

# MINISTRIES QUICKGUIDE

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## WHAT IS CONTENT?

Content encompasses a number of different kinds of items you can add to your website. Web pages (blank pages), documents, folders, headers and ads can all be added to your site by using **Content Administration**. Content can be added at the Site Level as well as your ministries.

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## ADDING SITE LEVEL CONTENT

1. Navigate to **Administration**.
2. Click [**Content Admin**].
3. Click the Add New Item... drop down which appears in the upper right hand corner of the page and select the kind of content you would like to add.

## DELETING SITE LEVEL CONTENT

1. Navigate to **Administration**.
2. Click [**Content Admin**].
3. Click the delete button (red X) which corresponds with the item you wish to delete. Content Contributors do not have the ability to delete content.

Content can also be available to website users as a resource. By clicking on the "Show as resource" checkbox which is found on the display tab, the particular piece of content will show on the Resources page or in the resources section of the Ministry page to which the item belongs.

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## THE DISPLAY TAB

Almost all pages on your website have a display tab. It gives you the ability to control how the page is displayed on your website. You can turn the header, menu, left panel, right panel, etc on or off depending on your specific need.

This tab is also where you can choose up to 5 highlights, give the page a shortcut name, load a thumbnail image, make the page a resource, and more.

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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.

## HIGHLIGHTS

What are highlights? The simplest answer is they are a great way to draw attention to related information for any page.

For example, you might want to put a highlight for a high school retreat on a few pages that parents may regularly visit. You would probably want to put it on any page that is in the youth area of your site.

Highlights appear in the side panel of the page. The exact location, either on the left or right side, may vary by skin. You are given five "slots" on any given page that highlights can be placed into.

There are two steps to placing a highlight. First, the item must be set as a highlight, then the highlight must be selected to appear on a page.

### SETTING UP A HIGHLIGHT

Any item can be a highlight. In this example, we will make an event item appear on the home page as a highlight.

1. Navigate to **[Events Admin]**.
2. Click on one of the event items that appear on this page.
3. Click the **Display** tab.
4. Look for the checkbox that says **Highlight** and check it.
5. Click the **Save** button.

Note that the Highlights column now says "yes".

### PLACING THE HIGHLIGHT

1. Navigate to **[Content Admin]**.
2. Click **Home** to edit your homepage.
3. Click the **Display** tab.
4. Click the first **Highlighted items** drop down box.
5. Select the **news item** that you activated.
6. Click the **Save** button.

An additional feature is "Random Highlight". If you choose this drop down choice, every time the page loads one of the highlights that is available will load. It gives the page an extra dynamic feel to it.

Now navigate to your Welcome page and you will see your selected highlight appear in the right column of the page.

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## SHORTCUTS

We created shortcuts for a variety of reasons. Now that you have been using the system for a while, you have probably noticed that the url for many items that appear in your website are a bit crazy. They have a bunch of question marks, ampersands and numbers in them. This makes linking to items on your

## TYPES OF CONTENT

### Ads

Ads exist to communicate brief messages to your website users. If several ads have been loaded, one will randomly appear in the designated "ad" area.

If your ministries load in their own ads, they will take precedence over Site Level ads.

### Blank Pages

A blank page is simply that, a blank page. Examples of when you would choose to use a blank page is when you want to create an "About Us" or "History" page.

### Document

A document can be any file you want to make available to your website users. Many times this is used to make a Adobe PDF or Microsoft Word document available for download.

### Folder

A folder works just like a folder does on your computer. They are to be used to help you organize your content.

Folders have an extra setting called "Sort contents by" which tells the system to display the items within the folder a specific way.

### Headers

Headers exist to help you incorporate your organization's branding. If several headers have been loaded and "published," one will be randomly selected every time you reload a page.

Like ads, if your ministries load in their own ads they will take precedence over Site Level ads.

### Link

A link (or hyperlink) is used to link to other sites or other pages within your website.

website difficult to say the least. It also doesn't make directing someone to a particular part of your website very easy when in conversation.

