

atchurch

User Manual

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1.0 Introduction

Welcome to your **atchurch** website! The following document will give you an overview of how to update & maintain your website. Please contact us directly if you require additional help.

We hope you find your website easy and simple to use, whilst being an effective platform for visitors or regular members to stay up to date with what is happening in your church or ministry.

If you have any comments or suggestions please forward them to sales@atchurch.com.au

If you require technical support please email support@atchurch.com.au

Sarah, Luke & Andrew - *the atchurch team*

2.0 Getting Started

2.1 Login

Click [Admin Login] at bottom of page – enter username & password and click the “login” button.

If you have a members area login box, use this to enter your admin username & password.

2.2 Setting up Administration Details

When you first login, it’s a good idea to check your administration details. Go to the Administration page. Click [Configure Website].

Fill in your Website Name, Details & Keywords. This will be used by search engines, so try to keep them specific. Keywords need to be separated by a comma.

Fill in the Administrator Name & Email boxes. The email address will be used to send the enquiries from the Contact Us page enquiry form as well as other notifications, so make sure the appropriate email address is used.

You can also change the message appearing at the bottom of the website by entering text into the “Footer Text” box

Click “Save Changes” button

2.3 Help Google find you! (Meta Tags)

Go to the Administration page. Click [Configure Website]. In the Website Description box enter in a brief description of your website. In the Website Keywords box enter in the keywords (separated by a comma) that describe your website. These will be transferred automatically into the meta tags of your website which help search engines find you.

You will also need to register your website with Google <http://www.google.com.au/addurl>

2.4 Changing Page Names

Go to the Administration page. Click [Edit Menu]. Click [edit] next to the page name you want to change. In the Heading box, change the name and click “Save”

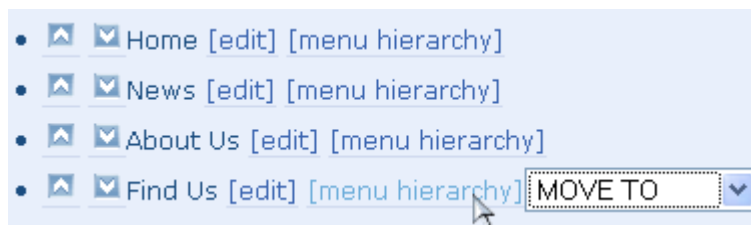
2.5. Changing Menu Order

Go to the Administration page. Click [Edit Menu]. Beside each page there is an up/down arrow (see below). Click these to re-order your menu.



2.6. Creating Drop-Down Menus

Go to the Administration page. Click [Edit Menu]. Beside each page there is a link called [menu hierarchy]. Click this link. A List box called "Move To" will appear beside it.



To move this page to be a sub-menu of another page, click on the list and select the name of the page you want it to appear below. Eg. You might want "Find Us" to be a sub-link of the "About Us" page.



This page will now become a drop down option when you put your mouse over the "About Us" link on the main menu of the website.

