CONGREGATIONAL
MICROSITES

Metropolitan New York Synod
Evangelical Lutheran Church in America

MICROSITES
MANUAL

Welcome to the Metropolitan New York Synod Microsites! This manual takes you step-by-step in creating and maintaining your microsite via the American Eagle platform.

If you are not familiar with web creation, there are a few terms you'll need to know, such as domain name, URL, website, etc.

The domain is the name of a website (www.churchname@domain.com). You can purchase a domain name by going to a domain host, finding a new name, and paying an annual fee to own and register it.

A URL is how to find a website using a complete web address to find a particular web page (HTTP:// www. churchname@domain.com).

A website is what people see and interact with once they get there. Purchasing a domain name doesn't mean you have a website - first, you need to build your website.

SSL (Secure Sockets Layer) is the standard technology for keeping an internet connection secure and safeguarding any sensitive data sent between two systems, preventing criminals from reading and modifying any information transferred, including personal details. If you are using your URL, you must obtain an SSL certificate if you don't already have one.

MNYS Microsites will help you build your website!

Before we begin, you will need to determine a few things:
- Do you currently have a website with a domain name that you would like to continue using, maintaining the annual fees and renewal process?
- If you currently have a website, is it safeguarded with SSL?
- Would you prefer your website to live under the mnys.org domain that renews automatically and is safeguarded with an SSL?

Once you have made your decision, we are ready to begin!

If you have any questions, please don't hesitate to email microsites@mnys.org and we will be happy to help you.

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LOGGING IN You will be prompted to enter a **USERNAME** and a **PASSWORD.**

LOG IN In your web browser type: https://www.mnys.org/admin to bring you to the American Eagle Content Management System page.

USERNAME Enter your **USERNAME** and click on **LOGIN.**

PASSWORD Enter your **PASSWORD** and click on **LOGIN.**

If you forgot your password you can select the **Forgot Password?** link.

You will be required to enter your **USERNAME**.

Once you submit your **USERNAME** a message will appear informing you an email with instructions on how to reset your **PASSWORD** has been sent. A link to reset your **PASSWORD** will be sent to your email.

FAILED LOGIN ATTEMPTS **After three failed login attempts your profile will be locked.** You will need to contact your MNYS administrator at microsites@mnys.org to unlock your account. *Please write down your USERNAME and PASSWORD somewhere safe*.

DASHBOARD The dashboard is arranged with five main sections.

- Eagle logo (Home)
- Welcome Section
- Login Activity
- Event Log
- Vertical Navigation

EAGLE ICON The eagle logo will allow you to return to the dashboard/home in the content management system from anywhere on the site.
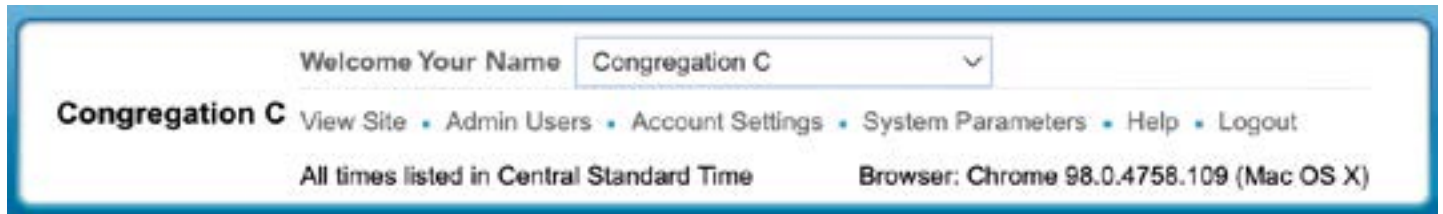

EXPIRATION TIMER As you will see in the upper right corner, you are limited to 60 minutes on the system. If you are inactive, it will ask you to renew, or it will shut down. When you edit or save your work, it will reset automatically. **Save your work often**.

WELCOME SECTION The welcome section provides valuable entry points to the site.

WELCOME SECTION HEADER

Welcome (Your Name): This is the drop-down menu for your congregation(s).

View Site: Opens the front end of the portal (how your site will look online) in a new window.

Admin Users: This takes you to the **Admin User** panel where you can view who has access to your site.

Account Settings: This takes you to your password settings.

System Parameters: Access to system parameters *(You will not use this).*

Help: Leads to the available **Help** videos from American Eagle.

Logout: Logs you out of the site.

WELCOME SECTION ICONS Quick links

Add New Page: Quick link to create a new page on the portal.

Edit Homepage: Quick link to edit an existing home page/dashboard.

Manage Pages: Quick link to all the pages on your site.

Manage Navigation: Quick link to the site navigation from the home page drop-down menus.

Manage Templates: Quick link to the page templates on the site.

Manage Sections: Quick link to the sections on the site.

LOGIN ACTIVITY This is a list of the last ten logins to the site.

Login Activity
Showing the last 10 successful logins.

Username	Full Name	IP Address	Entry Date/Time
	Lori Scaffidi	69.120.240.144	3/2/2022 12:20:03 PM
Microsites	Kaitlin Kowalec	173.61.95.248	3/1/2022 2:53:02 PM
Microsites	Kaitlin Kowalec	173.61.95.248	3/1/2022 12:05:41 PM
lori	Lori Scaffidi	69.120.240.144	3/1/2022 11:57:56 AM
lori	Lori Scaffidi	69.120.240.144	2/28/2022 3:11:49 PM
lori	Lori Scaffidi	69.120.240.144	2/27/2022 3:03:02 PM
lori	Lori Scaffidi	69.120.240.144	2/26/2022 2:09:16 PM
lori	Lori Scaffidi	69.120.240.144	2/24/2022 3:41:31 PM
lori	Lori Scaffidi	69.120.240.144	2/24/2022 2:16:06 PM
Microsites	Kaitlin Kowalec	173.61.95.248	2/24/2022 1:02:05 PM

EVENT LOG This provides a list of the last ten admin user actions.

Event Log
Showing the last 10 admin user actions.

Summary	Create Date	Username	Action	Tool	Remote IP
Section: Content Tool Page, Action: View, Link: Home Page	2/28/2022 3:15:42 PM	Lori Scaffidi	View	Page	69.120.240.144
Section: Content Tool Page, Action: View, Link: Home Page	2/28/2022 3:13:54 PM	Lori Scaffidi	View	Page	69.120.240.144

VERTICAL NAVIGATION The left navigation rail allows you to access site tools. Click on a left rail item to open any sub-items. The available sub-items are based on site functionality.

CONTENT/PAGES This navigation item allows you to access the roster of pages on the site.

Each page on the portal can be accessed from the page level by selecting the icons to the left of the **Name/URL**.

Pencil/Paper Icon: This icon allows you to edit a page.

Two Papers: This icon allows you to duplicate a page.

Trash Bin: This icon will delete a page.

Lock: This icon allows the page to open to specific groups.

