

Church Edit

The solution for church websites

Getting started with your website



Updated September 2009

churchedit Church Edit Guide

Welcome to your Church Edit website - the easiest way to get your church online.

This tutorial is for setting up your website for the very first time and provides a basic guide for each of the different areas of Church Edit. More detailed guides are available by clicking on **help** from the Global Office menu.

Follow this guide to start creating your church website.

Updating Your Site

To update your website login to Global Office using the address that Church Edit will provide. Global Office is where the website is updated from and requires a login to access it.

The best way to update the site is to have two web browsers open:

- one browser with your main website
- the second browser showing Global Office

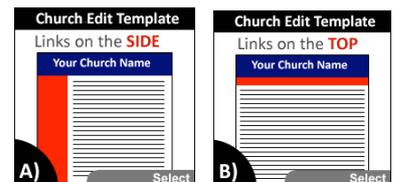
This means that when you make an update in Global Office you will be able to then switch to the other web browser and view your update on the live website.

Any change that you make in Global Office will instantly appear on your main website - you will have complete control of updating the site.

There are a number of useful features on your website but you may find that some of them are not required for your church. To turn a feature (such as audio) off or on then click on **Settings** and select **Site Features**.

Template

To choose a template for your site go to **Settings > Choose Template** within Global Office. You can select either to have your links at the A) SIDE or B) TOP of each page. There are a range of templates available or using the Church Edit design builder you will be able to C) customise/ create your own design.

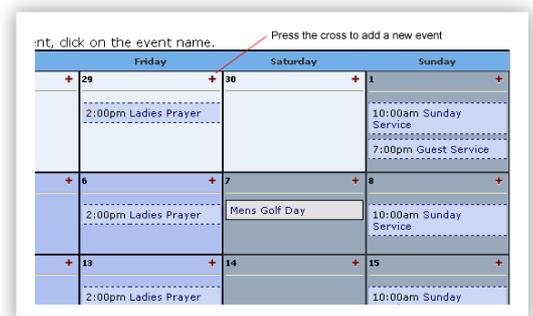


Church Edit can also create a professional custom banner for your site - contact us for more details.

Calendar

The Church Edit calendar is a great way to show the different events that are happening in your Church. Each event you add to the site can be repeated weekly, monthly or yearly making it very easy to quickly populate your website with all your events.

To update your calendar click on **Calendar** in the top menu of Global Office.



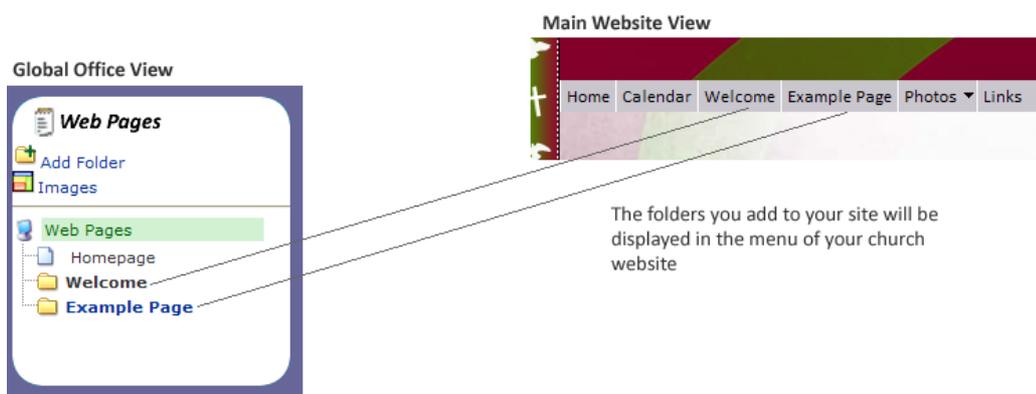
Web Pages

With Church Edit you will be able to add unlimited web pages to your site using the web editor. To add pages click on the **Web Pages** link from the Global Office top menu.

You will then see the web pages within your site such as the example pages that were setup with your Church Edit trial site.

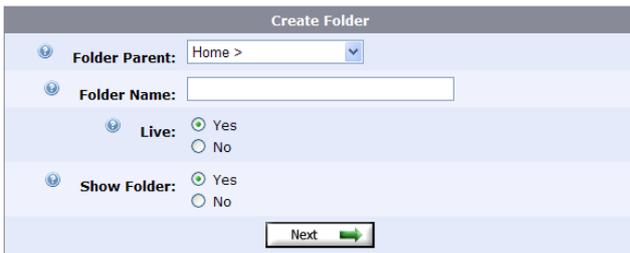
The pages within your site are stored in folders in a similar way to how documents are stored on your computer. The folders will structure the site and make up the navigation menu, with each folder being able to contain one or more pages.

The following image shows how the folders are shown in Global Office and on the main site.



Global Office will list all the different folders. Click on the folder name to edit a folder or add a page to that folder.

To add a new folder to your site (ie 'Sunday Services') click on the 'Add Folder' button at the top left of the Web Pages menu to see the following form.

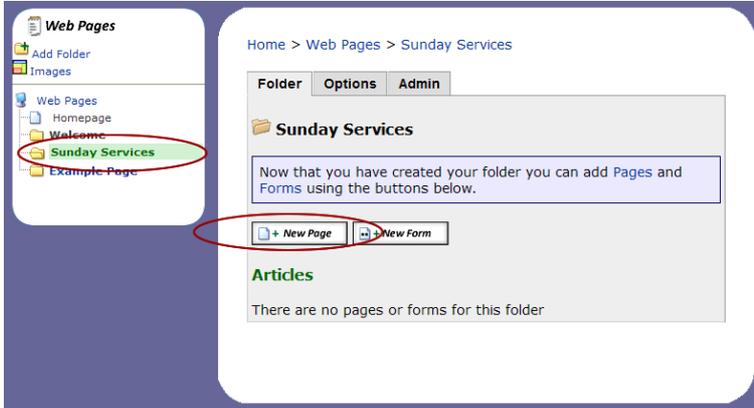


If you would like your new folder to appear as a drop down of an existing folder then select the new folders parent. Enter the name for the folder and then press Next to create it. Your new folder will now appear in the Global Office page menu and on your main website.