2.7. Changing Sub Menu links back to Main Menu link

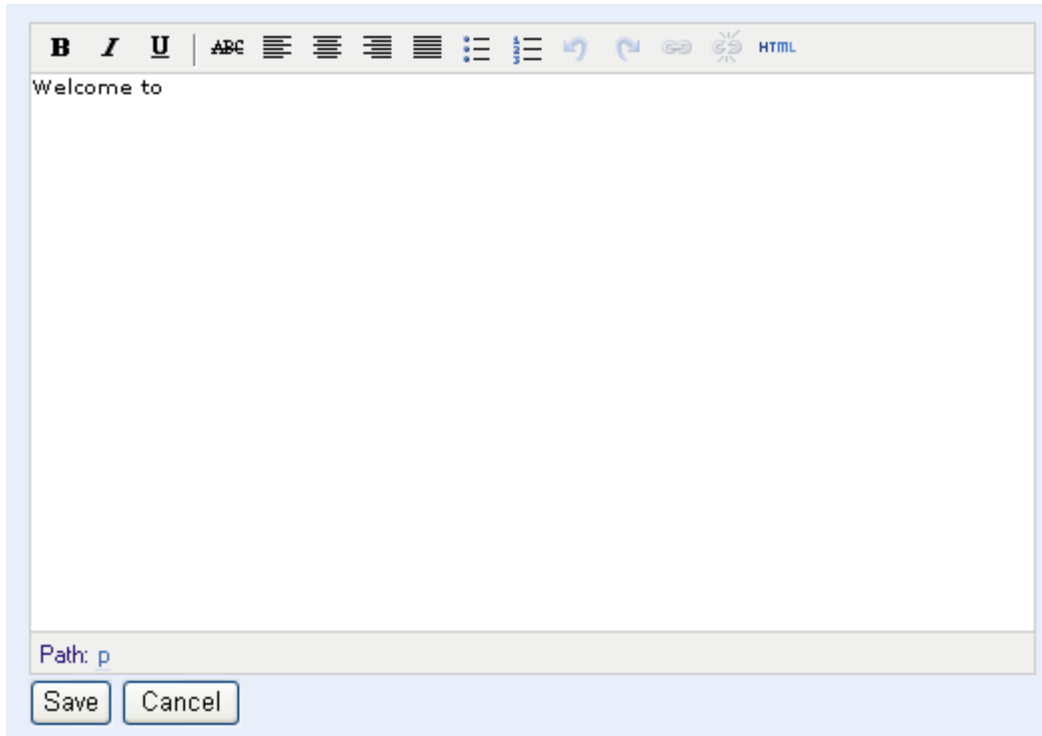
To make a page appear as a main link and not a sub link, click [menu hierarchy] beside the page name. In the list box, select the “Top Level” option under Move To.



3.0 Editing Page Text

3.1. Add/Change Basic Text

On every page there is a link called “Edit this Page” – click link to edit the basic text on the page. A Text box will open.



Add/Change/Delete text from this box like you would in a program like Microsoft Word.

Click Save.

3.2. Add a Hyperlink

Highlight the text you want linked and click the “Insert/Edit Link” button (see below) in the text box.



A pop up window will open. In the “Link URL” box type in the web address you want to link to (eg. <http://www.atchurch.com.au>). Select “Open link in new window” from the drop down box if you want the linked item to open in a new browser window. Click Insert.

Click “Save” button at bottom of text box.

4.0 News

The latest news item will appear at the top and automatically on the home page and in the members area. For member-only news see section 14.2

4.1. Add News

On the News page – click “Add News”. A form will display (see below)

Add News

News Title:

B *I* U | ABC HTML

Path: p

Image:

Add New Image:

Link Image to [URL]:

Title of Related File:

Related File:

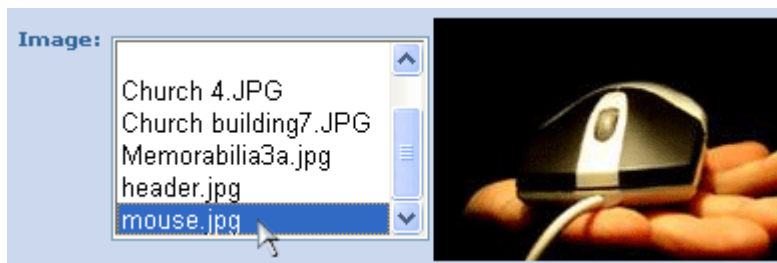
In the “News Title” box – enter a title for your news item. Make sure you don’t forget to do this, otherwise RSS feeds won’t pick up your updates.

In the text box, type in the details of your news item.

4.2. Adding an image to news

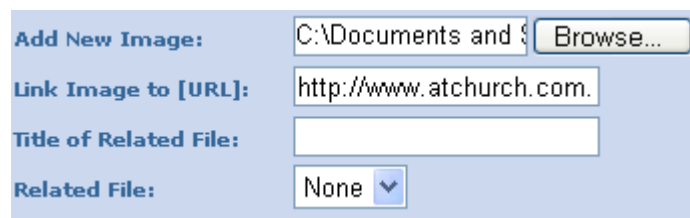
4.2.1. Use existing image

If the image you want to use is already in the “Image” box – simply select it with your cursor. You will see a preview of the image.



