



## Welcome

Welcome to the New and Improved United Lutheran Church's Website. Your shortcuts are located at the top of the page above the header, they are **People**, **New Blog Entry** (Pastor Only), **New Image Gallery**, **New Event**, **New Video**, and **New Staff Member**.

*(There is an arrow at the top-right of the active screen window in the browser window if all of the shortcuts aren't showing.)*

## 1. People

Only those with Administrator and Pastor roles can see this shortcut. There are 3 roles.

- The **Authenticated User**, can see and access all content and setup their notification settings. By default, the Authenticated users will automatically be notified of new newsletter postings. Under the account settings they can opt into other notifications. This is the normal user role.
- The **Administrator** role and the **Pastor** roles, have access to the entire list of members that have signed up on the website. They can view email addresses, set roles, and delete members.
- **Architect Role:** This is for the site administrator, and those who understand how to use Drupal with an understanding of the website, and HTML.

*(This role has implications if given to the wrong person.)*

## 2. Blog Entries

The pastor's account is the only account that can post blog entries. Blog entries show up in the Pastor's Corner tab and on the front page as summaries. Only four of the most recent blog entries will appear on the front page in summary form. They will automatically be bumped off of the front page, but can still be viewed on the **Pastor's Corner** tab.

*(Optional: The blog entries can have images and can also notify groups when it's created.)*

## 3. New Image/Image Gallery

Administrator and Pastor roles are the only accounts that have permission to post New Images or New Image Galleries. Galleries consist of a cover image, upto 10 additional images, and a summary or description of what's going on. The images post to the different Ministry sections.

- Click **Add New Gallery**
- **Title** your Image or Gallery
- Choose the **large** image for your gallery. (Cover Image)
- **Choose** up to **10** other images. (These will be displayed under the large photo)
- Write a short description about this set of photos or single photo.
- **Important:** Tag where this gallery should show up. If it's a youth gallery – tag youth, Men's – tag men, etc.
- **Optional:** Notify a group that you've uploaded a new gallery.



## 4. New Events

Administrator and Pastor roles are the only accounts that have permission to create and modify events. Events will show up on the calendar, and a short description will show up in the right hand column under Upcoming events. Sunday Service Events appear in the right hand column under the Upcoming this Sunday area.

- Click **Add New Event**.
- **Title** your event
- **Check** whether it's an event that will last all day or not.
- **Date** it and give it a **Time** for the event.
- **Check** if this event repeats.
- Is this a **Sunday Event**?  
*(Important: This tells the website where the event goes on the main pages.)*
- **Write** a Description about this event.
- **Optional:** Tag a group in this event. If they have the events notifications turned on under the preferences they will get a notification in their weekly notifications.
- **Optional:** Add an image to go along with this event.

## 5. New Video

To upload a new video, you'll need to upload it to the United Lutheran's Youtube Channel or another video hosting service. The Youtube account is set up with different channels for the Sunday Service video's and other misc. videos. You can add more specific channels as you get more videos to upload.

### Youtube Account:

**Username:** lutheranchurch@livelightcreative.com

**Password:** bellavistachurch

- **Upload** the video to a Hosting Service
- **Wait** for the video to fully upload
- Make sure to **customize** your video so the public will know the subject if they find it by browsing Youtube.  
*(Thumbnail, Description, Tags, Channel, etc)*
- Click **Share**.
- Click **Embed**.
- **Change** the Video size box to **Custom Size**
- **Important:** In the first box enter: 480  
*(This restricts the width of the video's size on the website to 480 pixels wide)*
- **Copy** the `<iframe width="480 height="270" .... </iframe>` code.  
**Switch** back over to the United Lutheran website.
- Click **New Video**.
- **Title** the video being uploaded.
- **Optional:** Click Edit Summary to give this a short summary. If you don't, the body will be used as a shortened version where it's displayed.
- **Paste** the `<iframe>...</iframe>` code in the Upload Video form.  
*(Right Click > Paste)*
- **Define** a post date.



- **Important:** Tag whether this is a Sunday video or another type of video  
*(This tells the video what page for the archives, and what column to show up on the main pages.)*
- **Optional:** Tag if you'd like to notify any groups that a new video was uploaded.

## 6. New Staff Member

To add a new staff member, click the Add New Staff Member shortcut. Add a short bio and an image. Select a weight\* for where you want them to show up in the stack.

*\*Weight: Where the bio should be on the page. 0 being the top.*

## 7. Notifications

Notifications are set up to alert people of any new content on the website. By default, accounts will be notified of the newsletter updates. They can opt into the different events by going through the preferences within their accounts. Notifications are sent out weekly.

## 8. Technical Assistance

If you need technical assistance on uploading, creating a new blog entry or event, updating, or if the website breaks.

**Contact:** [Barry@livelightcreative.com](mailto:Barry@livelightcreative.com) or [Adam@livelightcreative.com](mailto:Adam@livelightcreative.com)