

MINISTRIES QUICKGUIDE

“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.”

Colossians 3:17



HIT THE GROUND RUNNING

We want to change how ministry websites are created and maintained. We believe your ministry’s website should be as dynamic as your ministry. Our passion is to simplify site maintenance while providing insightful ministry tools.

Once you begin building your site, invite other members of your team to register for accounts. You can then grant them privileges to assist in your site’s creation. Our system gives you the ability to grant or restrict as much control as you wish. By encouraging site contribution, your site will grow more quickly and you are helping to ensure that your con-

tent will stay up to date. Your site is designed to let a number of users contribute while you maintain over all control.

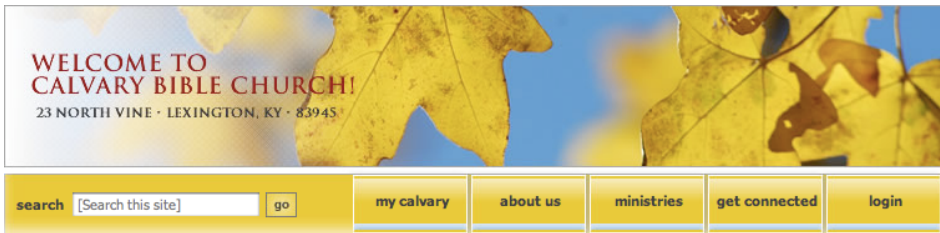
This document has been written to give you a quick orientation to your iMinistries website and its features. We hope that this document answers the question “Where do I begin?” along with a few others. This will work best if you have access to your website and can follow along with each process. We suggest that you follow along with this document, following each step. For now, don’t worry about getting everything exactly right, you can always change things later.

YOUR NEW WEB TOOLS

Gone are the days of traditional ministry websites. Today’s users are less interested in an online brochure than a site that is informative and applicable to them.

- Website Maintenance**
Take advantage of adding content to your site that will appear and leave on your set schedule.
- Streamlining Tasks**
With our system, you will be able to create dynamic calendars for every ministry, communicate news, allow users to register for events, post volunteer opportunities and much more.

iMinistries seeks to provide its customers with the ability to combine personalized content with useful features while maintaining a consistent look-and-feel. Our content management system offers a high degree of design flexibility, allowing for differing layouts and superior design. The online tools make it easy for churches to add and edit information on their website. We offer loads of extra features such as online newsletters, blogs and e-commerce which are tightly integrated into your site. Our desire is to partner with churches to create an engaging website the helps them reach their community for Christ.



UNDERSTANDING SITE ADMINISTRATION

Every iMinistries site has its own Site Administration area. This area is only available to users with the appropriate permissions. When you signed up for your account, you should have received an email containing a link to your Site Administration page.

The Site Administration area is broken up into three columns. The options in each column are controlled by your particular user permissions and the features that are enabled on your site.

The first column or **Content** contains options for maintaining the different pages of your site. In this column you can add news articles, create events, administrate newsletters, write blog entries, and more.

The second column or the **Site Setup** column contains options for maintaining your entire site. In this column you have access to do things like, maintain your site's menus, turn on/off site features and view site usage statistics. Only users who have been given the **Site Administrator** privileges will have access to options in this column.

The third column or **User** column contains options for maintaining the user information for your site. In this column you can update your site's users, set user permissions or set up user groups. Most of the options in this column are reserved for users who have been given the Site Administrator option as well.

CREATING A NEWS ITEM

One of the most straight-forward things to do on your website is to create a news article. This feature is most often used to make announcements on your site.

1. Navigate to **Site Administration**.
2. Click **[News Admin]**.
3. On the **News Administration** page, click **[New Article]**.
4. In the **Title** field, give your article a headline (e.g. "Our New Website").
5. In the **Body** field, enter the text of your article (e.g. "Welcome to our new website...").
6. Optionally, you can choose to upload a **Thumbnail** image from your hard drive to associate with this article by clicking on the **Display** tab at the top of the page. If you'd like, go ahead and use the **Browse...** button to select the image from your hard drive.

