



Liturgical Publications Inc
Connecting Your Community™

USER MANUAL



Welcome to WeConnect, a user-friendly website builder for your church or organization. WeConnect lets anyone easily create a beautiful, professional website with no programming experience necessary.

WELCOME

ENGAGE

EVANGELIZE

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GETTING STARTED

To get started building your site, log in by going to **YourWeConnectSiteURL/manage**, and entering your e-mail and password. If you do not know your site URL or password, please contact your support representative.

Once you have logged in, you will be taken to the WeConnect **Dashboard** where you will see a list of **Recent Actions**, a section for **WeConnect News**, and a menu bar that will serve as your site guide.

The screenshot shows the WeConnect Dashboard for a user named Stefan Kramer. The dashboard includes a sidebar menu with options like Pages, Menu, Blog, Photos, Events, Staff, Forms, School, News Feeds (RSS), About Us, Home Page Layout, and Change Theme. The main content area is divided into two sections: 'Recent Actions' and 'WeConnect News'.

Recent Actions

| USER/ACTION | DATE |
|--|---------------------|
| Duplicate of Duplicate of Testing created by Stefan Kramer | 06/17/2014 12:13 PM |
| My New Form created by Stefan Kramer | 06/17/2014 11:45 AM |
| 6/17/2014 photo album updated by Stefan Kramer | 06/17/2014 11:01 AM |
| File created by Manual Test Two | 04/15/2014 1:29 PM |
| Visit by Manual Test Two + | 04/15/2014 11:37 AM |
| Duplicate of of Testing deleted by Manual Test Two | 04/14/2014 3:56 PM |
| Duplicate of of Testing updated by Manual Test Two | 04/14/2014 3:56 PM |
| Duplicate of of Testing created by Manual Test Two | 04/14/2014 3:55 PM |
| Duplicate of Testing created by Manual Test Two | 04/14/2014 3:55 PM |
| Baptism updated by Manual Test Two | 04/14/2014 3:37 PM |

WeConnect News

WeConnect Version 1.19 is Live

We are excited to announce that WeConnect 1.19 is now live. This version features changes to repeating events, a printer friendly calendar view, blog comment moderation, and blog comment notifications. Repeating Events Add monthly repeating events to your calendar based on the day of the week. For example, you can now ...[Read More »](#)

WeConnect Version 1.18 is Live

We are excited to announce that WeConnect 1.18 is now live. This version features a brand-new theme, RSS feeds for all your blogs, site search capabilities, and a Facebook button for all themes. [See more WeConnect news](#)

This guide will take you through each section of the site outlining exactly how to build your site. Additional help resources can be accessed by clicking on the **Need Help?** icon located on the menu bar.

ABOUT US

The **About Us** section of your website houses the basic information for your church or organization, allows you to show publications on your Home Page, lets you choose a Default Bible for searches, integrates additional LPi products into your site, and includes a Google Analytics code if you wish to track site traffic or other visitor information.

The **About Us** section is accessed by clicking on the **About Us** link from the left menu bar. When making any changes to this section, be sure to click the **Save Changes** button at the bottom to finalize the changes to your site.

Dashboard

Pages

Menu

Blog

Photos

Events

Staff

Forms

School

News Feeds (RSS)

About Us

Home Page Layout

Change Theme

Need help?

WeConnect
by iCahoon Technologies Inc.

Dashboard

Pages

Menu

Blog

Photos

Events

Staff

Forms

School

News Feeds (RSS)

About Us

Home Page Layout

Change Theme

Need help?

About Us

Title Name *

Logo Image

[Choose logo image](#)
[Remove logo image](#)

Welcome Message

Thank you for visiting the St. Clare of Assisi parish website! St. Clare's has been serving Catholic believers and our local community for over 100 years. Our parish family strives to bring the gospel of Christ into our daily lives at home, at school, and at work.

Welcome image

[Choose welcome image or slideshow](#)
[Remove welcome image](#)

Contact Information

Mailing Address 1

Phone

ex. 999-999-9999 or 999-999-9999 x99999

Mailing Address 2

Fax

ex. 999-999-9999 or 999-999-9999 x99999

City

State

Zip

Do Not Show Google Map on Contact Page
☒

Contact Email Address *

Facebook URL

Twitter Username

Additional Addresses

HOURS

Office Hours

Mon - Fri: 8:30 am - 5:00 pm
The parish office is closed on Holy Days.

Mass Times

Sat: 9:00 pm
Sun: 8:00 am, 10:30 am and 6:00 pm
Mon - Fri: 7:30 am

PUBLICATIONS AND SUPPORTERS

Show Publications Page
Maximum Number of Publications to List:

Publication distributions
☒ On distribution date
Choose from the list when you would like your publication distributed online

Show Supporters Page
Supporter list style:
☒ Alphabetical ☐

EXTERNAL SOURCES

Weather subdomain ([Loweather.com](#))

Webshare subdomain ([webshareonline.org](#))

EXTRA SETTINGS

Show Events Page
Default Bible (for search):
☒ American Standard Version (ASV) ☐

Google Analytics Id

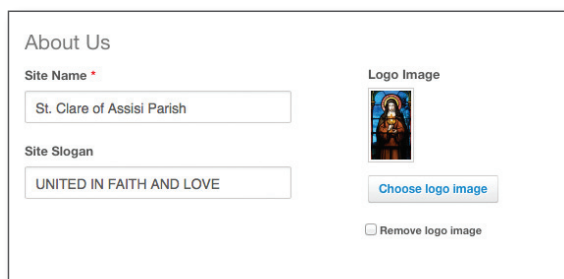
Enter the Google Webmaster Tools "File Verification" file name

[Save Changes](#)

Save Changes

ABOUT US

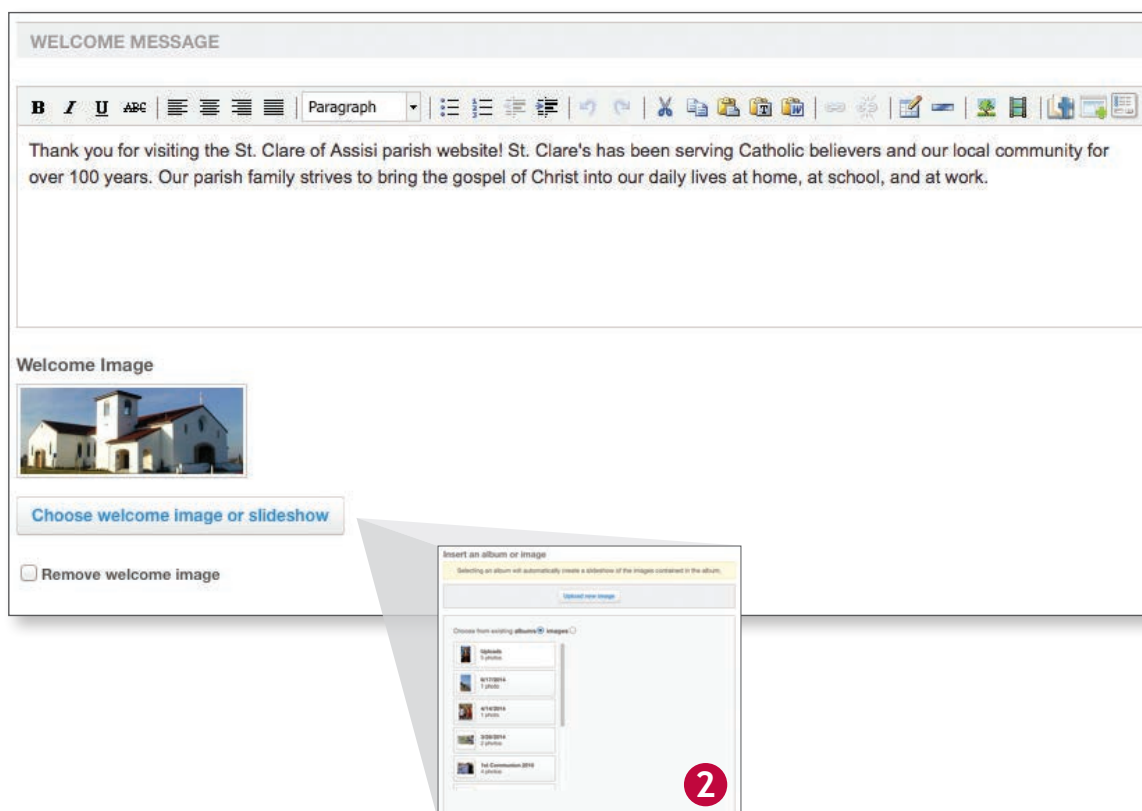
Basic Information



Enter your **Site Name** and **Site Slogan** in the corresponding boxes. Upload a **Logo Image** by clicking on the **Choose logo image** button and selecting an image from your computer.