4.2.2. Use new image

If you want to include a new image that isn’t already in the image library, click the “Browse” button beside the “Add New Image” box. Find the image off your computer and click “Open”. The path of the image will now be in the “Add New Image” text box. (see below)

A screenshot of a form with four fields. The first field is labeled "Add New Image:" and contains the text "C:\Documents and S" followed by a "Browse..." button. The second field is labeled "Link Image to [URL]:" and contains the text "http://www.atchurch.com.". The third field is labeled "Title of Related File:" and is empty. The fourth field is labeled "Related File:" and has a dropdown menu with "None" selected.

The image will be included when you click the “Add News” button.

4.2.3. Link Image

When you select an image, the thumbnail created will automatically be linked to a larger version of itself. If you want to make the image link to something else, eg, a website. Put the link of the website in the “Link Image to [URL]” box.

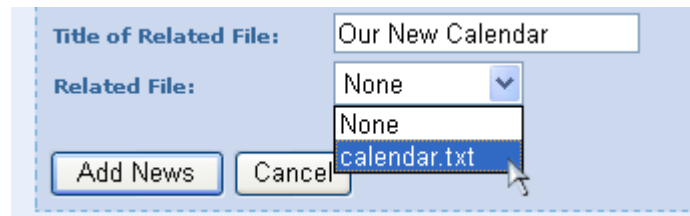
4.3. Related File

When you create a news item you may want to link to a document.

eg. If your news item was about the launch of your new church calendar, you may want people to be able to download the calendar right there.

To do this, you need to have already uploaded the calendar onto the [Downloads] page (see Downloads section 9.0)

Select the file you want to include from the “Related File” drop down box. (see below)



The screenshot shows a form with a light blue background. At the top, there is a text input field labeled "Title of Related File:" containing the text "Our New Calendar". Below it is a dropdown menu labeled "Related File:" with a downward arrow. The dropdown menu is open, showing three options: "None", "None", and "calendar.txt". The "calendar.txt" option is highlighted in blue. At the bottom of the form, there are two buttons: "Add News" and "Cancel".

Give the file a new title in the “Title of Related File” box.

Click “Add News”

4.4. Edit / Delete News

To delete a news item – click the “Delete” link above the news item (see below)

To edit a news item – click the “Edit” link above the news item (see below)



Editing will bring up the same box you filled in when you added the news Item (See Add News 4.0).

Simply make the changes and click the “Update News” button.

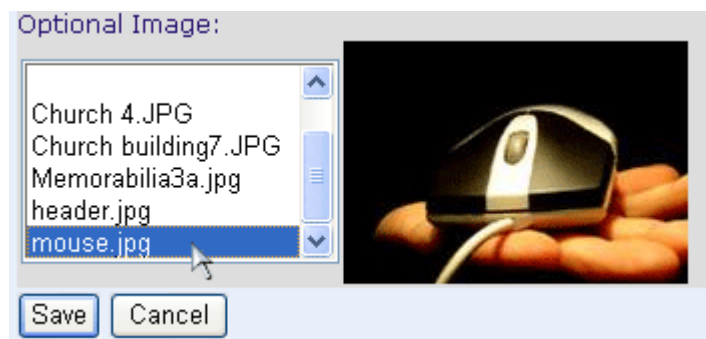
5.0 About Us & Other Static Pages

(Extra pages can be purchased in blocks of 4 – contact atchurch for more info & price)

The about us page is a static page where you can simply add/change text. You have the ability to add one optional image to these pages.

5.1. Use existing image

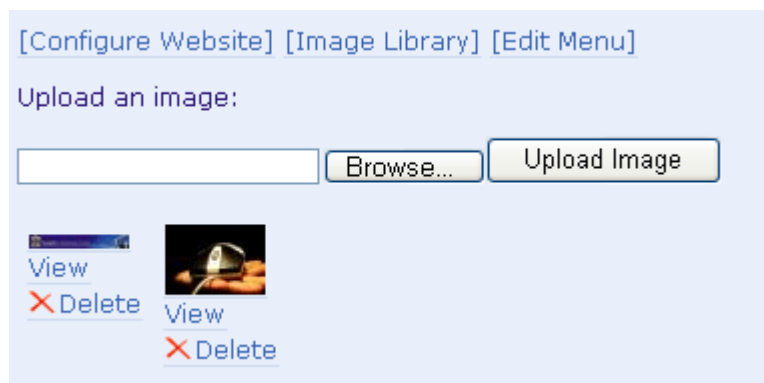
If the image you want to use is already in the “Optional Image” box below the Text Editor – simply select it with your cursor. You will see a preview of the image. (see below)



Click Save.