FRIENDLY ADVICE

- Start Simple**

"Under Construction" pages are the mark of an amateur website. Don't add a page to your site until you have content for it. Expect that your site will grow over time.
- Update Often**

It is said that "content is king". While a good-looking website is important, up-to-date content keeps users coming back. The more often a user visits your site, the more chances your ministry has to connect with them.
- Make It a Team Effort**

Our publishing model allows several contributors to submit items while administrators maintain publishing rights. The burden is lifted off of the few and shared by many.

OUR PUBLISHING MODEL

Throughout your website, items on the site will have a Status value that you can change. These values control whether or not the items are seen by users of your site.

- Submitted**

These are items that have been created by any of your site's contributors. They are not publicly viewable on your site.
- Approved**

You may choose to have certain users who can "approve" content that has been submitted.
- Published**

An item is only publicly available once its status has been set to Published.
- Retired**

This status is for items that are no longer needed on your site. You may also delete an item if you do not plan to use it again.

7. Select **Published** from the **Status** drop-down list (see **Our Publishing Model** on the previous page).
8. The **Post Date** should already be set to today's date, leave this alone for now (see **Post/Expiration Date**).
9. The **Expiration Date** should be blank, fill in a future date that you would like for the article to remove itself off of your site.
10. Click the **Save** button.
11. You will be returned to the **News Administration** screen. Your article should now appear in the table on this page. If you would like to edit your article, simply click on the article title and you will return to the editor screen.
12. Click [**Back to Site Administration**].

CREATING AN EVENT

While there are a few more options to fill out with events, the screen for creating an event should look fairly similar to what you just saw in the **News Administration** area. Events are items which will appear on your site's calendar and events pages. Each event has its own page on your site. If the **Event Registration** feature is enabled on your site, you can accept registrations.

1. Navigate to **Site Administration**.
2. Click [**Event Admin**].
3. On the **Event Administration** page, click [**New Event**].
4. In the **Name** field, give your event a name (e.g. "Prayer Meeting").
5. In the **Description** field, enter a description of your event (e.g. "Come to our prayer meeting to pray for our ministry...").
6. In the **Location** field, enter a location description for your event. This location will appear on the event page. (e.g. "Room 201").
7. Select **Published** from the Status drop-down list.
8. The **Post Date** field should already be set to today's date; you can leave this alone (see **Post/Expiration Date**).
9. Leave the **Recurrence** setting on one-time. This value controls how often the event will automatically reoccur. Different settings require different date options. Later, come back to this step and play around with the different recurrence settings.
10. The **Date** field is the actual date of the event. Set this value to any date in the current month.
11. **Event Times** allows you to control the duration of the event. An all day event appears without any time displayed. Set these times as desired.
12. The **Cost and Capacity** fields will be displayed on the page. Set these fields as desired. Do note that there is an asterisk next to the cost text box. If you have activated event payment, you **must** fill in the payment options that you can find on the **Payment** tab.
13. Optionally, you can set the display settings such as uploading a **Thumbnail** image just like you did when you created your news item.

POST / EXPIRATION DATE

Throughout your website, items will have a Post Date and an Expiration Date. These dates are to be used to keep the items on your site up-to-date. They control when items will appear and be removed from the site.



Post Date

This should be set to the date you would like the item to appear. Setting a post date in the future will ensure that the item will not appear on the site until that date.



Expiration Date

This controls when the item will be removed from the site. You may optionally leave the Expiration Date blank. This will make sure the item does not expire.

EVENT REGISTRATION

If the **Event Registration** feature is enabled on your site, you may enable registration for events that you create for your site.



Roster

When users sign up, an online roster is dynamically created for the event.



Wait List

If you have set a capacity for your event, once the last seat is taken, users can click on the wait list link that will appear. As an administrator, you can review who is on the wait list.



Flex Fields

These allow you to collect certain pieces of information for users that are specific to a given event. For example, if you are offering T-shirts for a retreat, you can require users to select their shirt size when they register.

14. Click the **Save** button.
15. You will be returned to the **Event Administration** page.
16. Click [**Back to Site Administration**].

ADDING A STAFF MEMBER

Your site allows you to easily create a staff directory. You can write profiles for your staff members and upload pictures too.