Paper with i icon: This icon shows you the page history.

When you open a page, you will be able to identify what type of modules the page is using by moving your cursor over the page section in blue. The type of module will appear in the upper left corner of the section. You can edit content blocks from this page view.
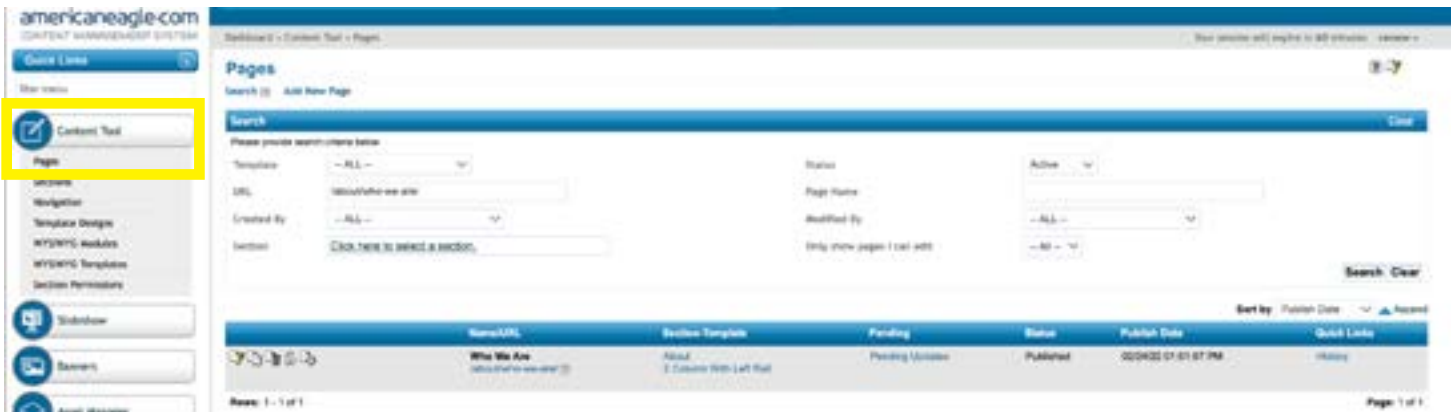

Quick Edit: This icon allows you to edit a page with only basic functions to change your copy (font style, font color, paragraph, etc.)

Full Editor: This icon allows you to edit all elements including copy, images, links, etc.
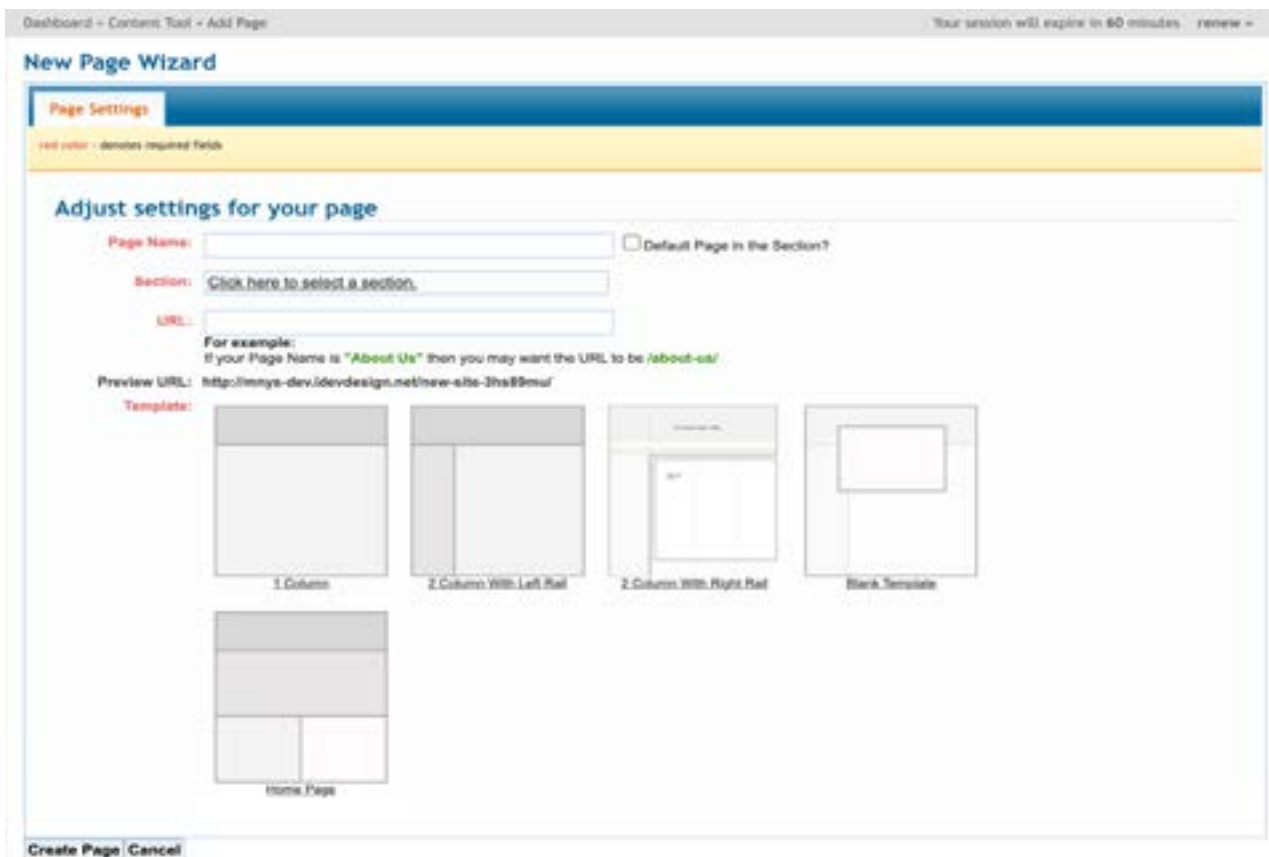
HOW TO SEARCH FOR A PAGE How to find a page on the site.

You can search for a page by using the above criteria. Not all fields are required – you can search by the criteria you know. If you only know the **Page Name**, then type in your text and hit the **Search** button *(your return key will not execute a search).*

HOW TO ADD A NEW PAGE How to create a **new** page on the site.

You will generally only use the **1 Column** and **2 Column with Left Rail** format. **You will not use the Home Page format.**

Page Name: Enter the name of your page. This will appear at the top of your page on the header image. The page name automatically creates a URL.

Section: Choose the section where your page will be viewed.

URL: Your URL is created for you when you enter your page name.

Template: Choose between 1 Column or 2 Column with Left Rail. You will never use the Home Page template. It is confusing to have an interior page that looks like your home page.