Welcome Message and Image

1



1

Enter your **Welcome Message** into the corresponding text box. This should be a simple message that tells visitors to your site what defines you as a church or organization and thanks them for visiting your site.

2

Upload a Welcome Image by clicking on the **Choose welcome image or slideshow** button. This will open up the **Insert an album or image** dialogue box. You can choose existing albums or images, or choose a new one by clicking on the **Upload new image** button and selecting an image from your computer. All files must be in GIF, JPG, JPEG, or PNG formats.

Note: Selecting an existing album will automatically create a slideshow of those images. For more on creating albums, go to the **Photos** section of this manual on page 18.

Contact Information and Hours

Fill in your mailing address, phone number, e-mail address, and other contact information in the corresponding boxes. Enter your **Office Hours** and **Mass Times** if applicable.

The image shows two overlapping form windows. The 'CONTACT INFORMATION' window on the left contains fields for Mailing Address 1 (205 Hilltop Drive), Mailing Address 2, City (Anna), State (IL), Zip (75409), Phone (703-887-1000), Fax, Contact Email Address (office@stclares.org), Facebook URL (http://www.facebook.com/grou), and Twitter Username (stclaresofallon). There is also a checkbox for 'Do Not Show Google Map on Contact Page' and a section for 'Additional Addresses'. The 'HOURS' window on the right has two sections: 'Office Hours' (Mon - Fri: 8:30 am - 4:00 pm, The parish office is closed on Holy Days.) and 'Mass Times' (Sat: 5:00 pm, Sun: 8:00 am, 10:30 am and 6:00 pm, Mon - Fri: 7:00 am).

Publications and Supporters

If Liturgical Publications currently prints your bulletins or other publications, you can choose to have them automatically appear on the **Publications** page of your site. Similarly, local businesses that support your publications will be featured on the **Supporters** page of your site. If you wish to disable these pages, uncheck the box next to **Show Publications Page** or **Show Supporters Page**.

You can also select the **Maximum Number of Publications to List**, **Publication Distribution** date, and **Supporter list style** from the corresponding drop-down menus.

The image shows a form titled 'PUBLICATIONS AND SUPPORTERS'. It contains several settings: 'Show Publications Page' is checked; 'Maximum Number of Publications to List' is set to 5; 'Publication distribution' is set to 'On distribution date'; 'Show Supporters Page' is checked; and 'Supporter list style' is set to 'Alphabetical'. A note at the bottom of the distribution section says 'Choose from the list when you would like your publication distributed online'.

External Sources

If you are using our **WeGather** (Church Communications Network) or **WeShare** (Online Donations Made Easy) products, enter your organization's subdomain into the corresponding boxes to integrate them with your WeConnect site. If you would like more information about either of these products, visit www.4LPi.com.

EXTERNAL SOURCES

Wegather subdomain (.wegather.com)

Weshare subdomain (.weshareonline.org)

Extra Settings

If you wish to hide the **Events** page from your site, uncheck the box next to **Show Events Page**. If you wish to change the **Default Bible** version used for searches on your site, choose the version you prefer from the drop-down menu.

If you are a Google Analytics user and would like to track the traffic to your WeConnect site, enter your unique **Google Analytics ID** in the corresponding box. If you use Google Webmaster Tools, enter the file name in the **Enter the Google Tools 'File Verification' file name** box.

EXTRA SETTINGS

☒ **Show Events Page**

Default Bible (for search):

Google Analytics Id

ex. UA-XXXX-YY

Enter the Google Webmaster Tools 'File Verification' file name

ex. google55a2a8b521b424ce.html

CHANGE THEME

The **Change Theme** section of your website controls the overall look, color, and design of your entire site. Changing themes *does not* change any of the content you place on any other page or section of the site.

The screenshot illustrates the 'Change Theme' interface in the WeConnect website administration system. On the left, a vertical sidebar menu lists various site management options, with 'Change Theme' highlighted in blue. The main area, titled 'Select a Theme', presents a grid of theme preview cards. The 'Earth' theme is marked as the 'Current selected theme' with a blue border. Other themes include Watercolor, Rays of Light, Stained Glass, Cross, Clouds, Crisp, Traditional, Modern, Stone Tablet, and Sandstone. A 'Save Changes' button is located at the bottom of the theme selection area. A callout box at the top right of the interface displays the user's name 'Stefan Kramer', links for 'Account Settings' and 'Sign Out', the site name 'St. Clare of Assisi Parish', and a 'Visit site' button.

The **Change Theme** section is accessed by clicking on the **Change Theme** link from the left menu bar. This will bring up the **Select a Theme** screen and you will be able to choose a different theme for use on your site.

Arriving at this section, you will see a full selection of available WeConnect themes. The **Current selected theme** will appear highlighted in blue. To change it, click on the theme you want, select a color, and then click the **Save Changes** button at the bottom to finalize the changes to your site.

To view the theme in place on your website, click on the **Visit site** link located in the top right corner. You can change themes as often as you like to find what works best for your church or organization.

HOME PAGE LAYOUT

The **Home Page Layout** section of your website allows you to organize the information on your site's home page to fit your church or organization's specific needs. Display events, photos, hours, or any information you want using our easy drag-and-drop tool.

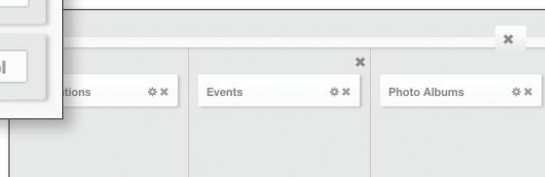
The **Home Page Layout** section is accessed by clicking on the **Home Page Layout** link from the left menu bar. You can choose a **Default** or **Suggested** layout from the **Layouts** drop-down menu or choose to create your own using **Columns** and **Panels**. When making any changes to this section, be sure to click the **Save** button at the top to finalize the changes to your site.

The screenshot displays the WeConnect Home Page Layout editor. The left sidebar contains navigation links: Dashboard, Pages, Menu, Blog, Photos, Events, Staff, Forms, School, News Feeds (RSS), About Us, Home Page Layout (selected), and Change Theme. The central workspace shows a grid layout with various panels like Welcome, Publications, Events, Photo Albums, Donate Now, Super Fun Events, Office Hours, Staff, Mass Times, Bible Search, and RSS Reader. The right sidebar has sections for Layouts (My Layout selected), Columns (One Column, 2 Column, 3 Col), and Panels (Bible Search, Events, Staff, Welcome, Mass Times, Office Hours, Blog Summary, Publications, Photo Albums, Twitter, Text, RSS Reader). A callout box highlights the 'Layouts' section, showing 'My Layout' selected, and a 'Columns' section with options for 1, 2, or 3 columns. Another callout box points to the 'Default' and 'Suggested' layout options.

Columns

The screenshot shows the 'Columns' menu with three options: 'One Column', '2 Column', and '3 Col'. The '3 Col' option is highlighted.