1. Navigate to **Site Administration**.
2. Click [**Staff Admin**].
3. On the **Staff Administration** page, click [**New Staff**].
4. Enter the **First Name** and **Last Name** of the staff member.
5. Optionally, enter a **Title** for the staff member.
6. Optionally, write a brief **Profile** for the staff member.
7. Optionally, a **Picture** file can be uploaded to be associated with the staff member.
8. Optionally, enter a **Phone** number and **Extension**. You may omit the phone number and/or the extension.
9. Optionally, enter an **Email** address.
10. Click the **Save** button.
11. You will be returned to the **Staff Administration** page.

ACTIVATING THE MINISTRIES FEATURE

Features on your site can easily be enabled and/or disabled at any time. This allows the **Site Administrator** to control which features are available for use throughout the site. By default, several of the features are disabled. In this section, we will activate **Ministries**.

1. Navigate to **Site Administration**.
2. Click [**Site Features**].
3. Check the **Ministries** checkbox.
4. Click **Save**.
5. You will be returned to the **Site Administration** page.

CREATING A MINISTRY

A ministry is like a mini-site. A ministry has everything that the site has. Each ministry can have its own news, events and more. While it uses the same skin as the rest of your site, the ministry can have its own header and ads in order to set up a slightly different look. Each ministry has its own home page on the site which gives interested users the ability to access specific ministry information.

1. Navigate to **Site Administration**.
2. Click [**Ministry Admin**].
3. Click [**New Ministry**].

ONLINE HELP SYSTEM

Your website has an integrated help system. This system can be accessed in several ways. On the Site Administration page, a link will guide you to our Help Index or Frequently Asked Questions (FAQ) pages.

Another way to gain access to help is by clicking on the small question marks that you will see scattered about your site. These question marks will lead you to the help article for the feature that you are using.

If you still can't find what you are looking for, you can click on the contact us link which can be found at the bottom of the Site Administration page.

12. Click [**Back to Site Administration**].

1. In the **Ministry Name** enter the name of the ministry (e.g. "Children's Ministry").
2. Enter a brief **Description** of the ministry.
3. Optionally, enter a **Ministry Email** address to associate with the ministry.
4. Leave the **Parent Ministry** set to None. Your entire ministry hierarchy can be created using a "parent-child" structure. Select the previously created staff member in the **Leader** field.
5. If you check the **Summarize Description** checkbox, if the **Description** you entered is greater than 150 characters, the description will be truncated . This way, users will not have to scroll down the page to see ministry news and events. Our system also strips any HTML formatting that might render text of graphics.
6. Check the **Show Events Calendar** link checkbox. This option control whether or not an event calendar link appears on the ministry home page.
7. Click the **Save** button. You will be returned to the **Ministry Administration** page.

At this point, items may be created for this ministry. Turn back to page page 2 and begin to make one news item and one event for the ministry you just created for practice.

ADDING PAGES TO YOUR SITE THROUGH SITE BUILDER

Your site can be organized however you'd like. The **Site Builder** allows you to build your site's navigation as desired. Using **Site Builder** you can add a new page to your site, add a dynamically built page (e.g. interactive calendar or dynamic news page) or add existing items (e.g. a specific event or blog entry that you have created) to your site. For this example we will add a number of pages to your site. Afterwards, we will rearrange the pages on the site to suit our needs.

TO ADD PAGES TO YOUR SITE

1. Navigate to **Site Administration**.
2. Click **[Site Builder]**.
3. From the **Add Feature** drop-down list, select **Calendar**
4. Click **Add**, adding the item to the **Site Builder** tree on the left.
5. From the **Add Feature** drop-down list, select **News**
6. Click **Add**, adding the item to the tree.
7. From the **Add Existing Item** drop-down list, select **News**. The page will refresh, loading the secondary menu.
8. From the secondary menu, select one of the news articles that you created in the previous steps.
9. Click **Add**, adding the item to the tree.

RENAMING A PAGE ON THE SITE

1. Click to select the **News** item in the tree.
2. Click **[Edit]**.
3. The **Rename Site Map Item** will be displayed.
4. In the **Name** field, enter a new name for the page (e.g. "Latest News").
5. Click **Save**. The item will be renamed and you will be returned to the **Site Builder**.

MOVING AN ITEM AROUND IN THE SITE MAP

1. Click to select the **News** item in the tree.
2. Click the **up arrow**. This will move the item up in the tree.