Create Page: This creates a draft of the page to continue working on. The page is not saved at this point.
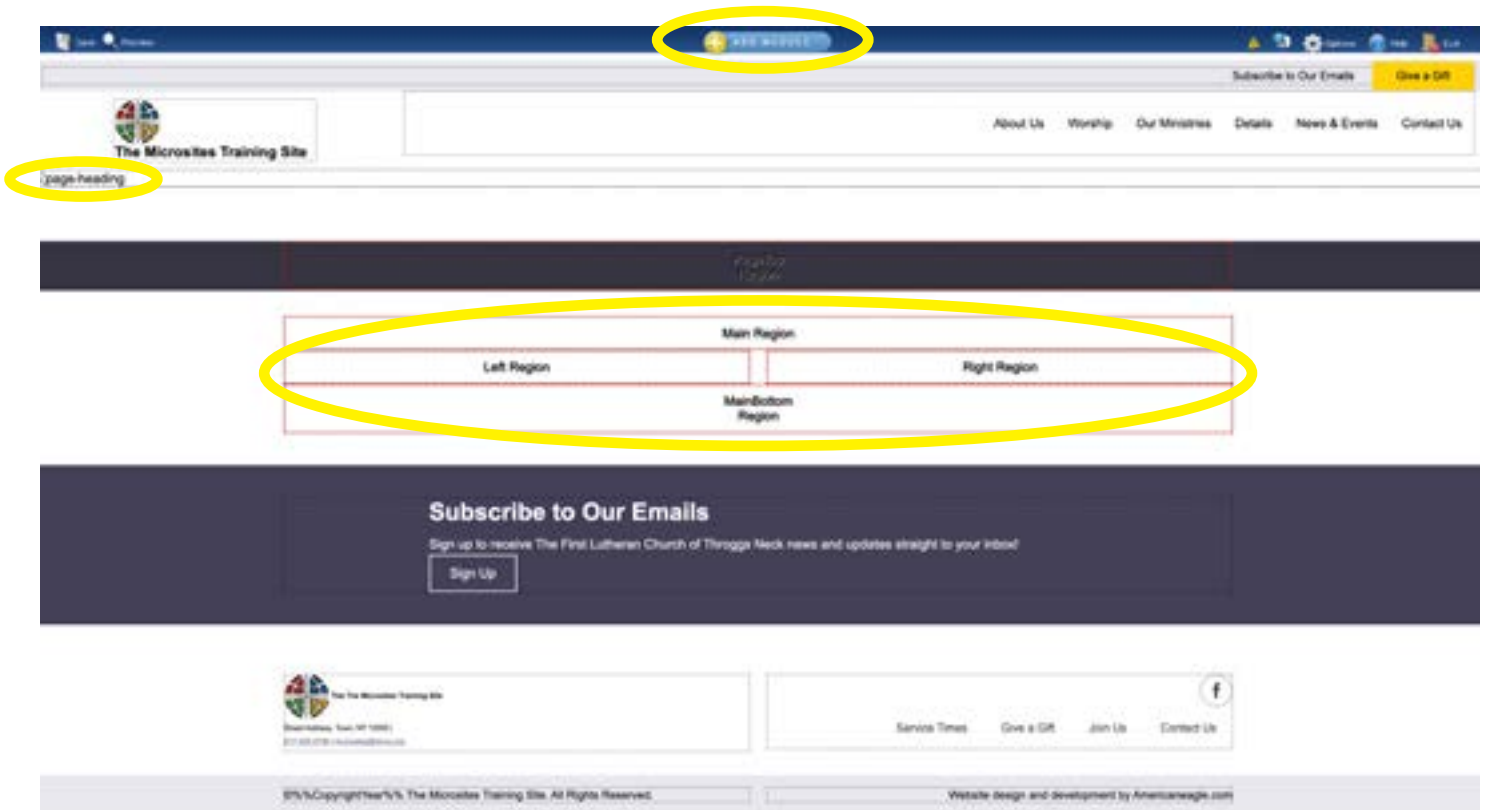

Page Heading: This text notes that this should be a page heading **HEADING GRAPHIC.** This text should be deleted and a HEADING GRAPHIC that has been sized to **1920 X 380** and in **JPG** format should be inserted. These images have been provided for you in the Asset Manager.

Regions: This is the area where you can update and edit the modules you add in the section. The main region is where you add a module.

HOW TO ADD A MODULE How to create and add new content on your page.

Choose a module: At the top of the screen you will see a button **ADD MODULE** to click to determine what kind of content you would like to add.
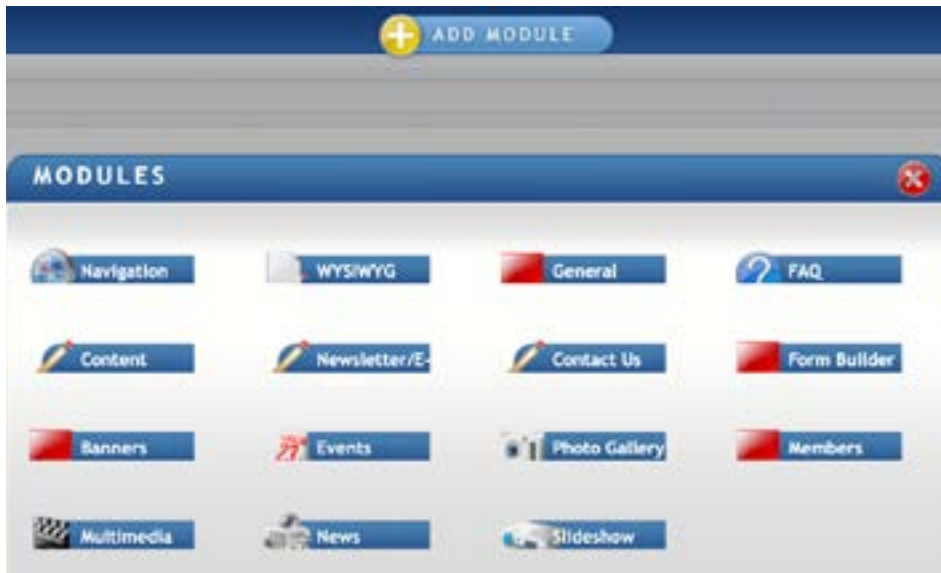
The **CONTENT** module adds text information and images to your page.

When you choose the **CONTENT** module a **CONFIGURATION SETTINGS** window appears. Choose **Main (width: 940px)** and click the **ADD** button on the lower left. Your page is not saved at this point. You can **Save** in the upper left if you'd like to save what you have so far.

When you hover over your page you will see your **Content** window which will take you to the CK editor with **Quick Edit** or **Full Edit** capabilities. Type in the content you desire using text and images.

To add text: You can either type over the text in the box (Content here) or **Ctrl+Shift+C** on a PC or **Cmd+Shift+C** on a Mac, to cut copy from an original document. **Ctrl+Shift+V** on a PC and **Cmd+Shift+V** on a Mac to paste into the **Body** area to maintain consistent font style. It is very important to keep consistency in the font styles used on the site. You can change the formatted text under the **Normal** dropdown menu. *Please do not change the font style under the Font dropdown menu.* If your line spacing is off go under the **Normal** dropdown menu and choose **Normal (DIV)** to reset – then change your text accordingly.