5.2. Upload new image

If you want to include a new image that isn't already in the image library, go to the [Administration] page. Click on [Image Library]. Go to “Upload an image” (see below)



Using the Browse button find the image you want from your computer and click “Open”. The path of the image will now be in the “Upload New Image” text box. Click the “Upload Image” button.

Return to the page you were on. Follow steps above in “Use Existing Image”

6.0 Find Us & Maps

It's a good idea on the Find Us page to actually give detailed instructions on how to get to your church as well.

6.1. Add a Map

To add a map – go to Administration – [Image Library] and upload the map image (you can have up to 2 maps) See section 5.2 for help

Click [Configure Website] and go down to the “Maps” section. From the drop down menu, select the map image you want to appear on the Find Us page. Click Save Changes button.

The map(s) will appear on the Find Us page in thumbnail form and will be automatically linked to the larger version of itself, so it might be good to say in your text something like “Click on the map to enlarge”.

6.2. Remove a Map

To add a map – go to Administration – [Configure Website] and go down to the “Maps” section. From the drop down menu, select the blank “-“ option from the list. Click Save Changes. If you want to delete the map entirely from your website, go to [Image Library] find the map and select “Delete”

7.0 When We Meet / Our Ministries / Coming Up

7.1 Adding an item

To add information about when your church meets together (eg. Sunday Morning Church) or the ministries you run (eg. Bible Study Groups, Kids Club etc) or coming events, Go to the appropriate page click "Add Item". A form will display (see below)

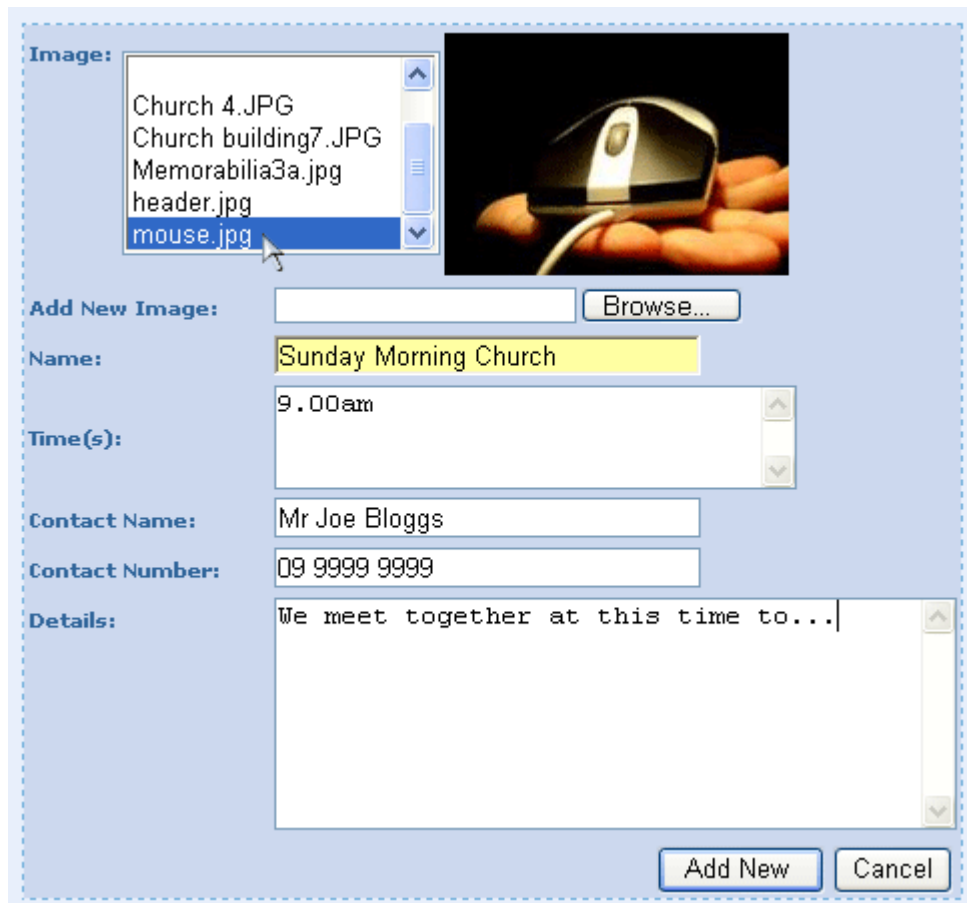


Image: Church 4.JPG
Church building7.JPG
Memorabilia3a.jpg
header.jpg
mouse.jpg

Add New Image:

Name: Sunday Morning Church

Time(s): 9.00am

Contact Name: Mr Joe Bloggs

Contact Number: 09 9999 9999

Details: We meet together at this time to...

