

MINISTRIES QUICKGUIDE

TABLE OF CONTENTS

- ☰ Photo Galleries - Pages 1 - 2
- ☰ Newsletters - Pages 2 - 4
- ☰ Forms - Pages 4 - 6
- ☰ Blogs - Pages 6 - 8
- ☰ Notes - Page 9

WHAT ARE PHOTO GALLERIES?

Photo Galleries allow you to collect a group of photos on your site. Most often, this feature is used to show pictures of events. Your site and each ministry can have an infinite amount of photo galleries each with an infinite amount of photos. You can add/modify photo titles and even add descriptions once the images have been uploaded. You can even allow others to contribute their photos of an event. However, these photos won't be published until the Gallery Owner approves them.

CREATING A PHOTO GALLERY

1. Navigate to **Administration**. *
2. Click **Site Controls**.
3. Click **Site Features**.
4. Enable **Photo Galleries**.
5. Click the **[Photo Gallery Admin]** link. You will be directed to the **Photo Gallery Administration** page.
6. Click the **[New Photo Gallery]** link at the bottom of the page. You will be directed to the **Photo Gallery Edit** page.
7. Enter a short **Title** which describes the gallery.
8. Enter the **Description** of the gallery, this will be displayed at the top of the gallery page.
9. Set **Status** to published.
10. Enter a **Post Date** and **Expiration Date**.
11. **Optionally**, click the **Display** tab to set the item as a **Highlight** and/or configure the page layout settings.
12. Click the **Save** button.

** If you would like to create a gallery for a particular ministry, click **[Ministry Admin]** to select the ministry before you complete step 4.*

ADDING PHOTOS TO A GALLERY

1. Navigate to **Administration**.
2. Click the **[Photo Gallery Admin]** link. You will be directed to the **Photo Gallery Administration** page.
3. Click the **[Photos]** link corresponding to the gallery you wish to populate. You will be directed to the **Photo Gallery** page.


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 that helps them reach their community for Christ.

4. At the top of the page, click the **[Add Photos]** link. You will be directed to the **Add Photos** page.
5. For each photo you wish to add, click the **Browse...** button corresponding with an empty slot.
6. Find the **file** on your computer's hard drive. *
7. Once you have selected all desired photos or each slot is full, click the **Upload** button. You will be directed back to the **Photo Gallery** page.

* *The Photo Gallery will only accept .gif, .jpg and .bmp image files. In addition to this, you can zip your files and upload it to which can save a lot of time.*

While our system allows you to upload 100MB at a time, it is advised to only upload 20MB.

EDITING THE TITLE AND DESCRIPTION OF A PHOTO

1. Navigate to the **Photo Gallery** page.
2. Click the  associated with the photo you wish to edit.
3. Make the desired changes.
4. Click the **Save** button.

EDITING A PHOTO GALLERY

1. Navigate to **Administration**. *
2. Click the **[Photo Gallery Admin]** link. You will be directed to the **Photo Gallery Administration** page.
3. Click the gallery **Title** which you want to edit. You will be directed to the **Photo Gallery Edit** page.
4. Edit the **Properties** of the gallery.
5. Click the **Save** button.

* *If you would like to edit a gallery for a particular ministry, click [Ministry Admin] to select the ministry before you complete step 2.*




WHAT IS A NEWSLETTER?



A newsletter is simply a "container" for entries and subscribers. When an entry is created for a newsletter, at the appropriate send time a copy of the entry will be emailed to each subscriber to the newsletter. The newsletter controls from whom each entry is sent and how the email will be formatted.





Each newsletter has its own page on your site. That page has links to allow visitors to subscribe to the newsletter or unsubscribe from the newsletter. That page also includes a link to a complete archive of the entries.

When each entry email is sent, it has several characteristics. Each is formatted according to the newsletter skin that you have selected. Each also contains a link to the newsletter archive and to the subscribe and unsubscribe forms. Your organization's name and address will also be appended to the bottom of the page to follow CAN-SPAM regulations as well as a link back to the entry on your site and the email address to which the email was sent.

PHOTO GALLERY POINTS

-  **Columns**
The columns value sets the number of columns of pictures which will be displayed on the gallery page.
-  **Public Contribution**
When selected, registered users can contribute photos to your gallery. Uploaded photos, are not visible to the public until they have been approved.
-  **Deleting a photo**
1.) Navigate to the **Photo Gallery** page.