To add an image: Click on the **IMAGE ICON** to choose your image from the Asset Manager.

To add a link: If you want your text to link to another website, copy the URL from that website. Highlight the text on your page to be linked and click on the **GLOBE ICON** and **Link type: URL** and paste your link into the **URL box**. You can leave the **TARGET tab** as **<not set>** to have the link remain on your site. If you want the link to open in a new window choose **New Window (_blank)** but it will take your viewer off your main site to a new window.

Use the **PREVIEW** button on the upper left of your screen to preview your page. This can always be edited later.

Once your page is set up correctly use the **SAVE** button on the upper left of the page to save your work. **You will not see this page on your site until you ADD TO NAVIGATION**.

You can schedule when your page is published when you **SAVE/PUBISH** then enter a **Requested Publish Date**.

SETTINGS: This is where the name of your page is. You can change the **Page Name** and/or find your **Page URL**.

SEARCH ENGINE OPTIMIZATION: This is how viewers find your site by searching key words.

Meta Description: This is a brief description of what's on the page. For example, "This is a new ministry we are offering to the community."

You will not see your page online if you do not add the page to the **MANAGE NAVIGATION**.

TO ADD A PAGE TO YOUR NAVIGATION:

In order to add a page to your navigation you **must know the URL of the page** you are adding and what subhead you would like to place it under.

There are two ways to find the page URL:

Go to **Manage Pages** on the **Dashboard:**
Find the page you would like to add from the list of pages under **Name/URL**
Click on the **URL** under the title of the page

At the top of your site page, copy the URL (only the grey text from the /)

In this example you would copy: /admin-training/about/youth-group2023/

OR

Go back to the page you created.
Click on the **Edit** icon.
Click on the **SAVE** button (upper left corner).
Go to **SETTINGS** tab and copy the **Page URL**.
EXIT (right corner of SAVE screen there is a red **X** for exit).
Click back on the American Eagle icon to go back to main page.

MANAGE NAVIGATION:

Find the **Title/URL** you want your new page under.
Add New Sub-Section at the top of that Title section.
Add the title of the page and **paste in the URL** that you copied (above).
SAVE
You can change the order of the pages by using the arrows on the left to drag the page.

Please keep the main navigation sections to six (About Us, Worship, Ministries, etc.). If you add more it may interfere with the page grid and overlap over the ELCA globe and the church name

TO EDIT A SAVED PAGE:

Find the page you want to edit in **MANAGE PAGES** (top menu) and use the **Pencil/Paper icon**.
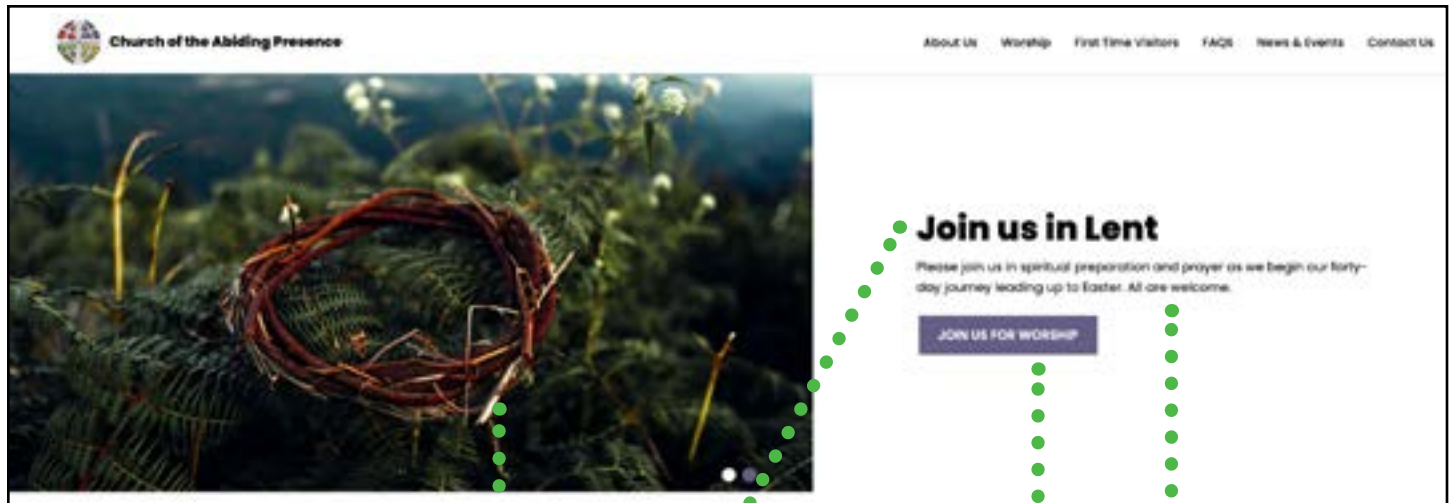When you hover over the area on the page that you want to edit it will give you the **Full Editor** option.
Make your changes and hit **OK** and **SAVE** your page (upper left).

HOW TO CREATE A BANNER ON THE HOME PAGE

This illustrates how to create your home page images and text in the **Banner** (slideshow) section of your page.

Name: This is the main header text to the right of the image.

Banner Type: Image should be chosen.

Dimensions: Dimensions will be automatically calculated.

Image: Upload New File | Select Existing File

Alt Tag: This is the text within the purple box. This text can be linked to another page.

Description: This is a brief description of the event, ministry, etc.

Any entry in **red** must be filled in.

EDIT BANNER: To begin, enter a **Name** for your Banner which is the main header next to the image.

We will keep the **Banner Type** as an **Image**. You can either **Upload New File** – a pre-sized image from your computer, or **Select Existing File** – a file in the **Asset Manager/Banners** that does not contain the word *"news"* in the title.

The **Image Size** must be **1050 x 540 and in JPG format**. Please see Page 31 if you need help in sizing your image in correct proportion. If you choose an incorrect sized image, that image will not appear when you preview or save your banner.

The **Description** is the copy that is below your header. You can type into the **Description** box but it is one long sentence and you won't be able to see the entire copy until you **Preview** or **Save**. It may be easier to cut and paste from another document in this box so you can see the entire copy. **Ctrl+Shift+C** on a PC or **Cmd+Shift+C** on a Mac, to cut copy from an original document. **Ctrl+Shift+V** on a PC and **Cmd+Shift+V** on a Mac to paste into the **Description** area.

The **Alt Tag** is the purple box below your main copy for the banner. You would use **Forward URL** if you wanted to link your page directing your viewer to another page with more information. You do not have to use a link but it further enhances the user experience to do so.

Target should remain the **Same Window** unless you want to direct your viewers to a new page taking them away from the home page. It is beneficial to keep your viewer on your site.