Fill in the details as required. You can choose to use an existing image or add a new image, or simply have no image. Click the Add New button.

7.2 Edit, Delete or Move Item

To Edit, Delete or Move item simply click on the required link above the item.



7.3 *Special Sort Feature*

For the “Coming Up” page you can also choose to sort your event details:

- **by Date Added:** This will order the list so the latest event you add will appear at the top. (note. This does not sort by the actual date of the event) This is useful if you have a large number of coming events.
- **Alphabetically:** This will sort your events by their title
- **Manual Sort:** This will leave the “move up” “move down” buttons available for you to shift your items into the order you want.

Go to Administration [Configure Website] and chose from the options in the “Coming Up” section.

8.0 Contact Us

To add basic contact information, eg. Office phone, fax, postal address, physical address, email Click “Edit Text” and add your main details as basic text.

8.1. Add Staff Member

Click on the “Add Staff Member” link. A form will display (see below)

The screenshot shows a web form for adding a staff member. It features a file selection dropdown for an image, followed by an 'Add New' section with a text input and a 'Browse...' button. Below are input fields for 'Image:', 'Name:', 'Position:', 'Phone', and 'Email:', with the 'Name:', 'Phone', and 'Email:' fields highlighted in yellow. An 'About:' field is a larger text area at the bottom. 'Save' and 'Cancel' buttons are located at the bottom right.

Fill in the details that you wish to show about each person. If you want to add a photo of your staff member you can. (see sections 5.1 or 5.2 for information on how to use an existing or new image)

Click Save.

8.2. Edit / Delete / Move Staff Member

Use the links above each staff member to either Edit, Delete or Move Up/Down on the page.

9.0 Downloads

The key to having an effective downloads page is keeping documents or audio in clearly defined categories. We usually include a “Newsletter” and “Sermon” category to get you started.

9.1. Add Category

Click the “Add Category” link. Enter a Heading and a brief description of what the category is. Click Save.

9.2. Add File

After adding your categories click the “Add File” link. A form will appear (see below)

Allowed file types: doc, sxw, pdf, txt, rtf, mp3, wma, swf

File

[current:]

Name

Category

Details

Date

Passage:

Author:

Service:

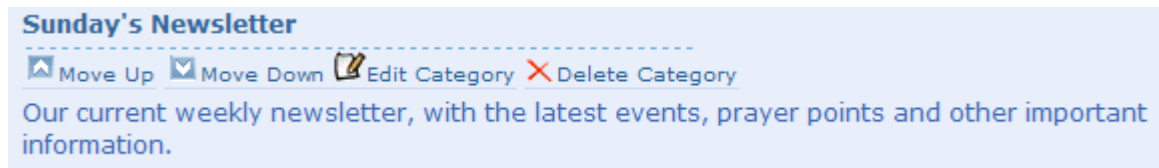
Browse for the file off your computer that you want to put on the downloads page. Select it and click Open.

- Allowed document types: doc, sxw, pdf, txt, rtf
- Allowed audio/visual types: mp3, wma, swf
- Not Allowed file types: ppt (powerpoint)

Give the document a Name and select the category it will go in by dropping down the list and choosing the category. (see above) Fill in the details and click Save.

9.3. *Edit/Delete/Move Category*

To edit/delete/move a category click on the appropriate links below the category name (see below)



9.4. *Archive File*

You can archive a file so that it wont appear on the main downloads page, but will still be available to view from the website when a user clicks on the “archive” link in that category.

Simply Click the “Archive File” link beside the file name.

To bring the file back to the main downloads page, go to the Archive page and click “Unarchive File” link

10.0 Links

The links page is a good place to put links to other websites you think would be worth visiting.