2.) Click the  associated with the photo you wish to edit.
-  **Approve/Unapprove**
1.) Navigate to the **Photo Gallery** page.

2.) Click the  or  associated with the photo you wish to change.
-  **Deleting a Photo Gallery**
Click the delete button  corresponding to the gallery you wish to delete.
-  **Changing the View**
You can filter the view on the page by selecting your criteria in the upper-right hand corner of the screen.

CREATING A NEW NEWSLETTER

1. Navigate to **Administration**. *
2. Click **Site Controls**.
3. Click **Site Features**.
4. Enable **Newsletters**.
5. Click the **[Newsletter Admin]** link. You will be directed to the **Newsletter Administration** page.
6. Click the **[New Newsletter]** link at the bottom of the page. You will be directed to the **Newsletter Edit** page.
7. Enter a short **Title** which describes the newsletter.
8. Enter the **Description** of the newsletter. This will be displayed in the side panel of the newsletter page.
9. Enter the **From Name** value. When entries are sent, this is the name that is displayed as the sender.
10. Enter the **From Email** value. When entries are sent, this is the email address that is displayed as the sender. This is also where any replies will be sent.
11. **Optionally**, enter a **Shortcut**.
12. **Choose a Skin**. A skin controls how the email will look when sent.
13. **Optionally**, enter a **Header**. Depending on the skin, this header may be displayed at the top of the newsletter, giving the newsletter a distinct look.
14. Click the **Save** button.

** If you would like to create a newsletter for a particular ministry, click [Ministry Admin] to select the ministry before you complete step 4.*

ADDING ENTRIES TO A NEWSLETTER

1. Navigate to **Administration**.
2. Click the **[Newsletter Admin]** link. You will be directed to the **Newsletter Administration** page.
3. Click the **[Entries]** link corresponding to the newsletter you wish to populate. You will be directed to the **Newsletter Entries** page.
4. At the bottom of the page, click the **[Add Entry]** link. You will be directed to the **Entry Edit** page.
5. Enter the **Subject** of the entry. This will be part of the subject line of the email which is sent.
6. Enter a **Body**. This will be the body of the email which is sent.
7. **Optionally**, enter a **Shortcut**.
8. Select a **Send Date** and **Time**.*
9. Click the **Save** button.

** Please note that large entries will require emails to be sent more slowly. Your entry will be sent starting at the time you designate and will send at approximately 20 messages per minute. Once a newsletter has been sent, changing the Send Date will have no effect.*

NEWSLETTER INSIGHTS




What does Sent mean?

On the Newsletter Admin page, items are marked as Sent or Not Sent. This indicates whether the process that emails the newsletter has been run for this newsletter or not. When the send date is set to a date in the future, items will not be picked up by the newsletter process until that time.

Please note that our process runs every 30 minutes and an entry may not be sent for up to 30 minutes from when you create it.



Deleting a Newsletter

Click the delete button  corresponding to the newsletter you wish to delete.



Changing the view

You can filter the view on the page by selecting your criteria in the upper-right hand corner of the screen.

ADDING SUBSCRIBERS TO A NEWSLETTER

1. Navigate to **Administration**.
 2. Click the [**Newsletter Admin**] link. You will be directed to the **Newsletter Administration** page.
 3. Click the [**Subscriptions**] link corresponding to the newsletter for which you want to add subscribers. You will be directed to the **Newsletter Subscriptions** page.
 4. Enter any email addresses (separated by commas) you wish to add as subscribers in the **Email Addresses** field.
 5. Click the **Add** button.
 6. The page will display how many addresses have been added and how many were duplicates.
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REMOVING SUBSCRIBERS FROM A NEWSLETTER

1. Navigate to **Administration**.
 2. Click the [**Newsletter Admin**] link. You will be directed to the **Newsletter Administration** page.
 3. Click the [**Subscriptions**] link corresponding to the newsletter for which you want to remove subscribers. You will be directed to the **Newsletter Subscriptions** page.
 4. Select each checkbox corresponding to each address you wish to **remove**.
 5. Click [**Remove Selected**].
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EDITING A NEWSLETTER

1. Navigate to **Administration**. *
2. Click the [**Newsletter Admin**] link. You will be directed to the **Newsletter Administration** page.
3. Click the newsletter **Title** which you want to edit. You will be directed to the **Newsletter Edit** page.
4. Edit the properties of the newsletter.
5. Click the **Save** button.