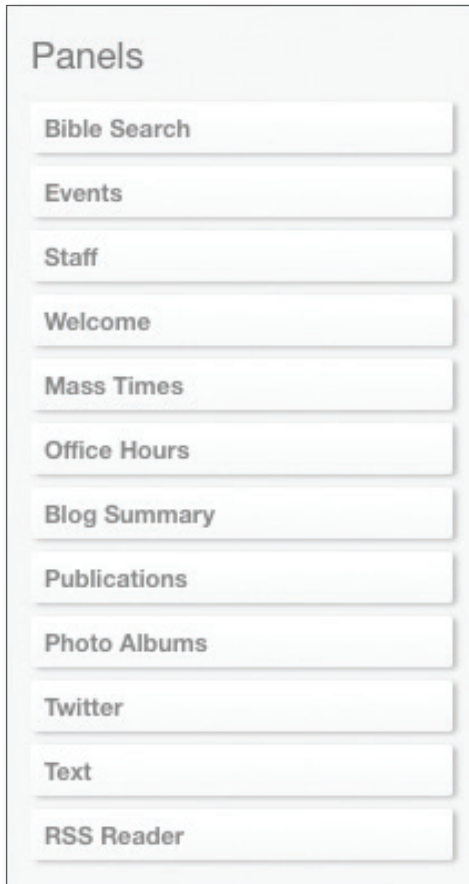
The first time visiting this section, you will see a layout of columns displayed on the page with various panels already in place. To adjust the number of **Columns**, simply drag and drop your choice from the **Columns** menu located on the right hand side of the layout.



To remove an existing set of columns, hover over it and you will see an X appear in the top right corner. Click it to remove.

HOME PAGE LAYOUT

Panels



Panels control what is displayed in each area of the individual columns. You can drag and drop panels from the **Panels** menu located on the bottom right hand side of the layout.

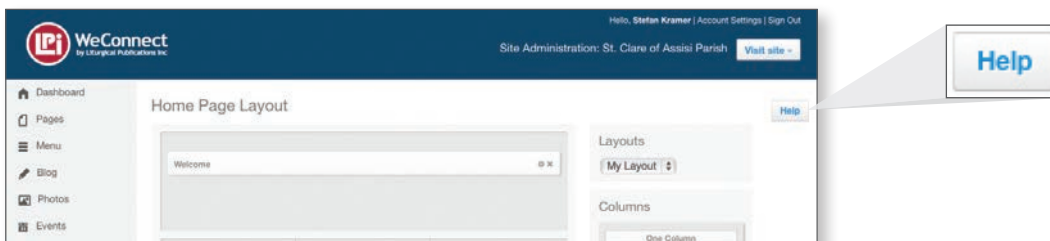
Each panel corresponds to information from a different area of the site with the exception of the **Text** panel. For example, events you have created in the **Events** section of the site would display in the **Events** panel.

The **Text** panel allows you to display any text, image, video, form, or Google Calendar you choose. Simply drag and drop the panel into a column and a **Message Content** box will appear.

Type directly in the box or click on the **Insert/Edit Image** or **Insert/Edit Embedded Media** icons to display images or videos. To insert a previously created form, click on the **Insert Form** icon. Lastly, if you are a current WeShare, WeGather, Facebook, or Google Calendar user, click on the **Insert Widget** icon to insert the corresponding widget.

Help

You can also access instructions on using **Columns** and **Panels** directly from the **Home Page Layout** screen at any time by clicking on the **Help** button located in the top right corner.



NEWS FEED (RSS)

Q What is a **News Feed**?

A RSS (Really Simple Syndication) is a format for delivering regularly changing web content such as news stories or blogs. Many news-related sites, weblogs, and other online publishers syndicate their content as an RSS feed.

You can upload multiple RSS feeds to your WeConnect site to publish frequently updated content—giving your visitors a reason to visit your site often, as well as aiding search engine indexing for your site so your site can be found easier on Google, Bing, or other sites.

To Add a News Feed

- 1 Click the **News Feeds (RSS)** link from the left menu bar to bring up the **News Feeds** dashboard.
- 2 Click the **Add News Feed** link from the left menu bar or click the **Add News Feed** button near the top of the screen.
- 3 Type or paste the full RSS news feed URL in the **News Feed Source** box.
- 4 Click the **Save News Feed** button to save the feed to your site. It can then be accessed from your site by clicking on the **News** menu.

The screenshot illustrates the steps to add a news feed. On the left, a vertical menu bar contains various site management options. The 'News Feeds (RSS)' option is highlighted in blue. A red circle with the number '1' points to this menu item. Below the menu bar, a sub-menu is visible, also containing 'News Feeds (RSS)' and 'Add News Feed'. A red circle with the number '2' points to the 'Add News Feed' button in this sub-menu. The main content area shows the 'News Feeds' dashboard. At the top of this dashboard, there is a button labeled '+ Add News Feed' with a red circle '2' next to it. Below this button is a table with two columns: 'TITLE' and 'FEED SOURCE'. The table contains two entries: 'Catholic Tech Talk' with the source 'http://feeds.feedburner.com/feedburner/unLy' and 'CNA Daily News' with the source 'http://feeds.feedburner.com/catholicnewsagency/dailynews'. Each entry has a 'Delete' button to its right. Below the table, there is a form titled 'Add a News Feed'. It has a label 'News Feed Source: *' followed by a text input field. A red circle '3' points to this input field. At the bottom of the form is a blue button labeled 'Save news feed' with a red circle '4' next to it. In the bottom right corner, there is a blue box with a white RSS icon and the text: 'Hint: To find the RSS feed URL for the News Feed Source, look for this icon on its website.'

NEW FEED (RSS)

To Delete a News Feed

- 1 Click the **News Feeds (RSS)** link from the left menu bar to bring up the **News Feeds** dashboard.
- 2 Click the **Delete** button next to the feed you wish to delete.
- 3 Click the **Delete News Feed** button to finalize the deletion. You will see a **Newsfeed Successfully Deleted** message near the top of your screen and the feed will disappear from your feeds list.

The image shows a two-step process for deleting a news feed. On the left, a vertical menu bar contains various site management options. The 'News Feeds (RSS)' option is highlighted with a red circle and the number 1. An arrow points from this menu item to the 'News Feeds' dashboard. The dashboard, titled 'News Feeds', features a '+ Add News Feed' button and a table with two columns: 'TITLE' and 'FEED SOURCE'. It lists two feeds: 'Catholic Tech Talk' and 'CNA Daily News'. A red circle with the number 2 points to the 'Delete' button next to the 'Catholic Tech Talk' feed. An arrow from this button points to a 'Delete News Feed' confirmation dialog. The dialog asks, 'Are you sure you want to delete the news feed titled **Catholic Tech Talk**?' and includes a warning: 'This will also remove all the related news articles from your website.' A red circle with the number 3 points to the 'Delete News Feed' button at the bottom of the dialog.

Dashboard Menu:

- Dashboard
- Pages
- Menu
- Blog
- Photos
- Events
- Staff
- Forms
- School
- News Feeds (RSS)**
- + Add News Feed
- About Us
- Home Page Layout
- Change Theme
- Need help?

News Feeds Dashboard:

| TITLE | FEED SOURCE | |
|--------------------|--|--------|
| Catholic Tech Talk | http://feeds.feedburner.com/feedburner/unLy | Delete |
| CNA Daily News | http://feeds.feedburner.com/catholicnewsagency/dailynews | Delete |

Delete News Feed Confirmation:

Are you sure you want to delete the news feed titled **Catholic Tech Talk**?

This will also remove all the related news articles from your website.

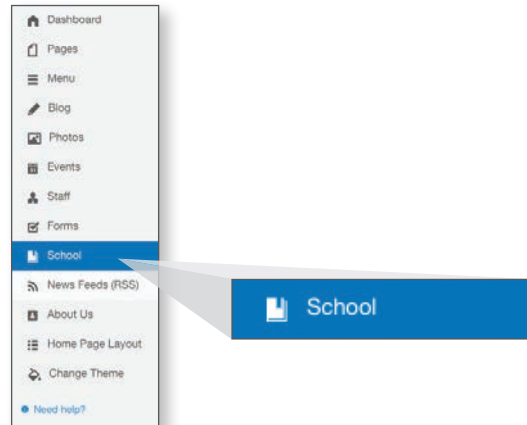
Delete News Feed

SCHOOL

The **School** section of your website houses information about your school such as name, address, contact information, and hours. If your school already has its own website, you can insert a hyperlink in your **Welcome Message** that directs visitors to that site. For instructions on creating a hyperlink, go to page 37.