You can **Preview** your edits and either **Save as Draft** (to continue later) or **Save & Publish** to view online immediately or by the dates set in **Requested Publish Date/Time**.

Under the image on the home page, you will see a series of dots. This reflects how many banners you have online. Suggested number is 3-5 banners total. It is wise to keep at least one evergreen banner that will always appear on your site.

BANNER GROUPS: This is the tab to the right of the **Edit Banner Group**. You should have the **Banners Group Name** (your church) checked ✅ to view it online on your home page.

Date Range: This can be left blank to run continuously or you can enter dates (From: and To:) to begin or archive a banner within a certain date range. If you know an event will end on a specific date it is best to add the archive date so it deletes automatically. This does not mean the banner is erased – it is still in under **Banners** but not within the viewable dates. If this is an annual event (Easter, Christmas, etc. is is good to save these banners and update the dates and information each year.

Weight is the order in which the banners appear and **Group Total** is the total number of images you can have. You must enter a **weight** to view online. The **weight** is the order that the banners are displayed. You may have to go back and adjust the weight of each banner in order to see the banners in the correct order. Suggested number is 3-5 banners total. It is wise to keep at least one evergreen banner that will always appear on your site.

BANNER TRIGGERS: We will not need this function.

If you do not see your banners live on your site:

Edit Homepage: From the **Welcome** section at the top choose **Edit Homepage** (or hit the **Eagle icon** in the upper left to take you to this page). When you hover over the banner area an **Options** button appears. Choose your church name from the drop down menu. **Save** this page.

ASSET MANAGER This is the library of images for your site
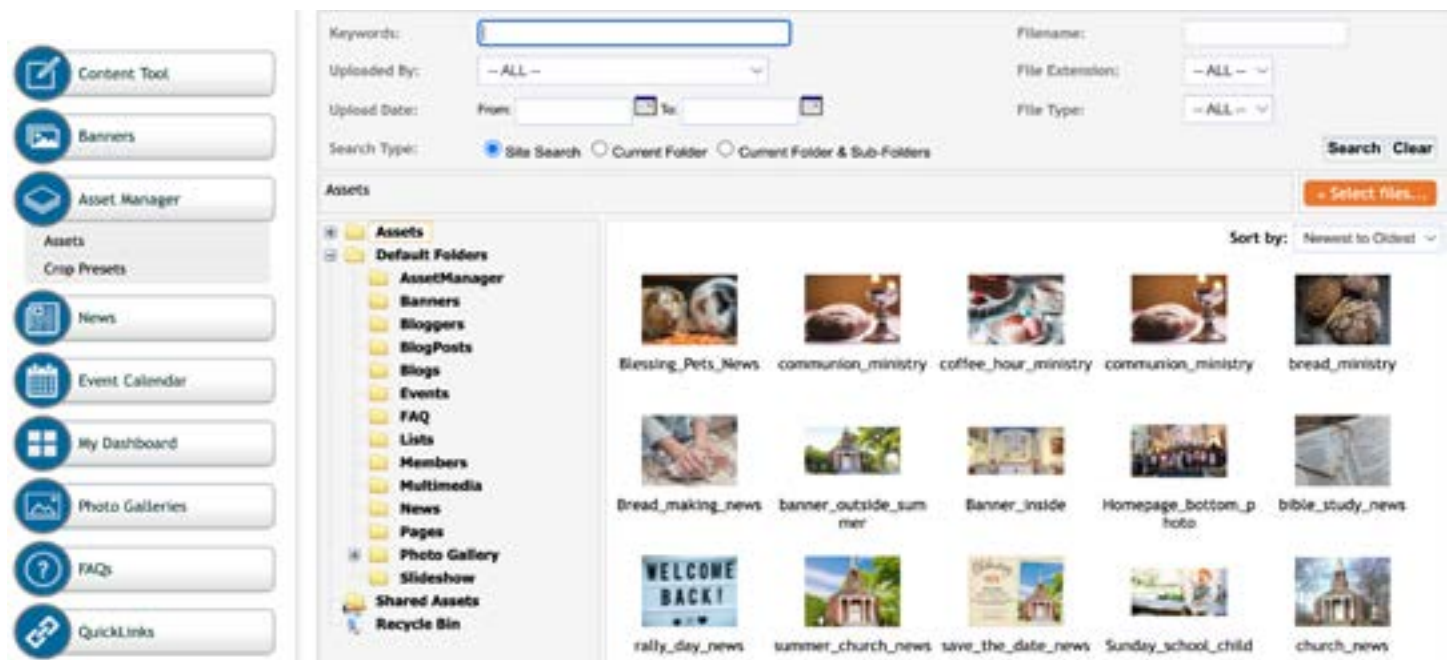
ASSETS

Banners Folder: This contains all your **banner images** for your homepage.

Events Folder: This folder contains all your **event images** for your homepage.

News Folder: This folder contains all your **news images** for your homepage.

Keywords: Enter a word to search for. You must use the **Search** button and not the **Return** key.

Uploaded By: You can search by a person who uploaded a file.

Upload Date: You can search by date for a file.

Search Type: Determines where the file is you are searching for. You must use the **Search** button and not the **Return** key.

File Name: You can search by specific file name.

File Extension: You can search by file format.

File Type: You can specify which type of file you are searching for.

+Select files…: To upload a file from your computer to load into your Assets. Image must be sized correctly before saving to Asset Manager

Sort by: You can sort your images alphabetically or by date uploaded.

Different areas of your site require different sized assets. Please see each category in this manual for specific sizes. Please be careful to always size images in x and y so the image is not distorted.

Please see if you need help in sizing your image in correct proportion. If you need help with your images, please contact microsites@mnys.org and we will help you.

At the bottom of the first page of the **Asset Manager** you will see the pages of assets by number that you can choose from.

HOW TO EDIT INFORMATION ON THE HOME PAGE

Using the **WYSIWYG Module** (under **Content Tool**) you can edit the various sections of your home page.

Header Links

Top Navigation Micro

Logo

Hero Slideshow Micro
Edited in Banners

Worship Times
WYSIWYG

News-Summary

Events/Home Summary Micro

Content

News-Summary

Ministries Offered
WYSIWYG

Content

Subscribe Box

Footer Block 1
WYSIWYG

Footer Block 2
WYSIWYG

Footer Sub-footer 2
WYSIWYG

Footer Sub-footer 1
WYSIWYG

WYSIWYG MODULES These modules are for the entire site but also contain the home page information
WYSIWYG = What you see is what you get.

HOW TO EDIT A PAGE

Select the **Pencil/Paper Icon** next to the page you want to edit you can edit either in the full editor or HTML format.

Full Editor: basic editing functions.

HTML Editor: Under the **Source** button you can edit in HTML.

HOW TO COPY A PAGE

Select the **Two Pages Icon** next to the page you want to copy.

A window will appear at the top of your page asking if you want to create a copy of this entry? Choose either **Cancel** or **OK**.