10.1. Add/Delete/Move Links

To add a link click “Add Link”. A form will appear (see below)

A screenshot of a web form for adding a link. The form is enclosed in a light blue dashed border. It contains three input fields stacked vertically. The first field is labeled "Name:" and is highlighted in yellow. The second field is labeled "Website URL:" and is empty. The third field is labeled "Description:" and is empty, with a vertical scrollbar on its right side. The labels are in a blue font.

Give the link a name and a description of what the linked website is about. Make sure in the Website URL box to type the full website address including the http://

eg. <http://www.atchurch.com.au>

click Save

11.0 Mailing List

11.1. *Subscribe*

To subscribe, a user must enter their name & email address into the appropriate boxes and click "Subscribe". An email asking them to confirm their subscription will be sent to their email address.

Once they have confirmed, an email will be sent to you as Administrator notifying you of their subscription.

11.2. *Unsubscribe*

To unsubscribe, a user must enter their name & email address into the appropriate boxes and click "Unsubscribe". An email asking them to confirm their subscription will be sent to their email address.

Once they have confirmed, an email will be sent to you as Administrator notifying you of their removal.

11.3. *Getting List*

On the Mailing List page, click [Get List]. A box will open with a list of all the subscribed email addresses. Copy and paste these into your outlook BCC field when you want to send an email to this mailing list.

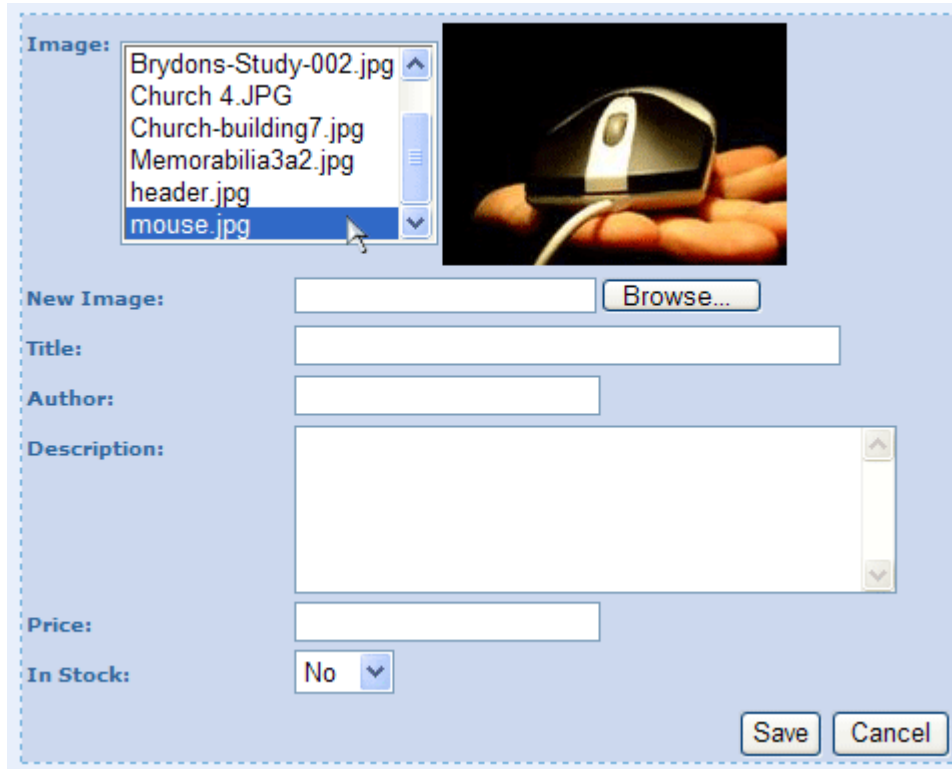
11.4. *Remove*

To override a subscription and remove someone from the list, enter their email address (without ;) into the Email box and click remove. You will receive a notification that the person has been removed via email.

12.0 Resources

12.1. Add/Edit/Delete Resource

To add a resource, click the “Add Resource” link on the page. A form will appear (see below)



You can choose to use an existing image or browse for a new image.

Fill in the boxes and click Save.

To edit or delete the resource item, click on the appropriate link above the resource.