By adding a shortcut to any given page, you can say or make a link to <http://www.mydomain.org/shortcutname>.

1. Navigate to **[News Admin]**.
2. Click on one of your news items to edit it.
3. Click on the **Display** tab.
4. For this example, enter "myshortcutname" into **Shortcut** field.
5. Click the Save button.
6. In the address bar of your browser, type in <http://www.yourdomain.org/myshortcutname> and you will be taken to the news item that you just edited.

One thing to note is that each shortcut name must be unique. If the text in the shortcut field changes to red, you will need to change it.

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## VOLUNTEER OPPORTUNITIES

By using our volunteers opportunities feature, your church and ministries can have independent opportunities that website users can review and indicate interest towards.

### SITE LEVEL OPPORTUNITY

1. Navigate to your **Administration** area.
2. Click **[Site Features]**.
3. Enable **Volunteer Posting**.
4. Click the **Save** button.
5. Click on **[Site Preferences]**.
6. Enter in an **email address** that volunteer responses should be directed to and **Save**.
7. Click on **[Opportunity Admin]**.
8. Click on **[New Opportunity]**.
9. Enter in the **Position Title**.
10. Enter in what the Position **Responsibilities** are.
11. List the **Qualifications** for the opportunity.
12. Change the **Status** to published.
13. Indicate the **Person Type** for the opportunity.
14. Fill in the **Contact Name, Email and Phone**.
15. Click the **Save** button.

If you do not choose to fill in a contact email address, the address that you supplied in your System Preferences will be sent an email notification when someone responds to an opportunity. It is also important to note that you can enter multiple email address for the volunteer responses to be sent to. Simply separate each address by a comma.

## THE DISPLAY TAB

The display tab gives you the ability to modify how most pages appear on your website.

### Panels

By toggling each panel on or off, you can change how the page looks. You can turn off the header, menu, left or right panel and more.

### Thumbnails

You can browse your hard drive and load a specific image that you feel goes well with the page you are working on.

## EVENT REGISTRATION

If the **Event Registration** feature is enabled on your site, you may collect 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.

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## PRAYER REQUESTS

If you choose to use our Prayer Request feature, you can allow your community to submit requests online. From an administrative standpoint, you can allow for people to pray over the submitted requests at any time.

1. Navigate to your **Administration** area.
2. Click [**Site Features**].
3. Enable **Prayer Requests**.
4. Click the **Save** button.
5. Click on [**Site Preferences**].
6. Enter in an **email address** that prayer requests should be directed to.
7. Click on [**Site Builder**].
8. Add **Submit Prayer Request** to your menu.

## SUBMIT AND REVIEW A PRAYER REQUEST

1. Click on the **Submit Prayer Request** link that now appears in your menu.
2. Enter in a fake request.
3. Enter in your **contact information** if you choose to.
4. Click the **Submit** button.
5. Navigate back to your **Administration** area.
6. Click on [**Prayer Request Admin**].
7. You can now pray over the request and click the [I prayed for this] which will update the page.

If the person chose to add their name and/or contact information to the submission, you would see that too.

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## COURSES

Try to think of courses much like you would if you were registering for courses in college. There were multiple instances of Theology 101. The course was offered by multiple teachers and on different days and at different times. This is exactly how courses work in our system. You can create one course that you offer and then schedule it as an event in various ways.

1. Navigate to your **Administration** area.
2. Click [**Site Features**].
3. Enable **Courses**.
4. Click the **Save** button.
5. Click on [**Course Admin**].
6. Click on [**New Course**].
7. Enter in the **Name** of the Course.
8. Enter a **Description** of the class. Be mindful to not write any date sensitive or location specific information.
9. Change the **Status** to published.
10. Review the **Post Date**.
11. Enter an **Expiration Date**.
12. Enter the **Cost** if applicable.
13. Click the **Save** button.

You are now brought to a page where you can schedule the course that you just created. When you schedule courses as events, you are making it possible to easily review different times and locations that the course is offered.

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