Change all attributes accordingly.

Save and **Publish**.

HOW TO DELETE A PAGE

Select the **Page/Trash Icon** next to the page you want to copy.

Delete.

If this is a page you won't use again deleting keeps your archives easier to handle. If this is a page that you can update regularly, you don't need to delete it – just archive it with using the archive dates.

CONTENT TOOL/WYSIWYG MODULES The information below pertains only to the home page.

Header Links: These links are at the very top of your home page. You won't update these.

Top Navigation Micro: From the **Manage Navigation** icon under the **Welcome Section Icons/Quick Links,** you will see the list of your drop-down navigation. You can change the titles and pages here using the **Pencil/Paper** icon.

Hero Slideshow: This is edited as described in the **Banners** section on <u>Page 13</u>.

Worship Times: This copy can be adjusted by using the **Pencil/Paper** icon.

News Summary: From the **Edit Home page** icon under the **Welcome Section Icons/Quick Links,** this section has an **Options** box where you can determine where your **News** information is being provided for your site.

Events/Home Summary Micro: This section has an **Options** box where you can determine where your **Events** information is being provided for your site.

Ministries Offered: These are your church's ministries or outreach areas and can be edited by the **Pencil/Paper** icon next to the page.

Content: From the **Edit Home page** icon under the **Welcome Section Icons/Quick Links,** this section has **Quick Edit** or **Full Editor** option buttons for copy and the image. The **image size is 960 x 500 and is JPG format**.

Subscribe Box: This copy can be adjusted by using the **Pencil/Paper** icon.

Footer Block 1: This copy can be adjusted by using the **Pencil/Paper** icon if your address, phone, or email information should change.

Footer Block 2: This copy can be adjusted by using the **Pencil/Paper** icon.

Footer Sub-footer 2: This copy won't change.

Footer Sub-footer 1: This copy can be adjusted by using the **Pencil/Paper** icon annually to update the year.

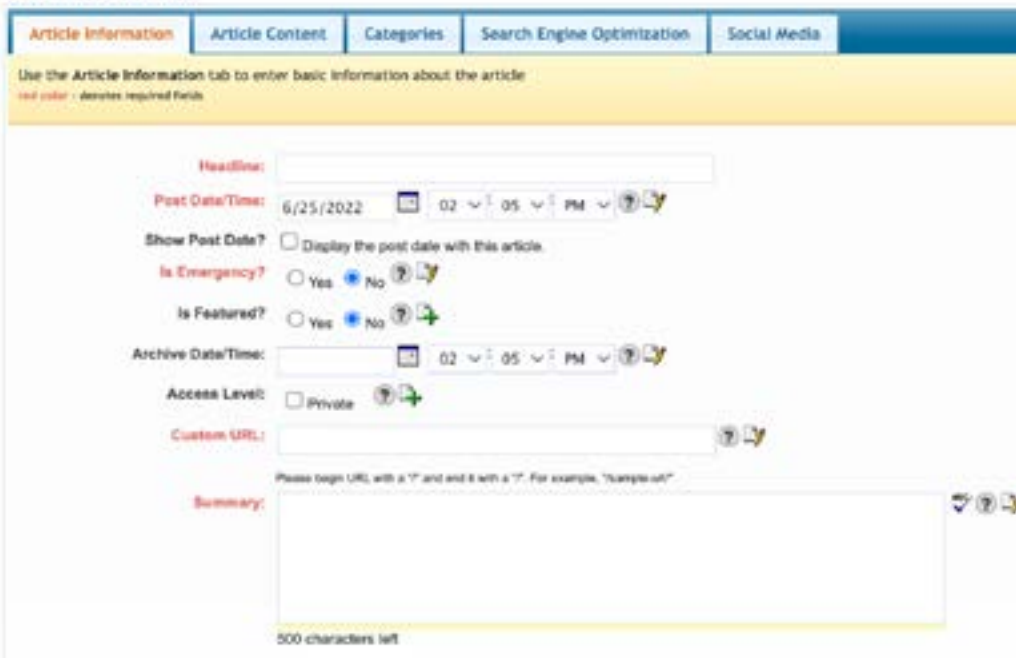## HOW TO CREATE A NEWS ARTICLE ON THE HOMEPAGE

How to create and add news items to your homepage. You should keep several evergreen events (coffee hour, Bible study, etc.) so there are always some news items on your page.

Open **News** from the left navigation tab.

Open **News Articles** and **Add New Article** at the top listed under **News Article Administration**.

ARTICLE INFORMATION TAB

Any entry in **red** must be filled in.

Headline: Enter the headline of your event.

Post Date/Time: If you have a specific date for the event to be posted enter that information here. You can always post before the event date to promote each event.

Show Post Date?: You don't need to post the date with the article.

**Is Emergency?:** Choose your option, but most likely will be **No** ✅.

Is Featured?: Choose **Yes** ✅ for the event to **appear** on your site.

Archive Date/Time: You can enter an archive date so the event is deleted after the event has happened. It is always good to do this so your website is always up to date and doesn't show past events being offered.

Access Level: Leave this unchecked so that all viewers can see.

Custom URL: Will automatically populate when you enter your headline.

Summary: You will have to enter content in this area but it will not be seen your site. You can always enter *"Please join us."*
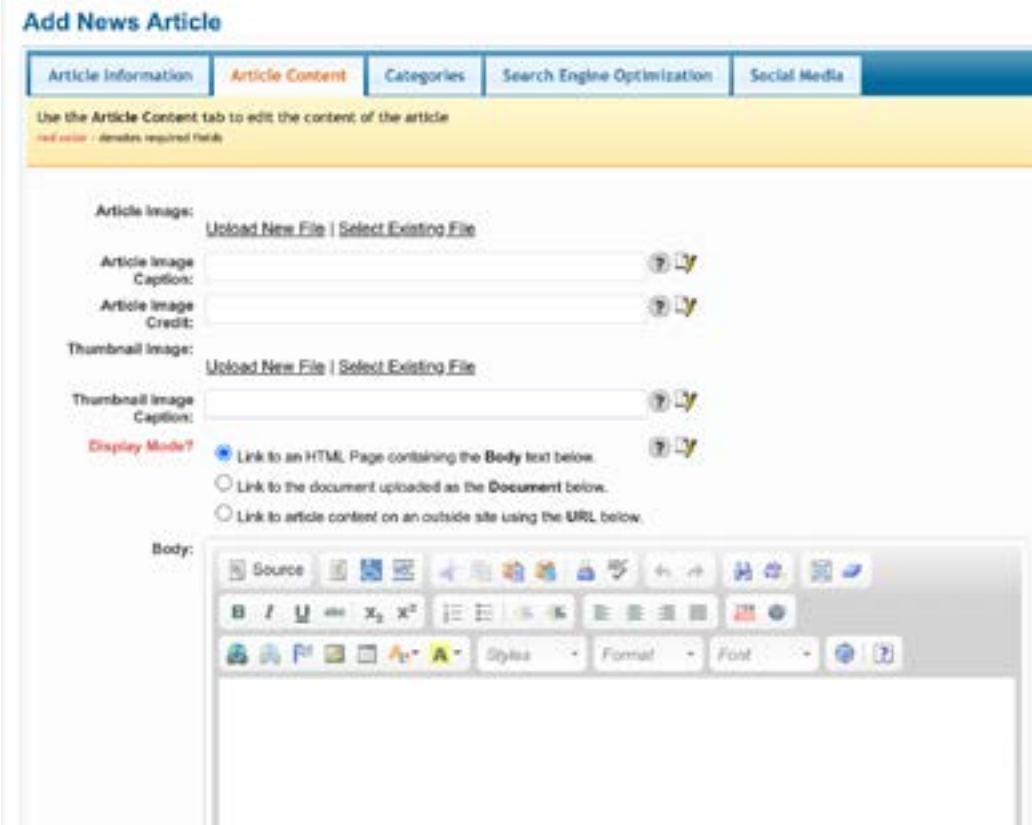
ARTICLE CONTENT TAB