12.2. Sorting Resources

The default setting for the resources page will see newly added resources appear at the end of the list. However, you have the option to sort the resource page(s) by either

- date added – newest will appear at top
- alphabetically – sorted by title

Go to Administration page – [Configure Website] and go to the Resources section. Select an option and click “Save Changes”.

12.3. Searching

A basic search function is included on the Resources page. This will help people find resources by title, author or keyword. If you have quite a few pages of resources, this will be helpful.

13.0 Photo Gallery

By default the Photo Gallery is included in the Members area and not visible to the general public. We recommend this due to privacy issues. However, if you wish to make your gallery public, go to Administration [Edit Menu] and select "Public" from the "Secure" drop down box. (see below)



The screenshot shows a configuration form for the Photo Gallery. At the top, there are three links: [Configure Website], [Image Library], and [Edit Menu]. The form has four main sections: 'Heading:' with a text input field containing 'Gallery'; 'Secure:' with a dropdown menu currently set to 'Members Only'; 'Show on Menu:' with a dropdown menu showing 'Public' selected; and 'This page will contain:' with a dropdown menu showing 'Admin Only' selected. A 'Save' button is located at the bottom left of the form.

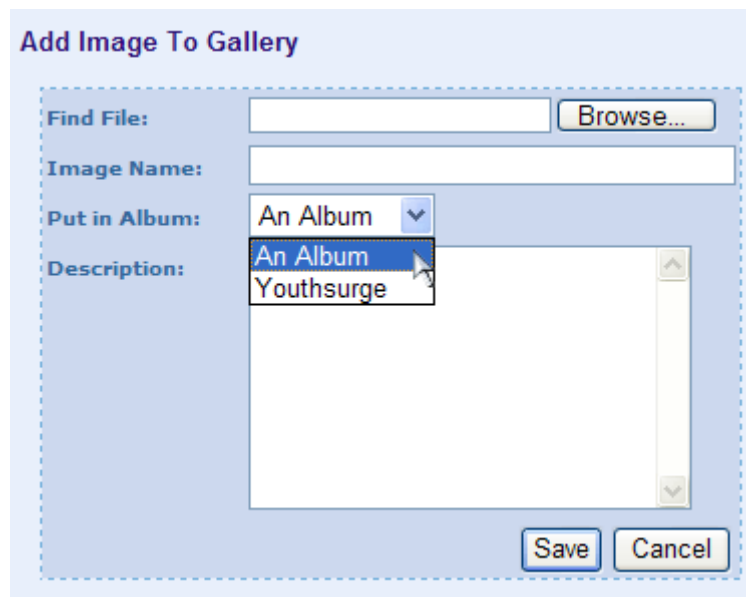
13.1. Add/Delete Album

Before you can add photos, you need to create an album for the photos to go in. Click "Add Album". Give the album a name and description of what sort of photos will be in it. Click Save.

To delete /edit an album, click the appropriate link below the album description.

13.2. Add/Delete Photos

To add photos to an album, click "Add Image". A form will appear (see below)



The screenshot shows the 'Add Image To Gallery' form. It has a title bar at the top. Below the title, there are four main sections: 'Find File:' with a text input field and a 'Browse...' button; 'Image Name:' with a text input field; 'Put in Album:' with a dropdown menu showing 'An Album' selected; and 'Description:' with a text area. At the bottom right, there are 'Save' and 'Cancel' buttons.

Browse for an image off your computer and click Open. Fill in the Image Name and Description boxes. From the drop down list, choose an album to put the image in. Click Save.

To delete an image from an album, click the album. Below the images is a “Delete” link, click on it for the image you wish to remove.

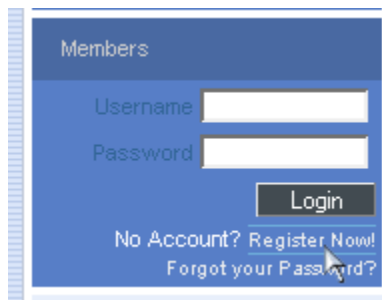
To edit an image, change its name or shift it to another album, click “Edit” below the image.

14.0 Members Area

This is the central area where members will see all the latest news, documents, photos and prayer points. It is the first page they see when they are logged in. We would recommend you keep this section available only for church members. To get this module installed please contact the atchurch team.

14.1. Registering Members

New members can register to get access to your website by clicking “Register Now”.

