

Instructions to update content to the council page of the website
As of April 4, 2021

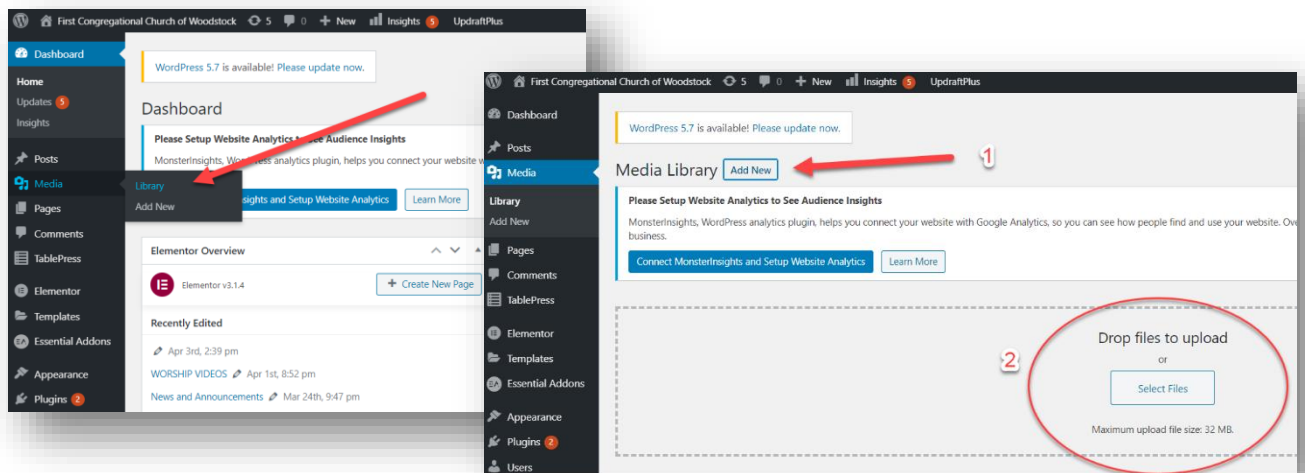
To update the council information on the website.

1. Save documents as a PDF... using the following naming convention where the date (year.month.day is the date of the council meeting that the document pertains to.

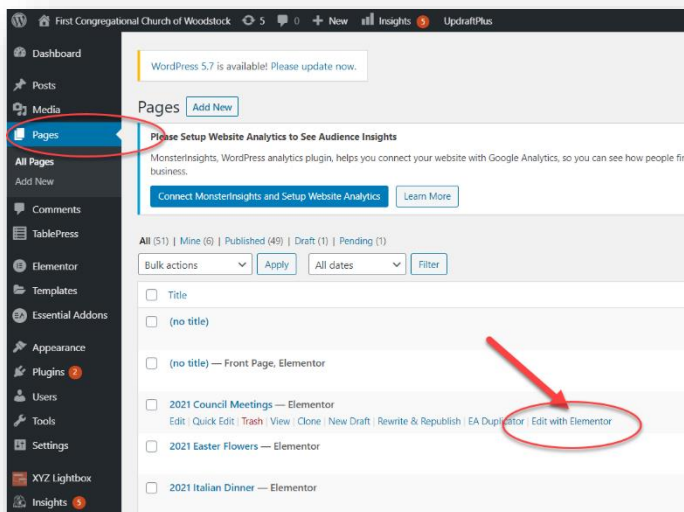
yyyy.mm.dd name of item.PDF

For minutes and other items that council will approve, add APPROVED or DRAFT at the end of the document name to distinguish between minutes that are being presented, e.g., minutes etc., proposals. Reports and updates do not need this addition. Look at prior months to see how this works.