Clicking on the School link from the left menu bar accesses the School section. If you do not see a **School** link on your menu bar and have a school, please contact your LPI customer service representative to have it activated.

When making any changes to this section, be sure to click the Save School Settings button at the bottom to finalize the changes to your site.



Basic Information

- 1 Enter your **School Name** in the corresponding box.

Welcome Message & Image

- 2 Enter your **Welcome Message** into the corresponding text box. This should be a simple message that tells visitors to your site what defines your school and thanks them for visiting your site.
- 3 Upload a **Welcome Image** by clicking on the **Choose welcome image or slideshow** button. This will open up the **Insert an album or image** dialogue box. You can choose existing albums or images, or choose a new one by clicking on the **Upload new image** button and selecting an image from your computer. All files must be in GIF, JPG, JPEG, or PNG formats.

A screenshot of the 'About Our School' form. It shows the 'School Name' field with 'St. Clare of Assisi Elementary' entered. Below it is the 'Welcome Message' text area with a rich text editor. The 'Welcome Image' section shows a preview of a group photo and a 'Choose welcome image or slideshow' button. A callout box points to this button.

Note: Selecting an existing album will automatically create a slideshow of those images. For more on creating albums, go to the **Photos** section of this manual on page 18.

Contact Information & Hours

Fill in your mailing address, phone number, e-mail address, and other contact information in the corresponding boxes. Enter your **Office Hours** and **School Hours**.

A screenshot of the 'Contact Information & Hours' form. It includes fields for 'Mailing Address 1', 'Mailing Address 2', 'City', 'State', 'Zip', 'Phone', 'School Hours', and 'Office Hours'. A 'Save School Settings' button is at the bottom.

STAFF

The Staff section of your website allows you to add, edit, or delete church or organization members and change the order in which they appear on your **Home Page**.

The Staff section can be accessed by clicking on the Staff link from the left menu bar. This will bring up your current list of **Staff Members** and allow you to add or edit existing staff members.

The image shows two parts of the staff management interface. On the left is the 'Add a Staff Member' form, and on the right is the 'Staff Members' list.

Add a Staff Member Form:

- 2** Prefix: [Text Field]
- 3** First Name *: [Text Field]
- Last Name *: [Text Field]
- Title *: [Text Field]
- Phone Number: [Text Field]
- Email Address: [Text Field]
- ☐ Featured Staff Member
- 4** Staff Member Image: [Choose staff image button]
- Bio: [Text Area]
- ☐ School Staff Member
- 5** **6** Save Staff

Staff Members List:

| 1 | 2 | 3 | 4 |
|-----------------------------|-----------------------|-----------------|--------|
| + | Staff Members | | Search |
| 1 | 2 | 3 | 4 |
| 1 | 2 | 3 | 4 |
| Parish Secretary | Dr. Jane Mills | [Edit] [Delete] | 1 |
| 1st Grade | Cheryl Robertson | [Edit] [Delete] | 1 |
| 2nd Grade | Tom Barrett | [Edit] [Delete] | 1 |
| 3rd Grade | Molly Sanders | [Edit] [Delete] | 1 |
| 4th Grade | Sara Peters | [Edit] [Delete] | 1 |
| Pastor | Father Frank Blackman | [Edit] [Delete] | 1 |
| 5th Grade | Mike Collins | [Edit] [Delete] | 1 |
| 6th Grade | Elizabeth Hill | [Edit] [Delete] | 1 |
| Director of Music Ministry | Sarah Brooks | [Edit] [Delete] | 1 |
| Director of Youth Formation | Cheryl Bazzan | [Edit] [Delete] | 1 |
| Director of Adult Formation | Thomas Gallagher | [Edit] [Delete] | 1 |

To Add a Staff Member

- 1 Click on the **Add Staff** link near the top of the **Staff Members** page or from the left menu column. The **Add a Staff Member** page will then display.
- 2 Fill in the blank fields. The following fields are required:
 - *First Name, Last Name, and Title*
- 3 Check the box for **Featured Staff Member** if you wish to display the staff member's name on your Home Page. Note that you cannot designate a staff member as both a Featured Staff Member and a School Staff Member. Attempting to do so will bring up a message in red saying *Staff cannot be both featured and school*.
- 4 Click the **Choose staff image** button to select and upload an image of the staff member. Images must be one of the following formats:
 - *GIF, JPG, JPEG, or PNG*
- 5 Check the box for **School Staff Member** if you wish to display the staff member's name on your school page. If you do not have a school, this option will not be available.
- 6 Click the **Save Staff** button at the bottom to save your changes. If the member was added successfully, a message will display stating *Staff Added Successfully*.

STAFF

To Edit a Staff Member

- 1 From the **Staff Members** page, select the staff member you wish to edit and click the **Edit** button located next to his or her name.
- 2 Make your changes and click the **Save Changes** button located at the bottom of the screen to finalize the changes to your site.
- 3 If you wish to delete a staff member, click the **Delete** button located next to the staff member's name.

The screenshot shows the 'Staff Members' page with a table of staff members. A red circle '1' highlights the 'Edit' button next to 'Sr. Jane Mills'. A red circle '2' highlights the 'Edit a Staff Member' modal, which contains fields for Profile, First Name, Last Name, Title, Phone Number, Email Address, and a checkbox for 'Featured Staff Member'. A red circle '3' highlights the 'Save Changes' button at the bottom of the modal.

| Role | Name | Edit | Delete |
|-----------------------------|-----------------------|--------|----------|
| Parish Secretary | Sr. Jane Mills | [Edit] | [Delete] |
| 1st Grade | Ordy Robertson | [Edit] | [Delete] |
| 2nd Grade | Tom Barrett | [Edit] | [Delete] |
| 3rd Grade | Molly Sanders | [Edit] | [Delete] |
| 4th Grade | Sara Peters | [Edit] | [Delete] |
| Pastor | Father Frank Blackman | [Edit] | [Delete] |
| 5th Grade | Mike Collins | [Edit] | [Delete] |
| 6th Grade | Elizabeth Hill | [Edit] | [Delete] |
| Director of Music Ministry | Sarah Brooks | [Edit] | [Delete] |
| Director of Youth Formation | Ordy Bacon | [Edit] | [Delete] |
| Director of Adult Formation | Thomas Gallagher | [Edit] | [Delete] |

To Rearrange Staff Member Order

- 1 From the **Staff Members** page, click and drag the arrows in the **Order** column on the right-hand side of each staff member.
- 2 When you have made all changes, click the **Save New Order** button located at the bottom of the screen to finalize the changes to your site.

The screenshot shows the 'Staff Members' page with a table of staff members. A red circle '1' highlights the 'Order' column on the right-hand side of the table, which contains up and down arrows for reordering. A red circle '2' highlights the 'Save New Order' button at the bottom of the page.

| Role | Name | Order |
|-----------------------------|-----------------------|-------|
| Parish Secretary | Sr. Jane Mills | 1 |
| 1st Grade | Ordy Robertson | 2 |
| 2nd Grade | Tom Barrett | 3 |
| 3rd Grade | Molly Sanders | 4 |
| 4th Grade | Sara Peters | 5 |
| Pastor | Father Frank Blackman | 6 |
| 5th Grade | Mike Collins | 7 |
| 6th Grade | Elizabeth Hill | 8 |
| Director of Music Ministry | Sarah Brooks | 9 |
| Director of Youth Formation | Ordy Bacon | 10 |
| Director of Adult Formation | Thomas Gallagher | 11 |

To Search for a Staff Member

- 1 From the **Staff Members** page, click into the **Search** box located in the top right corner.
- 2 Type the staff member's name in the box and click to **Search**. A list of matching staff members will be displayed.

The screenshot shows the 'Staff Members' page with a search box in the top right corner. A red circle '1' highlights the search box. A red circle '2' highlights the search results, which show a list of staff members matching the search criteria.

