



Version 3.2 Editor's Guide



Equipping the church online for ministry®



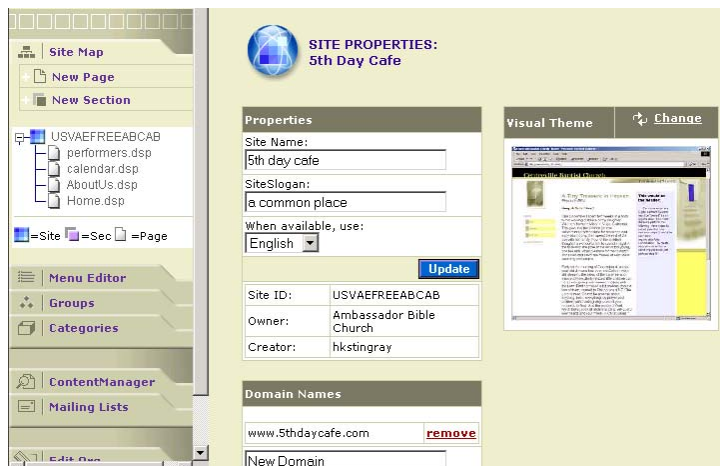
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V. Managing Site Properties

*With all your heart you must trust the LORD and not your own judgment.
Always let him lead you, and he will clear the road for you to follow.
- Proverbs 3.5,6 (CEV)*

A. Updating Site Properties



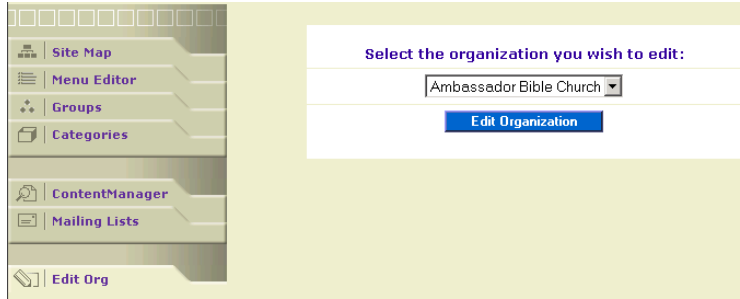
1. Changing Site Name

- a. Click on **Site Admin** from top of window.
- b. Select Edit Site Profile from scrolling pick-list, “Site Admin” window opens with “Site Properties” in right pane.
- b. Click in “Site Name” field and edit.
- a. Click on **Update** when done.

2. Changing Site Slogan

- a. Click on Site Admin from top of window.
- a. Select Edit Site Profile from scrolling pick-list, “Site Admin” window opens with “Site Properties” in right pane.
- b. Click in “Site Slogan” field and edit.
- c. Click on **Update** when done.

B. Updating Organization Properties



1. Click on Site Admin at top of window.
2. Select Edit Organization Profile from scrolling pick-list, “Site Admin” window opens with “Select the Organization to Edit” in right pane.
3. Select <<Name of Organization>> from dropdown list and click on Edit Organization.
 - a. Change Organization Name: Click in “Organization name” field and enter new name. Click on **Update** when done
 - b. Edit Organization Address: Click on **Edit**, then click in each field and edit. Click on **Update** when done.
 - c. Add Address(es):
 - i. Click on **Add Address**
 - ii. Click on **Edit**, then click in each text-entry box and fill in the information
 - iii. Click on **Update** when done

1. Update Contact Information

- Change Name: Click on **Edit Name**, enter information, click on **Update Name** when done.
- Change Email: Click on **Edit Email**, click in field and edit, click on **Update** when done.
- Add Email: Click on **Add Email**; click on **Edit**; click in field and edit, click on **Update** when done.
- Change Phone: Click on **Edit Phone**, click in field and edit, click on **Update** when done.
- Add Phone: Click on **Add Phone**; click on **Edit**; click in field and edit, click on **Update** when done.

2. Add/Remove Organizational Reps

- Add Organizational Rep: Click in “User Name” field at bottom of window, enter user’s name, and click on **Add This User**.

IMPORTANT!
Organization reps automatically have full rights and access to all aspects of the site



TIP:
If only one rep is listed they cannot be removed

- Remove Organizational Rep: Click on <<Name of Organization Rep>> in “Current Organization Reps” pane and click on **Remove**.

3. Adding Domain Name

- Click on Site Admin at top of window.
- Select Edit Site Profile from scrolling pick-list. The “Site Admin” window opens with “Site Properties” in right pane.
- In “Domain” pane, click in text-entry box and type in domain name.
- Click on Add New Domain when done.
- Removing Domain Name

If a domain name has not been added to the site there is nothing to remove.

- Click on Site Admin at top of window.
- Select Edit Site Profile from scrolling pick-list, “Site Admin” window opens with “Site Properties” in right pane.
- Click on Remove next to <<Name of Domain>> being deleted, in “Domain” pane.

C. Sending Emails Using Site Mail Lists

The screenshot shows a web-based interface for editing mailing lists. At the top, there's a title bar 'Mailing List Editor'. Below it, there are input fields for 'List Name:', 'Subject:', and a large text area for 'Message:'. To the right of the message field is a blue button labeled 'Send This Message'. At the bottom of the interface, there are two more buttons: a red button labeled 'Delete This List' on the left and a blue button labeled 'Edit This Mailing List' on the right.



TIP:

A custom domain name is a web address, such as MyChurch.com or MyChurch.org that represents your organization. When you create a ForMinistry web site, a unique site ID is automatically generated by the system, the resulting web address (e.g., www.ForMinistry.com/USVAEFREEAB C1) is not ideal for publication. Acquiring a meaningful domain name for the site that is easy to remember and publicize is highly recommended. However, there is no requirement to purchase a domain name in order to have a ForMinistry web site.

You can purchase a domain name at www.forministry.com/help/domain.dsp

1. Click on **Site Admin** at top of window.
2. Select Email Lists from scrolling pick-list, “Site Admin” window opens with “Email Lists” submenu at left and “Mailing Lists” in right pane.
2. Click on <<**Name of Mail List**>> at left, “Mailing List Editor” appears in right pane.
3. Click in “Subject” field and enter email subject.
4. Click in “Message” field and enter message.
5. Click on **Send this Message** when done.

*The LORD is my God!
I will praise him and tell him how thankful I am.
Tell the LORD how thankful you are,
because he is kind and always merciful.
- Psalm 118.28,29 (CEV)*