2. Login to the FirstChurch WordPress website
3. Upload the PDF files to the Media library.

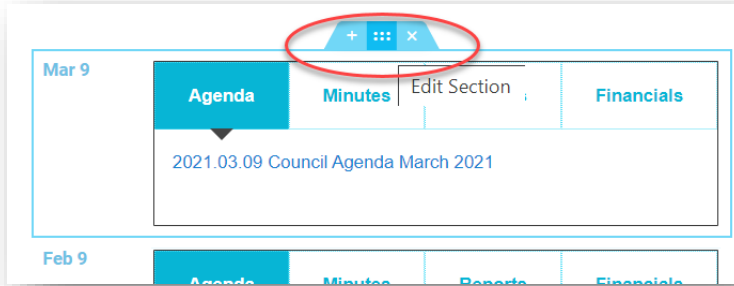


4. On the Pages menu, select the 2021 Council Page and click “edit with Elements”

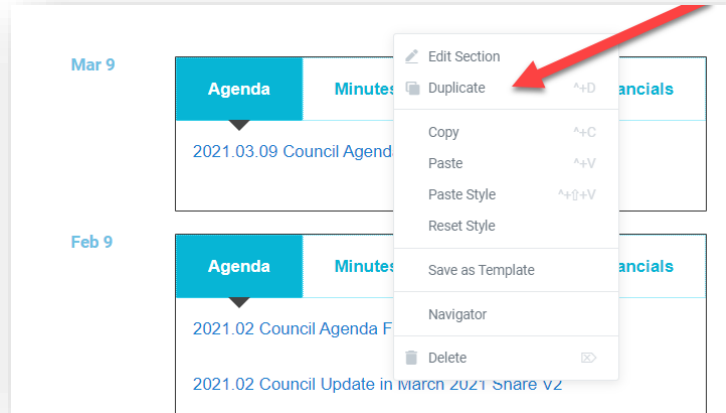


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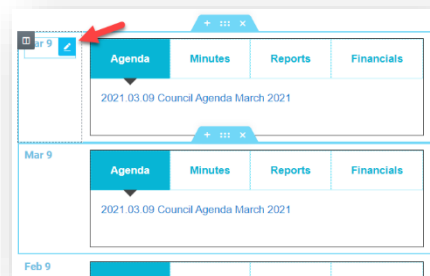
5. To add a new section for a Council Meeting do the following:
 - a. Move your cursor over the tabs at the top section associated with the most recent council meeting.



- b. Right click on the section and select “duplicate” from the popup menu

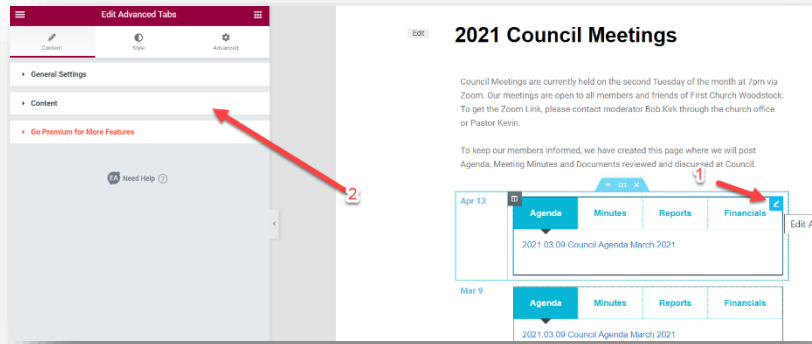


- c. On the new (duplicated) section for the Council Meeting (the one on top) change the date from the prior month’s meeting to the new date by clicking the pencil icon that appears when you move your cursor over the date; and then modifying the date in the content section that appears on the far left of the screen.

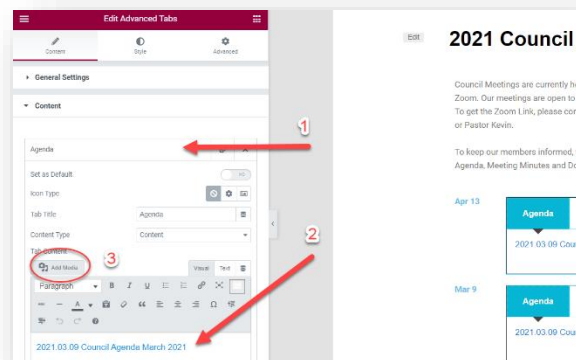


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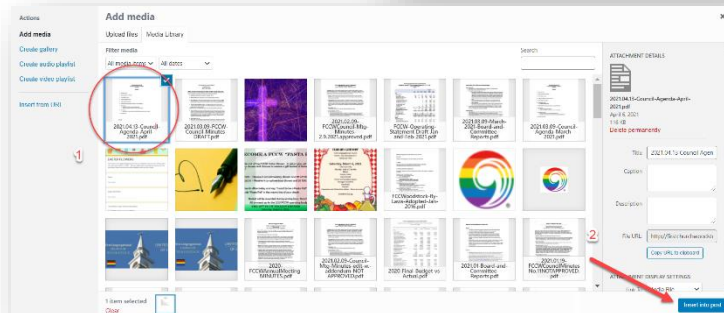
6. To add or change content to a council meeting, rename documents, create place holders for agenda, minutes, reports, financials.
 - a. Click the pencil icon that appears in the upper right-hand corner of this section (1). Then click on “Content” on the left side of the screen (2).



- b. To update the agenda, replacing the duplicate copy of last month with the agenda file you previously uploaded (step 3 above), Click “agenda” (1), then in the content section that appears, highlight the name of the duplicate agenda (2). Click “add Media” (3).



- c. Select the file for the agenda (1). If the file is not there you can upload it by clicking



- upload files. Select “insert into post” (2).

 - d. Select each tab to update related content or remove the links and create names as place holders for reports, financials, etc. with may be presented, but are not yet available.

 - e. Click UPDATE when finished to make changes visible on the website.