

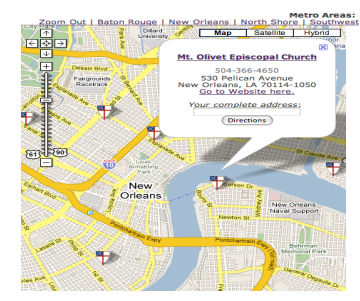
Digital Faith Community PAGE TYPES

Content Page

Publication Page

People

Events



Content



News



Profiles



Lists



Mashup



Blogs



Directories



Registration



Multimedia



Archives



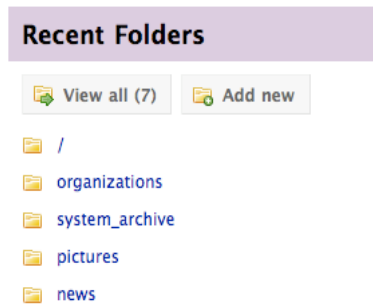
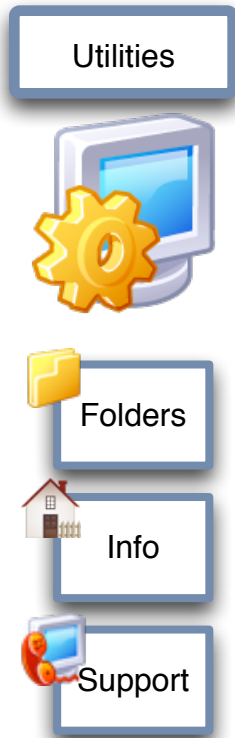
Connections



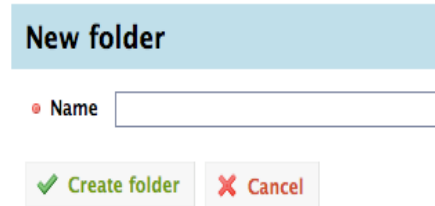
Payments

Digital Faith Community

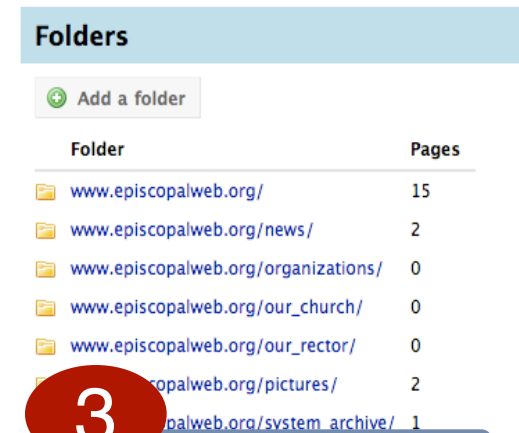
CREATING FOLDERS



1 Click on "Add new"



2 Give your folder a name.



3 You can view a list of pages in a folder by clicking on the folder link.

NOTE: You can view a list of pages that are only in one folder by navigating to the folder and selecting it. You'll see a list of pages that are filter to include pages from just that folder.

Digital Faith Community CREATE A WEB PAGE



Content















Mashup



Multimedia

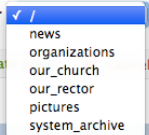
Recent Pages

-  View all (12)  Add new
-  Home Page 1 day ago
 -  slideshow 1 day ago
 -  newsletters 11 days ago
 -  Test 12 days ago
 -  Test2 about 1 month ago
 -  Bishop Lee about 1 month ago
 -  Sign Up Now about 1 month ago
 -  Thank You about 1 month ago
 -  About Us about 1 month ago
 -  Features about 1 month ago

1

Click on "ADD NEW" from the your pages menu.

New page



- news
- organizations
- our_church
- our_rector
- pictures
- system_archive

2




Give you new page a simple but descriptive name.

Select the Folder you want your page in.

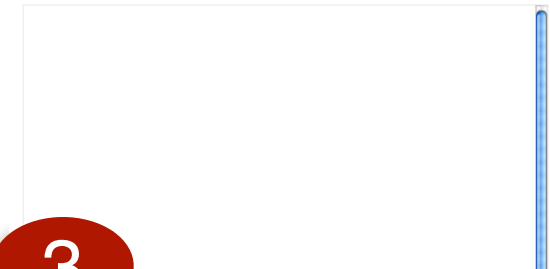
Don't choose 'organizations'

Page

Title Sample Mission Blog

 Edit page  Customize  Delete page

Preview



3

Your page is now ready to edit.

Click the edit button to begin adding content.

NOTE: You will want to add your folders before beginning to add pages. If you are using a system generated navigation menu you new page will be displayed under the folder you have selected. If you have not selected a folder you page will show up in the top level of your site navigation.