You may want to create all the folders for your site before you start adding a web page to them.

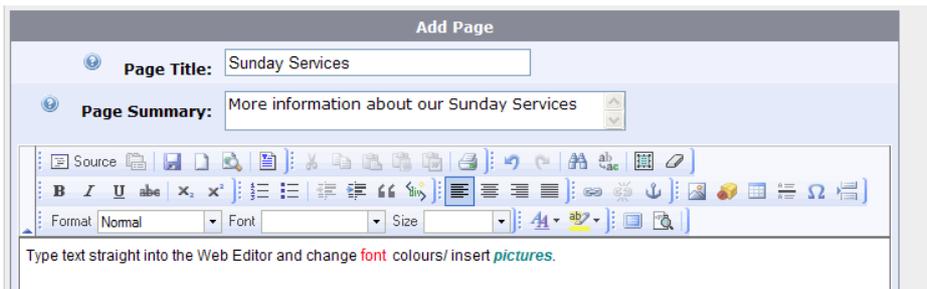
Adding a page

Once you have created your folder(s) you can add a page by clicking on the folder name in the left hand menu and then clicking on the 'New Page' Button



The image on the left shows how we add a new page to Sunday Services by 1) clicking on Sunday Services in the left menu and then clicking on 'New Page'.

When creating/editing a page the Web Editor will be shown which is similar to Microsoft Word. For a more detailed guide on the Editor please click on Help within Global Office.



Forms

Forms are a great way to capture information from your site visitors and are useful for 'Contact Us' pages. You can create a form with up to 30 different questions and then visitors to the site can complete those questions. So for a 'Contact Us' page you could create questions such as 'Name', 'Email', 'Telephone', 'Address' and then visitors to the site can enter their details in the form before submitting it. With Church Edit, completed forms are emailed to a nominated email address.

To add a new form go to **Web Pages** and click on the folder you want the form added to and then click on 'Add Form'.

Your Name :

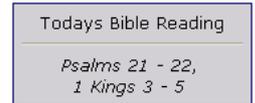
Your Email :

Your Telephone :

Your Address :

Daily Message

The daily message will display a different message on the homepage for each day of the month. This is ideal if your church is doing a daily bible reading plan as you will be able to enter the details on the website in advance and the relevant one will show each day of the month. Churches have also used this feature for 'Prayer Focus', 'Quote of the day' and for many other topics.



If you don't want to enter a message yourself then you can always use an automatically generated 'Verse of the Day' by going to the options in the Daily Message Section.

Voting Poll

The poll feature allows churches to create a poll with a question and up to 4 possible choices of answers. Visitors to the site can then vote on their choice of answer. If your church decides to have a poll, then it will be displayed on the homepage of your website.



To add a new poll click on **Poll** from the Global Office menu and select the **Add Poll** link from the main poll page.

You will then be asked to enter your question and then up to 4 possible answers. You must enter at least 2 choices of answers.

Photo Albums

With Church Edit you will be able to add multiple photos to different albums on your website making it a great way to share photos of church events.



To add new albums go to the **Photo** section of Global Office. Church Edit will automatically reduce the size of large photos so they are quicker for site visitors to view.

Links

The links section of the site is a dedicated links page to link to associated websites. You can of course insert links throughout your website using the Web Editor, but if you also want to use the separate links page then click on Links from the Global Office menu.

Catalogue

The catalogue feature is an ideal way to showcase your church library or bookstore. With the catalogue you can create categories to store your items (eg books, tapes) and they will then be displayed to your site visitors in an easy to navigate view.

If you have a library at your church you could create a category for the different topics and then add information and a front cover image for each book onto the website

The catalogue can have up to 20 categories. Each category will then contain individual catalogue items. For example the catalogue could be used as a 'Church Library' with a category called 'Creation Books' and an item called 'Creation verses Evolution'



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Poll
 You have already voted
 Average Vote :
 ☆☆☆☆
 Total Votes : 1

See also

- [Collapse of Evolution](#)
- [Creation : Facts of Life](#)
- [Evolution : Fossils say NO!](#)
- [Refuting Evolution](#)
- [The Answers Book](#)

To start creating your catalogue click on the catalogue link from the Global Office menu.

Audio

The Audio feature is an ideal way for distributing the Sunday messages. Not only will you save on costs associated with distributing Tapes and CD's but the message will have a much wider audience.

Audio files must be in MP3 format before they can be uploaded to the site and should be at a suitable bit-rate so that they are not too large. See the audio article on the **website tips** section of www.churchedit.co.uk for information on compressing files.

To start adding audio files to the site click on **Audio** from the main Global Office menu.

Administrators

If your Church Edit Package allows then you will see a **Members** link in Global Office. From this menu you will be able to add additional people to administer the various parts of your website. You can even specify which areas of the site they can update.

Want to try Church Edit Pro?

Church Edit Pro takes your website even further by allowing you to manage rotas through your website and gives every member their own login to access member only pages, forums and more.

Questions?

If you have any questions about setting up your website then please contact Church Edit:

- Using the support form in your control panel
- support@churchedit.co.uk
- 0121 320 2530