Search: [Search]

| TITLE | NAME | Edit | Delete |
|------------------|----------------|--------|----------|
| Parish Secretary | Sr. Jane Mills | [Edit] | [Delete] |

EVENTS

The **Events** section of your website allows you to add single or recurring events to the **Events** page of your website. These events can also be displayed on the front page of your site using the **Events** panel on your **Home Page Layout**. For more information on displaying panels, please refer to the **Home Page Layout** section of this manual.

The **Events** section is accessed by clicking on the **Events** link from the left menu bar. Events created will be displayed on a calendar on your site and will show the title, description, and time of each event.

To Add an Event

- 1 Click the **Events** link from the left menu bar.
- 2 Click the **Add Event** button located near the top of the screen or the link located on the left menu bar.
- 3 Enter the event **Title**, **Date**, **Time**, and **Description** in the corresponding boxes. If the event repeats, check the **Repeats** box and choose how often and when to repeat it as well as an end date.
- 4 Click the **Save Event** button located near the bottom to save the event to the site.

The screenshot illustrates the process of adding an event. On the left, a vertical menu bar contains various site management options. A red circle with the number '1' highlights the 'Events' link. A callout box shows a zoomed-in view of the 'Events' menu item, with a red circle and the number '2' highlighting the '+ Add Event' button. The main interface shows a calendar for June 2014 with a table of existing events. A red circle with the number '2' highlights the '+ Add Event' button at the top of the calendar. A modal window titled 'Add an Event' is open, with a red circle and the number '3' highlighting the 'Title' input field. At the bottom of the modal, a red circle with the number '4' highlights the 'Save Event' button.

Events

+ Add Event 2

June 2014

| TITLE | DESCRIPTION | START | END | RECURRING | |
|-----------|----------------|--------------------|---------------------|-----------|-------------|
| Adoration | In the chapel. | 05/02/2014 6:00 AM | 06/02/2014 11:59 PM | Forever | Edit Delete |
| Adoration | In the chapel. | 06/03/2014 6:00 AM | 06/03/2014 11:59 PM | Forever | Edit Delete |
| Adoration | In the chapel. | | | Forever | Edit Delete |
| Adoration | In the chapel. | | | Forever | Edit Delete |

Add an Event 3

Title *

Date *

☐ All Day

Start Time End Time

8:00 AM 9:00 AM

☐ Repeats

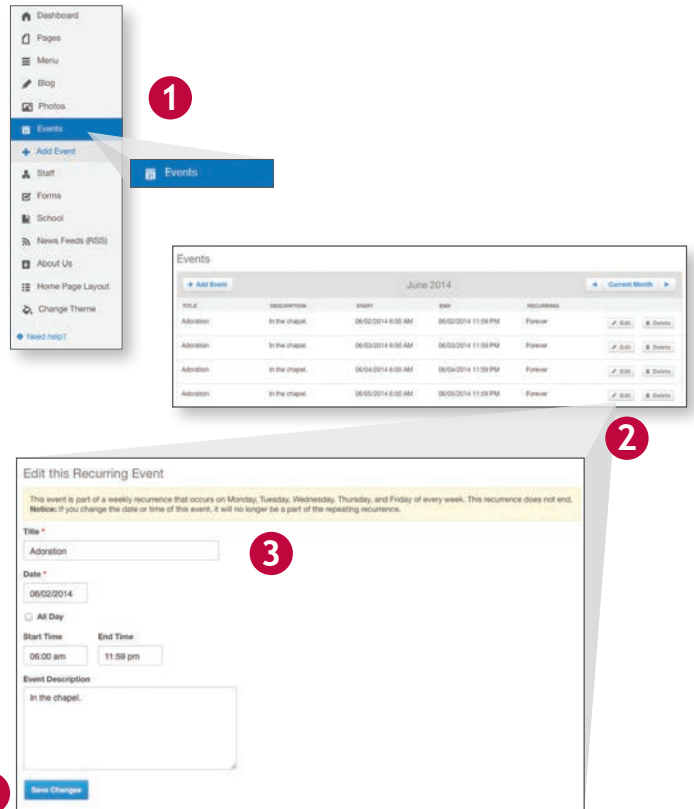
Event Description

Save Event 4

EVENTS

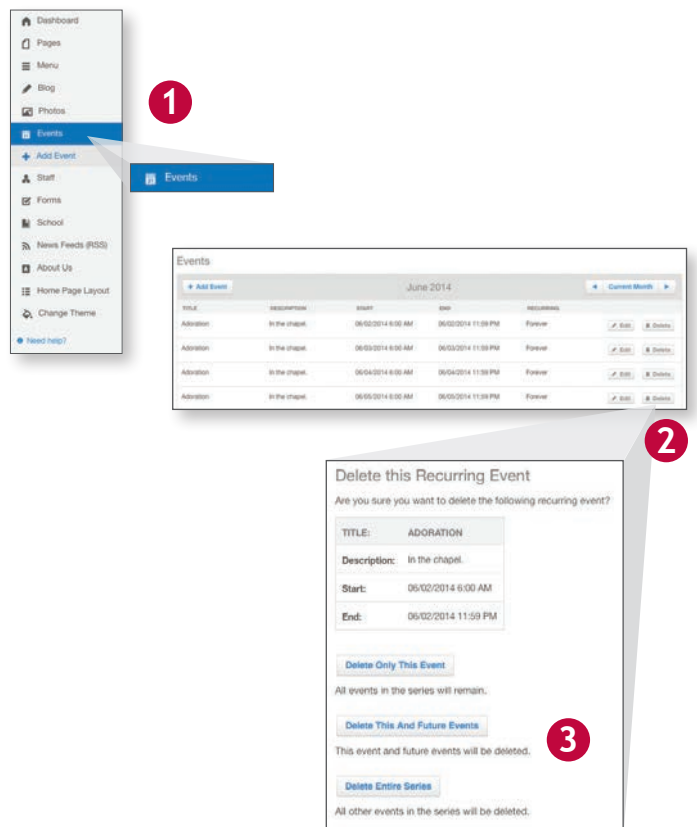
To Edit an Event

- 1 Click the **Events** link from the left menu bar.
- 2 Click the **Edit** button next to the event you wish to edit.
- 3 Make your changes.
- 4 Click the **Save Changes** button located near the bottom to save your changes to the site.