Digital Faith Community CREATE A PUBLICATION



Top Publications

View all (5)	Add new
Episcopal Web News	13 posts
News and Updates	3 posts
Mission Trip Blog	1 post
Mission Blob	0 posts
News Archive	0 posts

1

Click on "ADD NEW" from the your publications menu.

New publication

• Title

• Folder /

• Create

- news
- organizations
- our_church
- our_rector
- pictures
- system_archive

2

Give your new publication a simple but descriptive name.

Select the Folder you want for your publication.

Don't choose 'organizations'

Publication

Title Episcopal Web News

Recent posts

View all posts (13)

- Title
- New Features Added
 - Canon 20 revised by Council
 - Emmaus House Christmas offers opportunities for many to participate
 - Columbus native, Atlanta priest is new ERD director of church relations of Atlanta hears from African bishop, revises funding canon

3

You are now ready to add posts to your publication.

Click the "Add a post" button to begin adding posts.

NOTE: You will want to add your folders before beginning to add publications. If you are using a system generated navigation menu your new publication will be displayed under the folder you have selected. If you have not selected a folder your publication will show up in the top level of your site navigation.

Digital Faith Community

ADD A POST



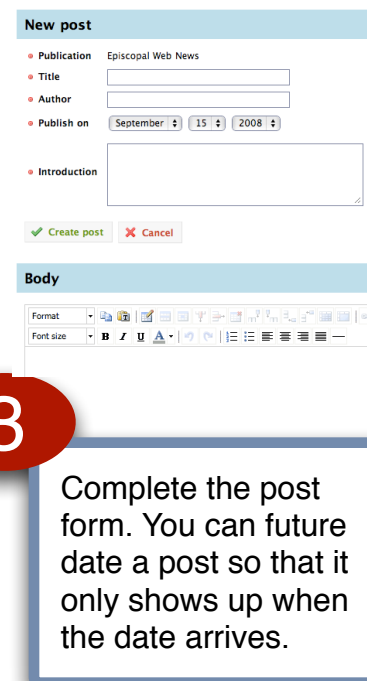
1

Click on the publication you'd like to add a post to. Don't click 'Add new'.



2

Click 'Add post' or click on the post you'd like to edit.



3

Complete the post form. You can future date a post so that it only shows up when the date arrives.

NOTE: To add a post first click on the publication you'd like to add a post to. Don't click 'Add new' to add a new post.

Digital Faith Community

ADDING OR EDITING PEOPLE



Profiles



Directories



Connections

People

[Add a person](#)

Last name	First name	Email	Location	Church	Connections
Beacher	Brandon	brandon.beacher@gmail.com	Decatur, GA		0
Beacher	Brandon	brandon@thewildwildrest.com	Decatur, GA		0
Hagan	Dave	dhagan@digitalfaith.org	Louisville, KY		1
Herold	janet	janet@herold.org	Decatur, GA		0
Herold	Patrick	patrick@herold.org	Decatur, GA	Various	1
Jones	Jonathan	jjones@digitalfaith.org	Columbia, SC		0

1

Click on "Add a person" from the people list or select the person you'd like to edit.

People

New person

Honorific

First name

Last name

Gender Male Female

Birthday

Contact

Email

Phone

City

State

Zip

Password

Password

Password confirmation

2

Complete or update the person form.

Patrick Herold

patrick@herold.org

Person

Occupation Digital Faith Founder

[Edit person](#) [Delete person](#)

Parochial

Baptism 09/29/1964

Member Since 2005

[Edit person](#) [Delete person](#)

Recent Connections

[View all \(1\)](#) [Add new](#)

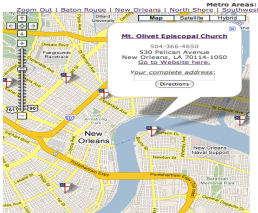
St Memphis Demo (Memphis)

3

Manage connections to parishes by clicking 'Add new'.

NOTE: People can create and manage their own profiles online at: <http://yoursite.org/people/>

Digital Faith Community CREATING EVENTS



Upcoming Events

View all (11) Add new

Training Session 1 day from now

Training Test Event over 3 years from now

1

Click on "Add new"

2

Complete the event form.

Event

- Title
- Starts - :
- Ends - :

Address

Start typing to search for an existing address
Or, type in a new address

Street

City State Zip

Packages

Add new

Title	Quantity	Unsold	Sold	Price	Total
Training and lunch	10	10	0	\$0.50	\$0.00
Training Only	∞	∞	0	Free	Free

3

Click 'Add new' to create a registration package. Create a package for each item you'd like to allow people to register for.

NOTE: For each package with a price, visitors to your site will be able to register and pay for the event online. Using Amazon Payments you'll receive a monthly check for 95% of the total event registrations .