that design to select it. You will then see your choice displayed in the Current Design box at the bottom of the page. Click Save to upload your design choice. You can return to this page as often as you like, and make as many design changes as you want.

Here are some design examples from the same sample church, with changes made by just a button click or two (color, style, and entire design):

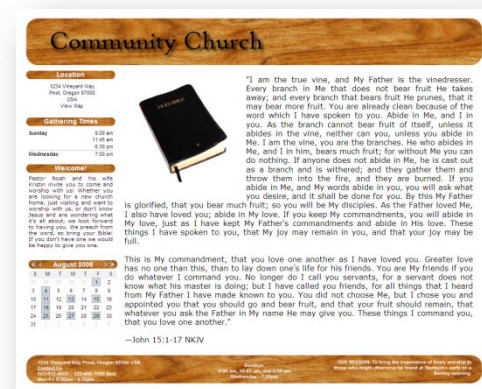
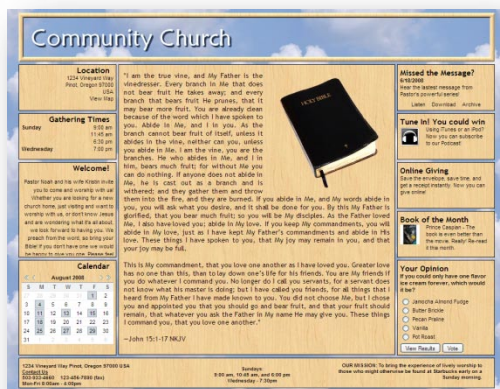
Start here...

...and you can change the color scheme...



...the style...

...or the entire design (layout/style/color)!



When you're happy with your choice, click Save to save it to your preview site.

## Arranging the content on the page (Placement).

On the Homepage sub-menu bar, click Placement. This opens a page with the same layout you chose, but allows you to add your chosen content. Pick your header, main module, sub-modules, and footers (based on your brainstormed content list) by simply making selections in the corresponding dropdown sections. Don't worry about being sure, because you can move them around at any time. Click Save when you have added everything you need, and like how things are arranged.

We recommend all churches include the following basic homepage information:

- *Location (either size sub module)*
- *Service Times (either size sub module, or footer, or both)*
- *Calendar (sub module, Rotating Images Plus Events main module)*
- *Mission Statement (footer, or use a text sub or main module). An abbreviated "About Us". Some people may only look as far as your homepage. Tell them in one or two sentences why they should look further.*
- *Contact Us (footer). It's a good idea to provide as much info as you can so people can get more information if they need it.*

Other standard features you might consider include:

- *Online Giving (sub module)*
- *Bible Verses (sub module)*
- *Streaming Audio (either size sub module)*
- *Podcast (sub module)*
- *Poll (sub module)*
- *Sermon Notes (sub module)*
- *Weekly Bulletin (sub module)*

## Creating and editing the content in your chosen sub-modules

Next click Edit Content on the Homepage sub-menu bar. Here you can access your header, main module, footers, and each sub-module you just added on the Placement page, and create your desired content.

To add events for display in any of your Calendars, including the Calendar Medium sub-module on the home page, as well as the Rotating Images Plus Events main module (if you have selected these), click the **SCHEDULER** button. This is where you can add all of your church's one-time and recurring events, and choose where to display them.

You may have noticed that each page has a couple of links in the upper right corner: Help with this Page, and Video Demo. If you have any difficulties on a page, click one of these links and you'll find many ready answers.

At any time, you can click the Preview button on a page to see how your saved work looks before committing it to your live website. Because you actually have two versions of your site, a preview and a production (the one the public sees), make sure to preview things after saving them before clicking Publish.

If you are happy with your saved homepage content and information, return to the main Edit Content page (click Edit Content on the Homepage sub-menu bar) by clicking Edit Content at the top, and click the Publish All button. This will publish all information that you have saved in any module, adding it to

your live website. Click OK in the dialogue box, and your homepage is all set. Also make sure, if you haven't already done so, to return to the Design page and publish your design, and the Placement page to publish your Placement.

If you selected a menu-enabled design, you can now begin adding Modules (full pages like Blog, Audio Archive, etc.) to your website. Click the **MODULES** button, and begin by dragging desired content items from the right-hand Available Modules list onto the menu in the center of the page. Add menu sub-levels by dragging new modules on top of existing menu modules. Once you've added all the pages you want, you can rename them according to your preferences, and begin adding content to your modules. Once those pages are saved, return to the site menu page and click Publish All to place your new modules on your live website, and your site is ready.

## KEEPING IT GOING

*The hardest part of maintaining a good website is putting processes in place to keep information current, and following those processes.*

One of the best ways to ensure a process is followed is to delegate responsibilities, which can be done through the creation of roles, or defined accesses for specific pages, which you can then assign to users of your church's User Admin website. You can even determine whether a role has Save or Publish accesses. Save allows the user to add content to the preview database, but not the live website, while Publish allows live website updating.

You can add these Roles on the Manage Roles page, and Users on the Manage Users page, both of which are accessed by clicking the Users/Roles button at the top of your Admin pages. From there, decide how you want roles to be defined, and then assign those roles to the proper users on the Manage Users page. When your website update process calls out a particular area of responsibility, you can be sure that person can fulfill his or her duty.

To make sure everything is going smoothly, you may want to test your processes a few times before putting them into place. Any fine-tuning now can save you time and headaches later.

*And that's it! Enjoy your new web site!*