Article Image: You can either **Upload New File** from your computer or **Select Existing File** from the **Asset Manager/News.** The **image size is 457 x 346 in JPG format**. Any image in the **Asset Manager** that has the word "news" in it's title can be used for your news articles. Other images will not appear correctly.

Article Image Caption: Enter a caption if desired. This is not necessary.

Article Image Credit: Enter a credit if desired. This is not necessary.

Thumbnail Image: If you have loaded an **Article Image** the same image appears here.

Thumbnail Image Caption: This is not necessary at this time.

Display Mode: Choose one of the three options. You will most likely **Link to an HTML Page containing the Body text below.**

Body: Enter the text information for your event.

> You can either type over the text in the box (Content here) or **Ctrl+Shift+C** on a PC or **Cmd+Shift+C** on a Mac, to cut copy from an original document. **Ctrl+Shift+V** on a PC and **Cmd+Shift+V** on a Mac to paste into the **Body** area to maintain consistent font style. It is very important to keep consistency in the font styles used on the site. You can change the formatted text under the **Normal** dropdown menu. *Please do not change the font style under the Font dropdown menu.* If your line spacing is off go under the **Normal** dropdown menu and choose **Normal (DIV)** to reset – then change your text accordingly.

Edit News Article

| Article Information | Article Content | Categories | Search Engine Optimization | Social Media |

Use the **Categories** tab to select which categories this article should be placed into
red color - denotes required fields

News Categories: ☑ St. Jacobus Lutheran Church ☐ MNYS

Preview   Save As Draft   Cancel

E-Alerts Options
☐ Put this item in the E-Alert queue
Publishing Options

Requested Publish Date: 6/25/2022   📅   Requested Publish Time: 02 ▽ : 58 ▽ : PM ▽

Save & Publish

CATEGORIES TAB

Select the category (your church) you want to see your event/news article displayed. If this is not checked, your news article will not be visible.

SEARCH ENGINE OPTIMIZATION

You can enter keywords for searches on the web

SOCIAL MEDIA

This is not activated at this time.

TO ADD ADDITIONAL CATEGORIES

You might use this function if you have a Preschool associated with your church.

Open **News** from the left navigation tab.

News
News Articles
Categories
Add News Article
Tool Parameters

Open **Categories** and **Add News Category** under **News Category Administration** window.

Category Name: Enter the name of the new category.

Is Active?: Check Yes ✅.

Is Default?: Check Yes ✅.

Display these under available RSS?: Check Yes ✅

Allow E-Alert sign ups?: Check Yes ✅.

Admin Groups: Leave as is.

Add News Category

Define News Category

To create a news category type in the fields below.
Then click the Save button to save the category.
red color - denotes required fields

Category Name: [   ]
Is Active? ○ Yes ● No ⑦🗘
Is Default? ○ Yes ● No ⑦🗘
Display these under available RSS? ○ Yes ● No ⑦🗘
Allow E-Alert sign ups? ○ Yes ● No ⑦🗘
Admin Groups: ☐ Administrator - Site 7 ⑦🗘
View All URL: [   ]

Save Cancel

The **Search Engine Optimization** and **Social Media** tabs are the same as all pages. Enter information here if desired.

You can **Preview** your page and then **Save & Publish**

in order to save your content.

HOW TO CREATE AN EVENT (COMING UP) ON THE HOMEPAGE

This is a glimpse of a calendar line-up of events you have coming up. It's a good idea to always have a few evergreen events so there is always an item populating this area.
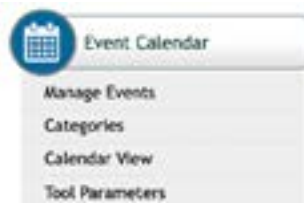
Open **Event Calendar** from the left navigation tab.

Open **Manage Events** and **Add New Event** at the top under **Event Administration**.

Event Name: Enter the name of the event.

Short Title: This is not necessary.

Multi-Day Event: Yes, if the event is more than one day. **No**, if only one day.

All Day Event: Yes, if the event is an all day event without specific start and end times. **No**, if there are specific start and end times.

Start Date: Actual date of the event.

Start Time/End Time: Enter the hour, minute and AM or PM.

Short Description: This area is not necessary.

Custom URL: This will be automatically created when you enter your event name.

Image: If you would like to use an image with your event you may load the image from the **Asset Manager/ Events**.

Thumbnail Image: This will load automatically when you choose an **Image** from the Asset Manager.

Details: Enter a description of the event.

You can either type over the text in the box (Content here) or **Ctrl+Shift+C** on a PC or **Cmd+Shift+C** on a Mac, to cut copy from an original document. **Ctrl+Shift+V** on a PC and **Cmd+Shift+V** on a Mac to paste into the **Body** area to maintain consistent font style. It is very important to keep consistency in the font styles used on the site. You can change the formatted text under the **Normal** dropdown menu. *Please do not change the font style under the Font dropdown menu.* If your line spacing is off go under the **Normal** dropdown menu and choose **Normal (DIV)** to reset – then change your text accordingly.

Categories: Your church(s) must be checked ✅ for the event to appear on your site.

Is Active: Must be checked ✅ for event to appear on your site.

Requested Publish Date/Time: Enter the date/time you would like this event to appear on your site. It will automatically use the date/time created unless you change it to a future date.

Recurrence: Choose one option.

> **None:** Event only occurs once.
>
> **Daily:** Enter how many days this event will repeat.
>
> **Weekly:** Enter which day this event repeats on and how many weeks the event will repeat.
>
> **Monthly:** Enter the number of months the event will repeat OR which day of the month and how many months the event will repeat.
>
> **Duration:** Choose the option based on your event.

Save & Publish: Publishes your event to your site.

Is Active: Must be checked ✅ for event to appear on your site.