To Delete an Event

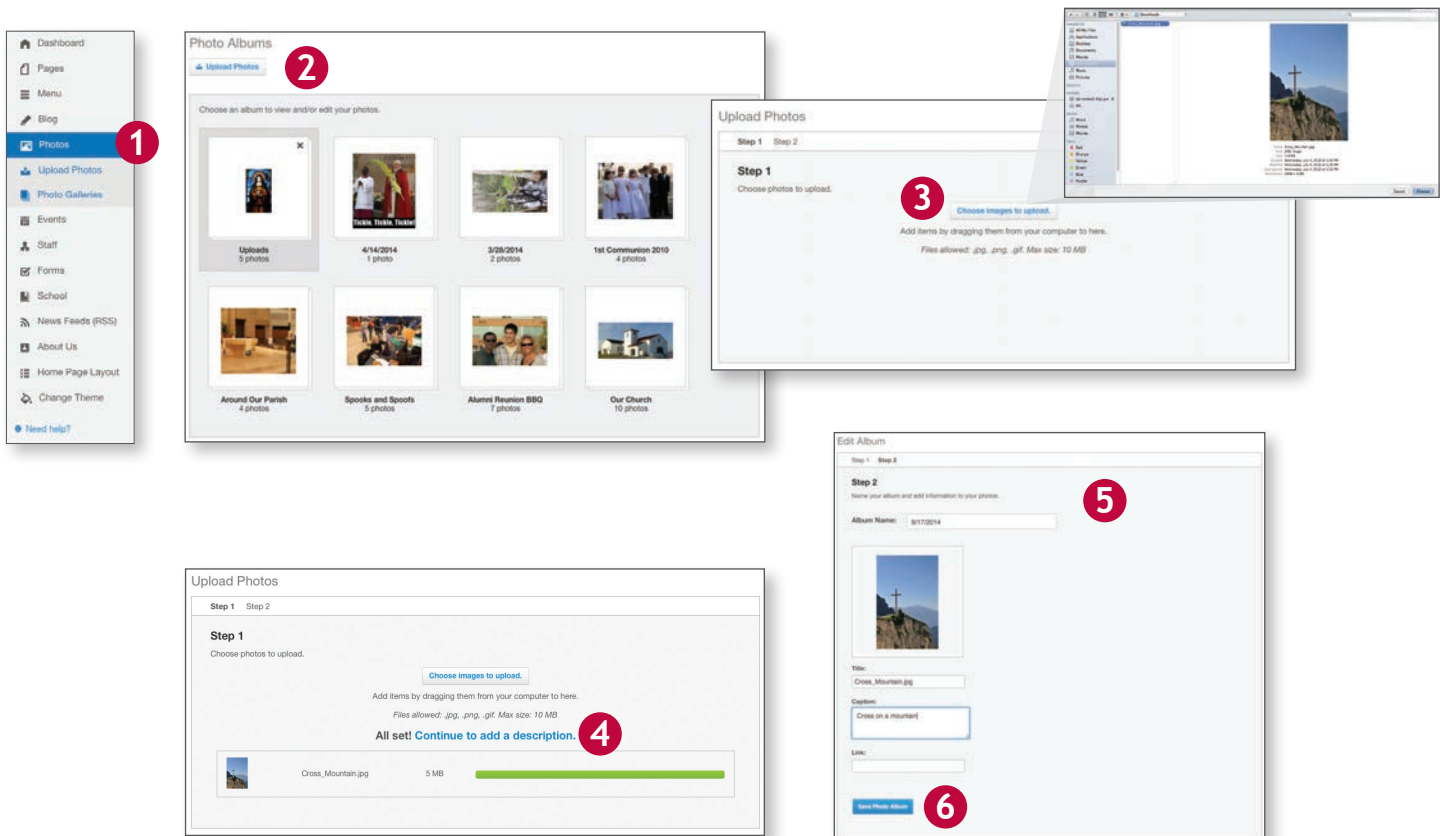
- 1 Click the **Events** link from the left menu bar.
- 2 Click the **Delete** button next to the event you wish to delete.
- 3 Click the **Delete** button to delete. If the event is part of a recurrence, you can choose to **Delete Only This Event**, **Delete This And Future Events**, or **Delete Entire Series**.



PHOTOS

The **Photos** section allows you to upload and edit images for use on individual pages or for placement in albums on the **Photos** page of your site. By default, all albums uploaded will appear as a gallery on your **Photos** page unless you choose to hide them from view.

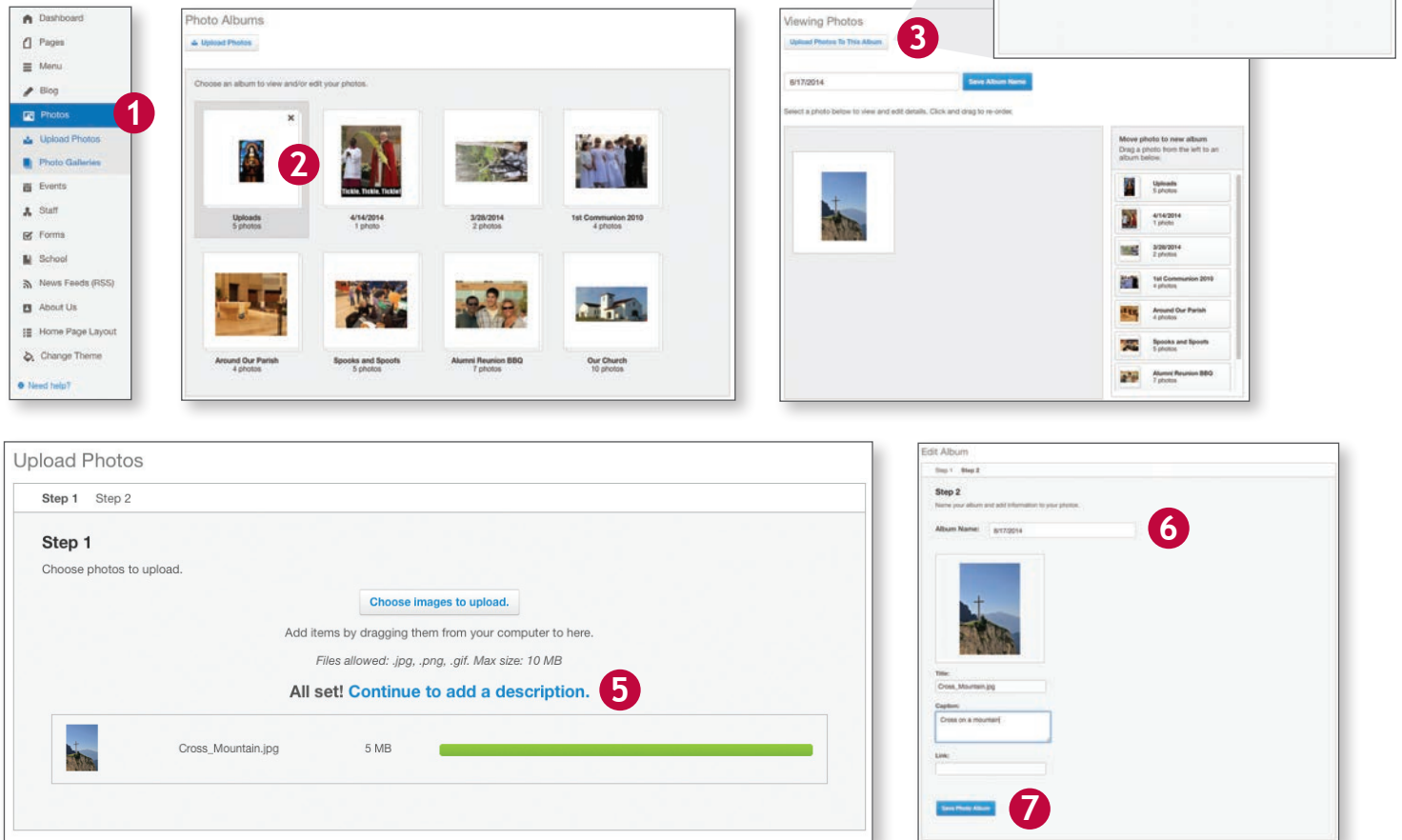
The **Photos** section can be accessed by clicking on the **Photos** link from the left menu bar. From here, you can upload or edit photos, rearrange albums, and view your current galleries.



To Upload a Photo to a New Album

- 1 Click on the **Photos** link on the left menu bar.
- 2 Click on the **Upload Photos** button located near the top of the page or on the left menu bar.
- 3 Click the **Choose images to upload** button to browse for images on your computer or drag and drop them from your folders into the **Upload Photos** box. The image will upload and you will see an **All Set!** message when it completes.
- 4 Click the **Continue to add a description** button. This will bring up the **Edit Album** screen.
- 5 Enter the **Album Name** in the corresponding box, title your photo, or create a caption.
- 6 Click the **Save Photo Album** button at the bottom to save. This will return you to the **Photo Albums** dashboard where you will see your new album displayed.

