

Church Edit Pro

The solution for church websites

Getting started with your church website



Updated April 2010

churchedit Church Edit Pro 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 Pro. More detailed guides are available by clicking on help from the Global Office menu.

Follow this guide to start creating your church website.

This Guide is for **Church Edit Pro** which contains features for church members such as groups, member logins, rotas and forums.

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 in
- the second browser showing Global Office

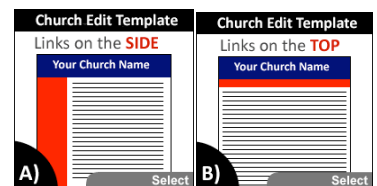
This means that when you do an update in Global Office you will be able to then change to the other web browser and view your update on the live website.

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

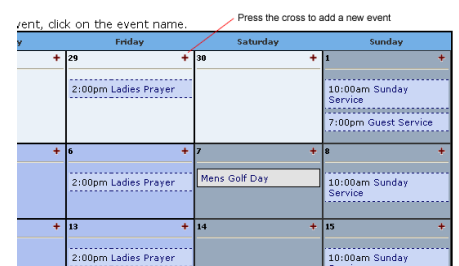
To choose a template for your site go to **Settings > Choose Template** within Global Office. You can select either to have your links at the A) SIDE or B) TOP of each page. There are a range of templates available or using the Church Edit design builder you will be able to C) customise/ create your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



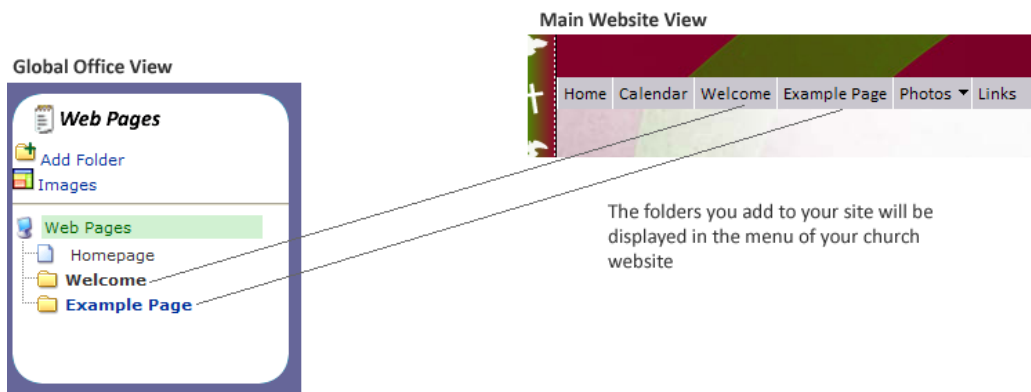
Web Pages

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 Church Edit.

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.

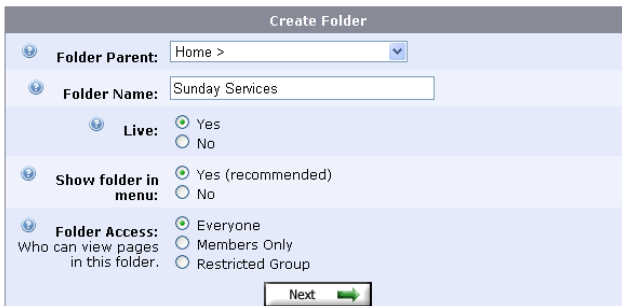
The following image shows how the folders are shown in Global Office and on the main site.



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

The folders you add to your site will be displayed in the menu of your church website

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.