** If you would like to edit a newsletter for a particular ministry, click [**Ministry Admin**] to select the ministry before you complete step 2.*

WHAT IS A FORM?

Forms allow users of your website to submit information on your site. Forms contain fields which validate the kind of information which can be submitted. Form Administration allows you to create a form and view each submission to the form.

SUBMISSION MESSAGE

The submission message is displayed for the user after the form is submitted. For your convenience, the submission message can also include the ID number of the submission. To include this in the message, place the following text in your message: [\$SUBMISSION_ID\$] . When the message is displayed, this will be replaced by the ID number of the submission.

EMAIL SUBMISSIONS

This list of addresses will determine who will be emailed when the form is submitted. Leave this item blank if no email is required. To include multiple addresses, separate individual addresses with commas (e.g. joe@yahoo.com, jim@gmail.com).

SECURE CONNECTION (SSL)

When this option is selected, the submission form will be submitted using a secure 128-bit SSL connection. This will encrypt all information before sending it through the internet to our server. Please note that there is some overhead involved in doing so and will slow the connection. Please use this option only when the information being submitted will be sensitive.

CREATING A NEW FORM

1. Navigate to **Administration**. *
2. Click **Site Controls**.
3. Click **Site Features**.
4. Enable **Forms**.
5. Click the **[Form Admin]** link. You will be directed to the **Form Administration** page.
6. Click the **[New Form]** link at the bottom of the page. You will be directed to the **Form Edit** page.
7. Enter a short **Title** which describes the form.
8. Enter the **Description** of the form, this will display above the form. It is often appropriate to include instructions in this area.
9. **Optionally**, change the **Submission Message**.
10. **Optionally**, enter an **Email Submissions** address.
11. **Optionally**, select **Secure Connection (SSL)** .
12. Choose the **Status**.
13. Enter a **Post Date** and **Expiration Date**.
14. Click the **Save** button.

** If you would like to create a form for a particular ministry, click [Ministry Admin] to select the ministry before you complete step 5.*

ADDING, EDITING AND REMOVING FIELDS ON A FORM

Fields are added, edited and removed from a form using the Form Field Administration page.

1. Navigate to **Administration**. *
2. Click the **[Form Admin]** link. You will be directed to the **Form Administration** page.
3. Click the **[Fields]** link corresponding to the form to which you want to add forms to. You will be directed to the **Form Field Administration** page.
4. Enter the **Name** of the field. Example "First Name".
5. Enter the **Type** of field. Example "Text-Single Line".
6. Enter additional fields that appear such as **Minimum** and **Maximum** length of that field for a text field.
7. Click the **Save** button.

** If you would like to create a form for a particular ministry, click [Ministry Admin] to select the ministry before you complete step 5.*

EDITING A FORM

1. Navigate to **Administration**.*
2. Click the **[Form Admin]** link. You will be directed to the **Form Administration** page.
3. Click the form title which you want to edit. You will be directed to the **Form Edit** page.
4. Edit the properties of the form.
5. Click the **Save** button.

* If you would like to edit an article for a particular ministry, click *[Ministry Admin]* to select the ministry before you complete step 2.

DELETING A FORM

Click the delete button () corresponding to the form you wish to delete.

CHANGING THE VIEW

You can filter the view on the page by selecting your criteria in the upper-right hand corner of the screen.

WHAT IS A BLOG?

A blog (short for weblog) is like an online diary or journal. A blog is made up of individual entries. Blog entries are typically short and direct and contain thoughts about a particular subject. Most blogs have a loose theme, but entries can vary significantly with many blogs reading much like a stream of consciousness. For the purpose of churches and ministries, a blog is a great way to offer an online devotional or "Recent Thoughts" section of your site.

Each blog has its own page on your site. That page contains the most recent entry and a link to the previous entry. That page also includes a link to a complete archive of the entries.

Blogs are also the means by which you can podcast on your site (see Podcasting).

Most blog tools allow site visitors to add comments to each blog post. This can help increase the interactivity of your site. On your site, you can control whether or not users can add comments and whether or not those users must be registered users of your site. You can also control whether or not those comments are moderated. Moderated comments will not be visible to users of your site until you have approved them. Unmoderated comments will be visible to all users of your site, but can be removed if you deem them inappropriate.

