

Website Maintenance

Once we are live the webpages will begin to need to be changed. Once a week the recorded service, bulletin, and announcement files need to be uploaded. As needed, new events, news, and blogs will have to be added and images or documents needed will have to be uploaded. In addition, anytime a new group is to be created, the group will have to be added. The following are guidelines:

The News Post Process includes:

Step 1 Create Post w/category=News, any tags desired, your content (text, images, video, links, etc...), add tag for which group is making the post, and set status to "review" so Chair knows to review/publish.

Step 2 Chair reviews/publishes Post

Now the news post you entered should appear on Home & News pages news sections.

The Blog Post Process includes:

Step 1 Create Post w/category=Blog, any tags desired, your content (text, images, video, links, etc...), add tag=Worship, and publish.

Now the Blog post you entered should appear on the Blog page.

The Event Process includes:

Step 1 create event w/category selected by Group (If featured on home page category=Featured), date must not be in the past to appear in the upcoming calendar views, although past events can be displayed.

Step 2 change Scheduled date for current date, make sure the event calendar start date is correct and click SCHEDULED button

Step 3 click on event and should be PUBLISH button click to publish it.

Now the event should appear on events and calendar. events page only shows current and future events, you must click PREVIOUS EVENTS button to see past events. Note: Trustee, Deacon, Elder, and Worship pages display suggested events based on the event category you select when adding/changing the Event (trustee/deacon/elder/worship).

The Group Process includes:

Step 1 Create group content (group name, page content/images) and get approved by Chair.

Step 2 create group w/categories selected to show groups from Trustee, Deacons, and Elders pages; and any other filter desired. (If featured on group page category=Featured)

Step 3 review webpages to ensure appearing correctly.

Note: Trustee, Deacon, and Elder pages display suggested groups, which display automatically based on the group categories you select when adding/changing the Group.

The Photo Gallery Process includes:

Step 1 Create your image files (.png, .jpg, or .jpeg) with dimensions: 1920x1280, less than 5MB, that are not copyright protected.

Step 2 Upload your image files into the backend MEDIA library and assign proper Alternative Text, Title, Caption, Description, and proper FileBird folder.

Step 3 You can add images uploaded to the correct Photo Gallery post (don't disturb the already included images, just load your on the end), If it's a new Photo Gallery, create a new Photo Gallery post (with a gallery name, feature image, and post category=Gallery and any others desired) and load in all your images for that gallery. Note you can

put in multiple images by clicking on all those for the gallery.

Step 4 review Photo Gallery to ensure appearing correctly (check if photo gallery shows up, then click on gallery to see your images look right.

NOTE: You can click on the image area to add/delete images from the media library, as well as move images around where ever you want them to appear.

History page displays a History Gallery & Building Use page displays a Building Gallery, if needed to change either one you would need to modify the page itself (like other images used throughout the site not in a gallery). Same with the Leadership page church council section.

The Sermon Process includes:

Step 1 If needed, create a new sermon series. This will require changes to both the sermon-series and sermons pages to add/change the sermon series in both pages.

Step 2 Upload bulletin and announcement files in the Media Library and/select upload a feature image. Upload recorded video of service to Youtube and copy the video and scripture URLs.

Step 3 Create a sermon w/category=Sermon Series, Sermon Title (Sunday, MM/DD/YY, 10:30 am), add in Video URL, add tags (Bible Books and whatever else makes sense), Service Date/time, add a featured Image and Excerpt (sermon focus point), select the Bulletin and Announcement files form media library, and load html for scripture links to biblegateway.

Now the service should appear on the sermon page as the latest service. Review sermon page, drilling into the service you just created to see it is displaying correctly.

Event Calendar consideration:

* This event calendar becomes updated by all in draft/Ready for review, Then published by admin. Church calendar can be viewed on line and/or printed out from the website and any hardcopy could be generated from the website event calendar.

* Each group can schedule regular meeting times or reference the event calendar to see when meeting again.

* Any one in leadership can add an event to the calendar w/event category set to their Group Name (Trustee, Deacon, or Elder) so the events will display in the appropriate pages.