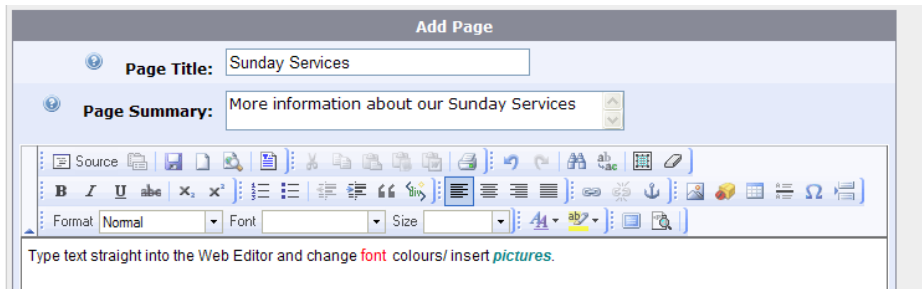
You may want to create all the folders for your site before you start adding a web page to them.

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 fields and then visitors to the site can complete those field questions. So for a 'Contact Us' page you could create fields 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.

Todays Bible Reading

*Psalms 21 - 22,
1 Kings 3 - 5*

Voting Poll

The poll allows churches to create a voting 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 up to 4 possible answers.

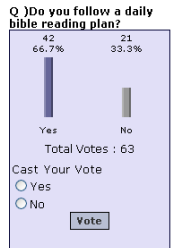


Photo Albums

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.

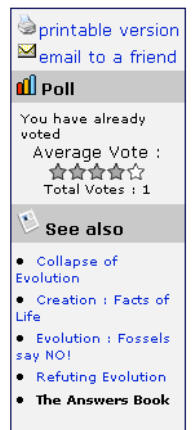
Catalogue

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 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'

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



[printable version](#)

[email to a friend](#)

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](#)

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 Global Office menu.

Members

With Church Edit Pro every member in the church can have a username and password to login to the site and access extra features such as discussion forums, rotas and member only pages. Each member will have their own profile on the website where they can enter information about themselves which will only be made available to other members who have logged into the site.

To add members to the site go to **Members** and select **Add Members**. Alternatively members of the church can register by clicking on the Register link on the main website (You will be able to approve anyone who applies for membership before they receive a username and password to the site).

If you want to add someone to the Rota software but they don't have internet access then just select the option that says 'This person does not have an email address'.

Groups

Groups can form areas within the web site each with their own pages and forums which are only viewable to members of that group.

As each group has its own membership list, churches can specify which people are members of the different groups. An unlimited number of groups can be created and each website member can be in multiple groups.

Groups can mirror those groups in your church such as: leadership team, musicians, youth, men/women or a group for every cell group. Groups allow information to be shared online with the relevant people and as only members of the group can access the content, it means that you can add group specific content knowing that only the targeted people will see it. When you create a folder you will be able to specify if only a certain group can view it.

Creating a group

To create the group click on the **Add a Group** button on the **Group** page within Global Office.

Enter the group details and then press **Add** to create the group and start adding group members.

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Once a group has been created the group membership editor will be displayed. This lists the members of the site, each member having two columns next to their name - 1 for Manager, 1 for Member. To add a member to a group just click on the + sign next to their name.

The **member** column makes a person a member of the group.

The **manager** column gives a person more group privileges:

- Moderating the group forum (they can delete forum posts).
- Adding events to the group calendar
- Adding/editing rotas for the group

Rotas

Rota management is a great feature to help save your church hours of admin time. Using rotas you will be able to schedule the volunteers in your church with each volunteer getting an email showing them what rota duties they have. When a member logs in to the main website they will see a listing of their rotas and can also volunteer for any rota duties that need to be fulfilled.

Before you can create rotas you need to add members and groups.

“ Discussion Forums

The forums allow church members to interact with each other through the website during the week. They are only available to members so visitors to the site will not be able to access the data. They are a great way for having church community throughout the week and can be for anything. Forum examples include : Praise Reports, Prayer Requests, Discussions, Debate, Items for Sale.

To add/edit or delete forums go to **Forums** from the Global Office menu where you can also manage forum administrators.

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

- Using the support form in Global Office
- support@churchedit.co.uk
- 0845 680 0029 (Local Rate) OR 0121 320 2530