SUBTITLE

The subtitle is used in the RSS feed for the blog. Most RSS readers will not use the subtitle, but iTunes uses this field for podcasts. The subtitle can be a short description of your blog, but typical subtitles include something sarcastic. You might consider "The preaching ministry of XYZ Church" or something similar.

AUTHOR

Blogs typically have one or many authors. This value is displayed on the blog page as well as in the RSS feed and will be shown in iTunes if this is a podcast. The author's email address may be included or omitted. If included, all comments will be sent to that address when received.

CATEGORY / SUBCATEGORY

These fields are used for podcasts to determine how the podcast will be classified. Most churches and ministries will use "Religion & Spirituality" as the category and "Christianity" as the subcategory. Make sure you enter the category and subcategory exactly as they appear within iTunes or your podcast may be placed incorrectly.

COMMENT MODE

This value determines who is allowed to add comments to blog entries. It is probably in your best interest to set this value to "Registered Users Only" or "No Comments" otherwise you will be unable to hold users responsible for comments.

COMMENT MODERATION

This determines whether comments are visible to your site's visitors immediately when added (unmoderated) or whether they must be approved by an administrator first (moderated). Visit the blog entry and click the "approve" or "unapprove" icon next to each comment in order to toggle the current value.

KEYWORDS

Keywords are used by iTunes and your site's search engine to help locate a specific blog entry. Use 3-5 keywords or phrases separated by commas which describe the contents of the blog entry.

ENCLOSURE

A podcast is simply a blog with audio files "enclosed" with each entry. Use the enclosure to load an audio (mp3, m4p or wav) file to make any given entry a podcast. Many bloggers intermingle podcasts with other blog entries. Enclosures are included in the blog entry page as a link allowing for another way to access the podcasted files. See the Podcasting entry in our online help files for more details.

POST DATE

For blogs, the post date and time determine when the entry will be visible on your site. Blogs, by their very nature, are meant to be available indefinitely. For this reason, no expiration date is available for blog entries.

CREATING A NEW BLOG

1. Navigate to **Administration**. *
2. Click **Site Controls**.
3. Click **Site Features**.
4. Enable **Blogs**.
5. Click the **[Blog Admin]** link. You will be directed to the **Blog Administration** page.
6. Click the **[New Blog]** link at the bottom of the page. You will be directed to the Blog Edit page.
7. Enter a short **Title** which describes the blog.
8. **Optionally**, enter a **Subtitle**.
9. **Optionally**, enter the **name** and **email address** to display as the **Author**.
10. Enter the **Description** of the blog, this will be displayed in the side panel of the blog page.
11. **Optionally**, enter a **Shortcut**.
12. **Optionally**, enter a **Category** and **Subcategory**.
13. **Optionally**, load a **Thumbnail**.
14. Choose the **Comment Mode**.

15. Choose the **Comment Moderation**.

16. Click the **Save** button.

** If you would like to create a blog for a particular ministry, click [Ministry Admin] to select the ministry before you complete step 5.*

ADDING ENTRIES TO A BLOG

1. Navigate to **Administration**.
2. Click the **[Blog Admin]** link. You will be directed to the **Blog Entry** page.
3. Click the **[Entries]** link corresponding to the blog you wish to populate. You will be directed to the **Blog Entries** page.
4. At the bottom of the page, click the **[Add Entry]** link. You will be directed to the **Entry Edit** page.
5. Enter the **Subject** of the entry.
6. Enter the **Body**.
7. **Optionally**, enter any **Keywords**.
8. **Optionally**, click **Browse...** to load an enclosure. *
9. **Optionally**, load a **Thumbnail**.
10. **Optionally**, enter a **Shortcut**.
11. **Optionally**, select **Highlight**.
12. Select a **Post Date** and **Time**.
13. Click the **Save** button.

** If you are wanting to do a podcast, you use the enclosure button to upload the .mp3 file.*

EDITING A BLOG

1. Navigate to **Site Administration**. *
2. Click the **[Blog Admin]** link. You will be directed to the **Blog Administration** page.
3. Click the blog title which you want to edit. You will be directed to the **Blog Edit** page.
4. Edit the properties of the blog.
5. Click the **Save** button.

** If you would like to edit a blog for a particular ministry, click [Ministry Admin] to select the ministry before you complete step 2.*

DELETING A BLOG

Click the delete button () corresponding to the blog you wish to delete.