PHOTOS



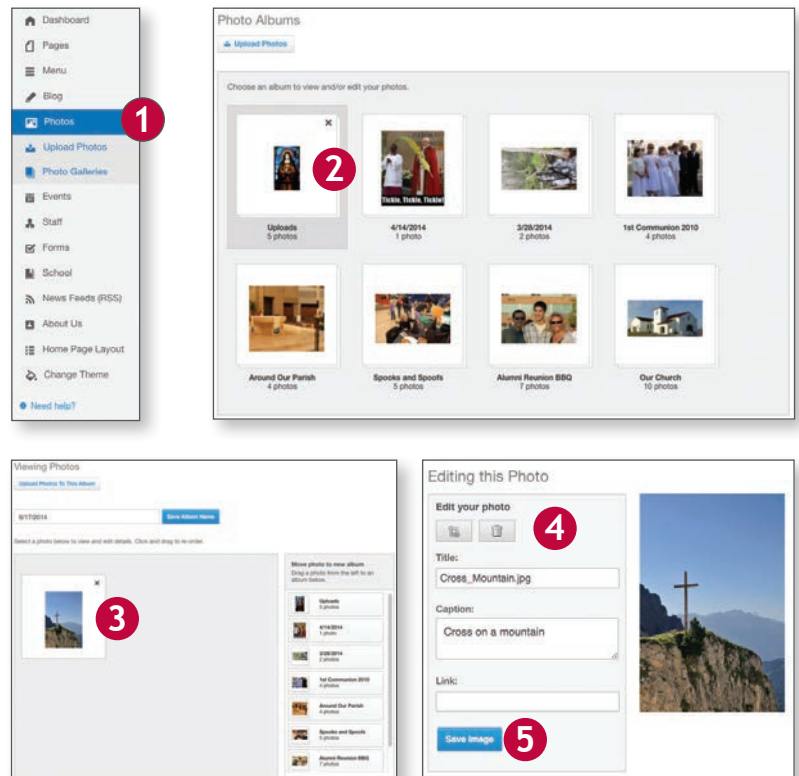
To Upload a Photo to an Existing Album

- 1 Click on the **Photos** link on the left menu bar.
- 2 Click on the album you wish to add photos to.
- 3 Click the **Upload Photos to This Album** button located near the top of the screen.
- 4 Click the **Choose images to upload** button to browse for images on your computer or drag and drop them from your folders into the **Upload Photos** box. The image will upload and you will see an **All Set!** message when it completes.
- 5 Click the **Continue to add a description** button. This will bring up the **Edit Album** screen.
- 6 Rename the **Album Name** in the corresponding box if you want to, title your photo, or create a caption.
- 7 Click the **Save Photo Album** button at the bottom to save. This will return you to the **Photo Albums** dashboard.

PHOTOS

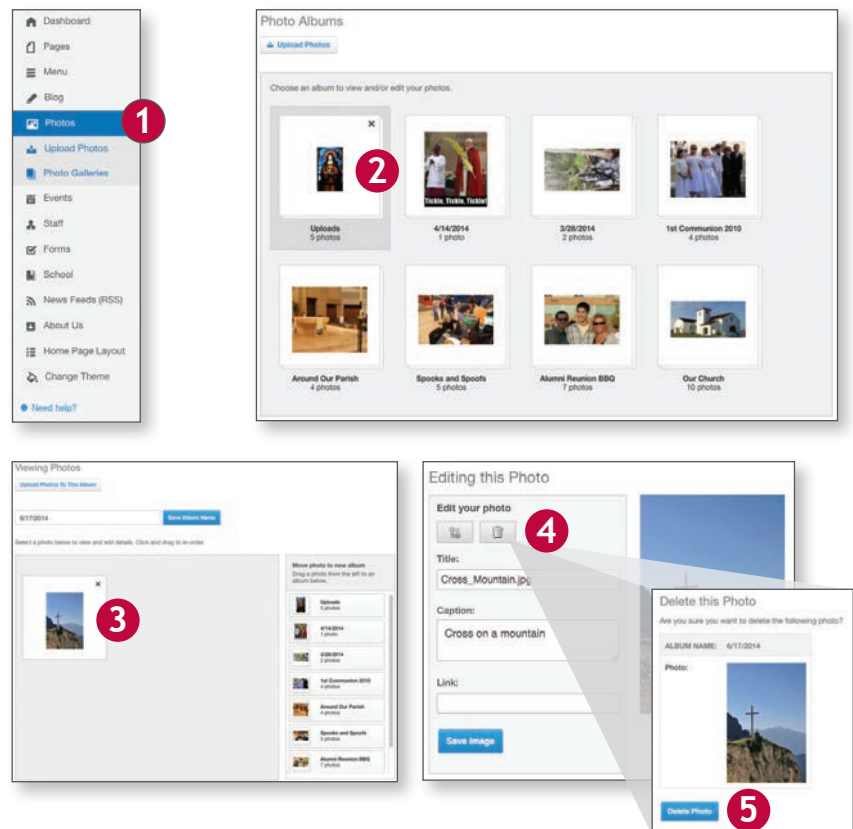
To Upload a Photo to an Existing Album

- 1 Click on the **Photos** link on the left menu bar.
- 2 Click on the album that contains the photo you wish to edit. This will bring up the **Viewing Photos** page.
- 3 Click on the photo you wish to edit.
- 4 Change the title, caption, or link by typing in the corresponding boxes. Crop the image using the crop tool. Or check the bottom box to **Make this the default photo** for the album. The default photo will be displayed as the album cover on the **Photos** page of your site.
- 5 Click the **Save Image** button located at the bottom to save the changes to your site.



To Delete a Photo

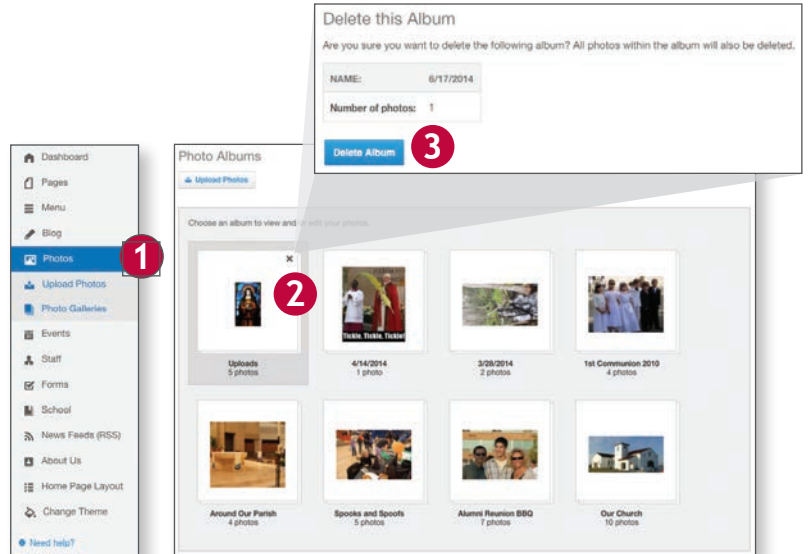
- 1 Click on the **Photos** link on the left menu bar.
- 2 Click on the album that contains the photo you wish to delete. This will bring up the **Viewing Photos** page.
- 3 Click on the photo you wish to delete.
- 4 Click on the **Trash** icon.
- 5 Click the **Delete Photo** button.



PHOTOS

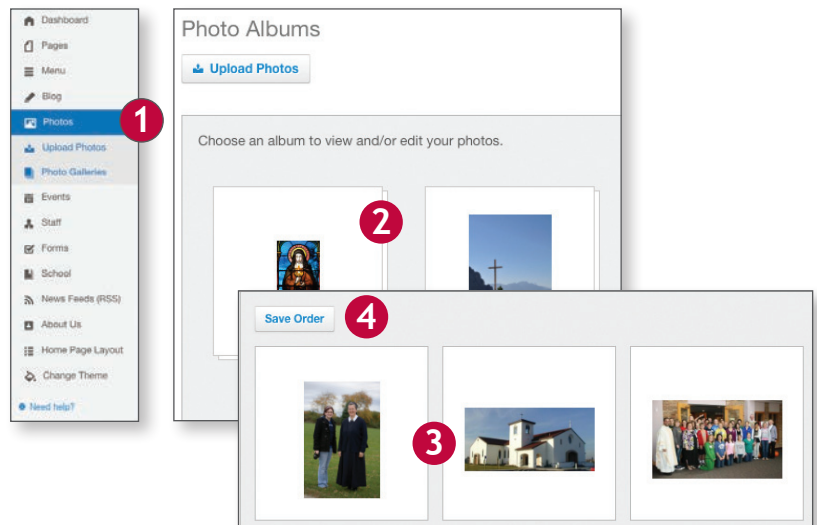
To Delete an Album

- 1 Click on the **Photos** link on the left menu bar. This will bring up the **Photo Albums** page.
- 2 Hover over the album you wish to delete and click the **X** that appears.
- 3 Click the **Delete Album** button.