Requested Publish Date/Time: Enter the date/time you would like this event to appear on your site. It will automatically use the date/time created unless you change it to a future date.

Documents: Click on **Add Document** if you want to attach additional informational files to this event.

Location: Choose your church name which should appear on the dropdown menu.

**Address:** Choose your church address which should appear on the dropdown menu.

Google Maps: Choose Click here to get coordinates from your Event's Location. This will automatically update the map to your location.

If event is at another location you would manually add the above information.

Save & Publish: Publishes your event to your site.

HOW TO CREATE A PHOTO GALLERY How to create and manage a photo gallery of images on the site.
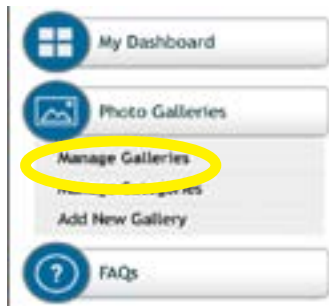
Using the **Photo Galleries tab** under the left navigation allows you to create and manage photo galleries.

To begin choose **Add New Gallery** from the dropdown menu.

1. Gallery Details: Enter **Photo Gallery Name:** naming the photo gallery.

Short Description: You can add a short description of the gallery if desired.

Categories: Choose the category you want your photos to appear under. If there are no categories or you want to begin a new photo gallery category you would go to the left nav bar and choose **Add New Gallery**, and give it a name and then choose that gallery when adding your photos. If you do not see the **Categories** listed, you only have one category.

Gallery Date/Time: Choose the date and time you would like your photo gallery to be available on your site.

Access Level: If this is a private page you would check the private box ✅. **This is not an available function.**

After all information has been entered hit the **Next>** button.

2. Upload Photo: Determines where your images are located to retrieve.

Bulk Upload: This allows you to upload multiple images at one time from your computer. These images will be saved to your Asset Manager.

Previously Uploaded Photos: This allows you to upload photos from the **Asset Manager**. You will have to hit the **Insert Assets** button on the lower left of the screen to upload the photo(s).

Zip File: This allows you to open a zip folder for upload.

Choose your option and hit the **+Select files...** button. Choose the images from the source you selected. (If you are uploading from **Previously Uploaded Photos**, choose your image from your **Asset Manager** and hit the **Insert Assets** button on the bottom right).

After all information has been entered hit the **Next>** button.

3. Photo Details: you will see the photos you have chosen for your photo gallery.

You can change the order of the photos using the arrows to the far left of the photo image.

You can remove the photo by clicking the trash icon next to each photo.

Any category header with an * must be filled out.

Photo Title: This is the default image name.

Photo Caption and Photo Credit: This is optional.

Photo Alt Text: Gives you the option of when you hover over a photo it displays the name of the photo.

Is Active: This box must be checked ✅ to view your photos in the gallery. You can have all photos active or select the photos you want to see now and not those you want to add/delete later.

After all information has been entered hit the **Next>** button.

4. Search Engine Optimization: This helps viewers find the site when searching on the internet.

Page Title: Enter the name of your page.

Custom URL: This will be the same as the name of your gallery.

Meta Description: This is a brief description of what is on this page. This description is what comes up when a viewer searches via Google.

Meta Keywords: These are words that would also come up when using Google for a search.

After all information has been entered hit the **Next>** button.

5. Social Media: This function is not available at this time.

After all information has been entered hit the **Next>** button.

Add Photo Gallery

| 1. Gallery Details | 2. Upload Photos | 3. Photo Details | 4. Search Engine Optimization | 5. Social Media | 6. Publishing Options |

Advanced Options

Is Featured? ○ Yes ● No

Gallery Archive Date/Time:

Is Active? ● Yes ○ No

Publishing Options

Requested Publish Date: 6/23/2022   Requested Publish Time: 07 12 PM

Save & Publish

< Back   Next >   Finish   Save as Draft   Cancel

6. Publishing Options: This allows you to save your photo gallery.

Under **+Advanced Options** you can change many features such as date and time the gallery is published.

Your photo gallery will not be viewable unless you check **Yes** ✅ in **Is Active?**

After all information has been entered you can **Save & Publish**.

You will add your Photo Gallery as a Photo Gallery module to the desired page in order for it to appear on your site.

Find the page you want to add this gallery to:

Add Module: Choose **Photo Gallery** **and choose** **Gallery-Listing**. Choose **Main (width 940px)** and **Add**.

To view your gallery use **Preview** in the upper left corner of your page to view. **Save** when completed.

IMAGES FOR YOUR SITE How to find a **royalty-free image** online for use on your microsite.

Many generic visuals are provided for you in your **Asset Manager**, but as you grow, you may need to add specific visuals for your church.

You can use photographs you have taken or have permission to use from the photographer or download images from a royalty-free website. *All images you use* **MUST** *be royalty-free. Using an image that is not royalty-free could result in copyright infringement and legal action from the owner of the picture. This could lead to financial penalties. It is always essential to ensure you have the appropriate licenses and permissions before using any images in your work.* You cannot use images from Google.

One site that currently offers free images is https://unsplash.com.

You can **search** for specific keywords for your image and download and save the image to your computer. These images must be resized for the particular use on your site. The recommended format for images is jpg but png and pdf work as well. Always search and download the largest sized file (hi-res) which will give you higher resolution and reduce blurry images. The images are measured in pixels.

The images used for our homepage banners, news, and events must be in specific sizes to publish correctly. Your Asset Manager has many generic visuals, but in time, you might add detailed visuals for your church.

HOW TO SIZE AN IMAGE How to correctly resize an image for your microsite.

The images that are used for our homepage banners, news and events **must be specific sizes** to publish correctly. There are many generic visuals in your **Asset Manager** but you many need to add specific visuals for your church.

The sizes for the microsites are as follows:

Banners: 1050 x 540

News & Events: 457 x 346

Staff Headshots: 200 x 200

Homepage Bottom Photo: 960x550

The most important thing about your images is that they need to be proportionate to the original image – not distorted (stretched).

If you need help in sizing images correctly, please don't hesitate to email microsites@mnys.org and we will be happy to help.

One option is a free application called **Photopea**. (https://www.photopea.com/)This app can resize an image to the correct dimensions. There are other apps available that you might be familiar with, but you want to be sure that it can resize the correct dimensions and not just scale the image in proportion to the original size.

HOW TO USE PHOTOPEA This is a free site you can use to resize your images

Download the app Photopea at https://www.photopea.com. You can use the free version.

Open the Photopea application.

File
New
New Project
Enter the width and height in pixels (see specific image sizes on Page 31)
Return – you will see your image size on the template (white box)
Drag your downloaded image from your computer onto the Photopea area (white box)
Edit
Free Transform
Drage the corners of the image to fit the space – there will be some overlap
Using the arrows on your keyboard (or move tool) you can move the image within the white box to position
File
Export as JPG
Change the Name of the image
It will be downloaded to your computer