A screenshot of a web form titled "Members". The form has a blue header with the word "Members" in white. Below the header, there are two input fields: "Username" and "Password". To the right of the "Password" field is a "Login" button. Below the input fields, there are two links: "No Account? Register Now!" and "Forgot your Password?". A mouse cursor is pointing at the "Forgot your Password?" link.

They must then fill a form with a username, a password and their email address.

An email is sent to their email address notifying them that they are now waiting for permission from the site administrator.

An email is simultaneously sent to you, the administrator, giving you the username, email address and IP address of the person wanting to register. It is up to you whether you accept or reject their registration by clicking on the appropriate links in the email.

If you accept or reject their registration, a further email will be sent to the member notifying them of either their successful or rejected registration.

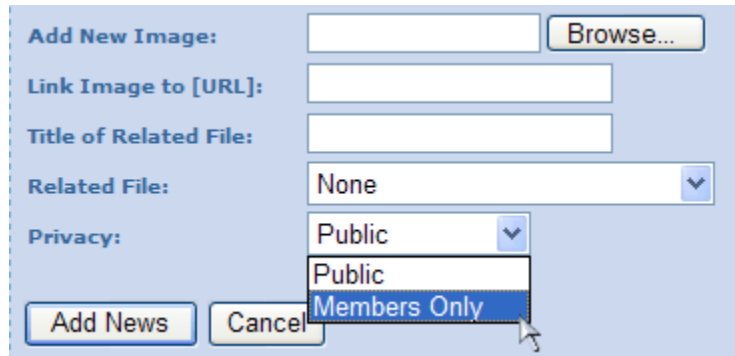
14.2. Deleting Members

If, for whatever reason, you wish to delete a member’s registration, simply go to the Administration page and click [User Accounts].

All members will be listed in a table. Click [Delete User] from beside the member’s name.

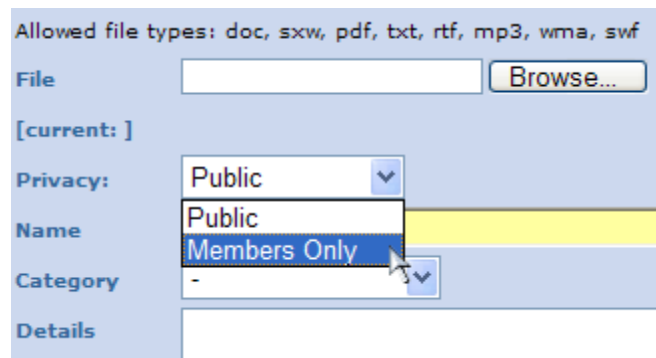
14.3. Members only Documents & News

To make a news item only available to registered members, follow the steps to Add News in section 4.1. At the bottom of the news box there is now a Privacy option. Use the drop down box to select “Members Only” (see below) and click Add News



The screenshot shows a form titled "Add New Image:" with several input fields: "Link Image to [URL]:", "Title of Related File:", and "Related File:" (a dropdown menu currently set to "None"). Below these is a "Privacy:" dropdown menu that is open, showing three options: "Public", "Members Only" (which is highlighted in blue), and another "Public" option. At the bottom of the form are two buttons: "Add News" and "Cancel".

To make a document only available to registered members, follow the steps to Add File in section 9.2. There is now a Privacy option. Use the drop down box to select “Members Only” (see below)



The screenshot shows a form titled "Allowed file types: doc, sww, pdf, txt, rtf, mp3, wma, swf". It includes a "File" input field with a "Browse..." button. Below this is a "[current:]" label. The "Privacy:" dropdown menu is open, showing "Public", "Members Only" (highlighted in blue), and another "Public" option. Below the privacy menu are fields for "Name" (with a dropdown menu showing "-") and "Category" (with a dropdown menu showing "-"). A "Details" section is visible at the bottom.

These news items & documents will be picked up in the members area, as well as appearing on the News or Documents page for members logged in.

14.4. Add/Edit/Delete/Move Prayer Points

Go to the Members Area page. Click on “More” in the Prayer Points box. Click “Add Prayer” fill in the Title & Description boxes and click Save.

To edit/delete/move a prayer point, click the appropriate link beside the prayer point.

The most recent prayer points will appear in the Members Area.