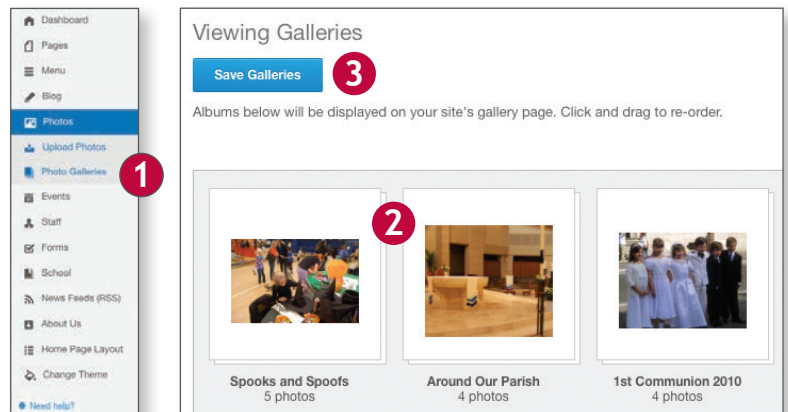
To Rearrange Photos Within an Album

- 1 Click on the **Photos** link on the left menu bar.
- 2 Click on the album you wish to rearrange. This will bring up the **Viewing Photos** page.
- 3 Drag and drop the photos into the order you wish them to display on the site.
- 4 Click the **Save Order** button located above the photos to save your changes.



To Rearrange Album Order

- 1 Click on the **Photos** link on the left menu bar. This will bring up a **Photo Galleries** link beneath it.
- 2 Drag and drop the albums into the order you wish to have the albums display on the site.
- 3 Click the **Save Galleries** button located at the top to save your changes.



BLOGS

The **Blog** section of your website allows you to post text, images, or video to existing blogs or create as many individual blogs as you would like. Discuss current events, display Father's homilies, or post anything you like.

The **Blogs** section is accessed by clicking on the **Blogs** link from the left menu bar. First you will create a blog and then create posts to display on it.

To Add a New Blog

- 1 Click on the **Blog** link from the left menu bar and an **Add Blog** link will appear beneath it.
- 2 Click the **Add Blog** link to bring up the **Add new blog** page.
- 3 Enter a **Blog Title** and check/uncheck the boxes to determine whether comments or publish dates appear on your posts.
- 4 Select which users can publish to this blog by either leaving the **Allow all users** box checked or unchecking it and selecting which individual users will have access.
- 5 Click the **Save** button at the bottom to finish creating your blog.

The screenshot shows the 'Add new blog' form. On the left, a sidebar menu has 'Blog' highlighted with a red circle 1. Below it, 'Add Blog' is also highlighted with a red circle 2. The form itself has a 'Blog Title' field with 'My New Blog' entered (red circle 3). The 'Blog Url' field shows 'http://demo.weconnect.com/blog/my-new-blog'. Under 'Comments', there are three checkboxes: 'Disable comments for this blog' (unchecked), 'Manually approve comments before they appear' (unchecked, red circle 4), and 'Notify me of new comments' (unchecked). Under 'Date published', the 'Display date published on posts' checkbox is checked. A 'Save' button is at the bottom right (red circle 5).

Clicking **Save** will bring you back to the main **Blogs** dashboard where you will be able to add individual posts to this blog. This blog will now show on your site in the menu list.

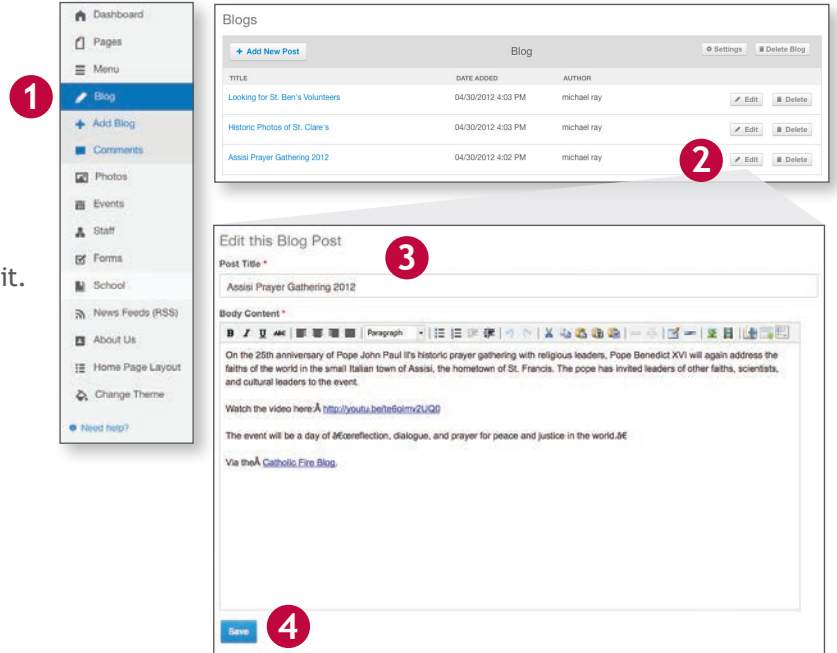
To Add a Blog Post

- 1 Click on the **Blog** link from the left menu bar to open the main **Blogs** dashboard. If you have just created a blog using the above steps, this page should already be visible.
- 2 Go to the blog you wish to create a post for and click the **Add New Post** button.
- 3 Title your post and create your content in the **Body Content** box. Using the top menu bar, you can insert pictures, videos, or widgets as well.
- 4 Click the **Save** button at the bottom to save.

The screenshot shows two parts of the interface. The top part is the 'Add Blog Post' form, where the 'Post Title' field contains 'My New Blog Post' (red circle 3). The 'Body Content' field has a text area with the placeholder 'This is where I type my new blog post'. A 'Save' button is at the bottom left (red circle 4). The bottom part is the 'Blogs' dashboard. On the left, the 'Blog' link in the sidebar is highlighted with a red circle 1. The dashboard table has a column for 'TITLE' and a 'Blog' column. The first row has the title 'Looking for St. Ben's Volunteers' (red circle 2) and a 'Blog' column with an 'Add New Post' button. The table also has columns for 'DATE ADDED' and 'AUTHOR'.

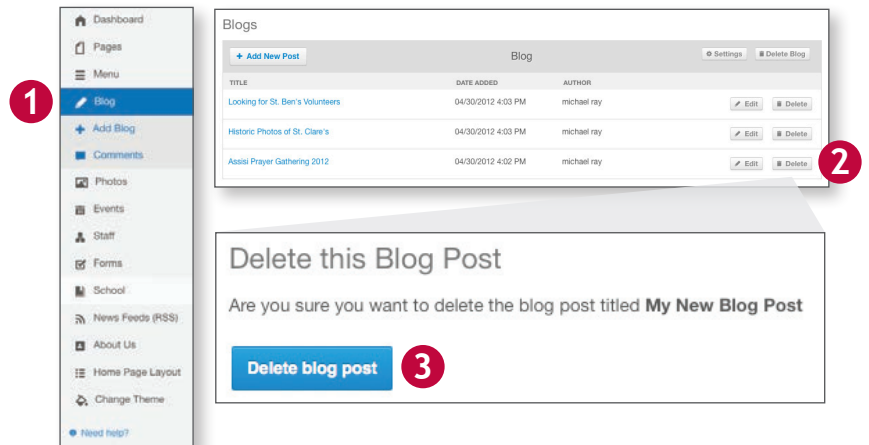
To Edit a Blog Post

- 1 Click on the **Blog** link from the left menu bar to open the main **Blogs** dashboard.
- 2 Click the **Edit** button next to the blog you wish to edit.
- 3 Make your changes to either the title or body content of your post.
- 4 Click the **Save** button at the bottom to save.



To Delete a Blog Post

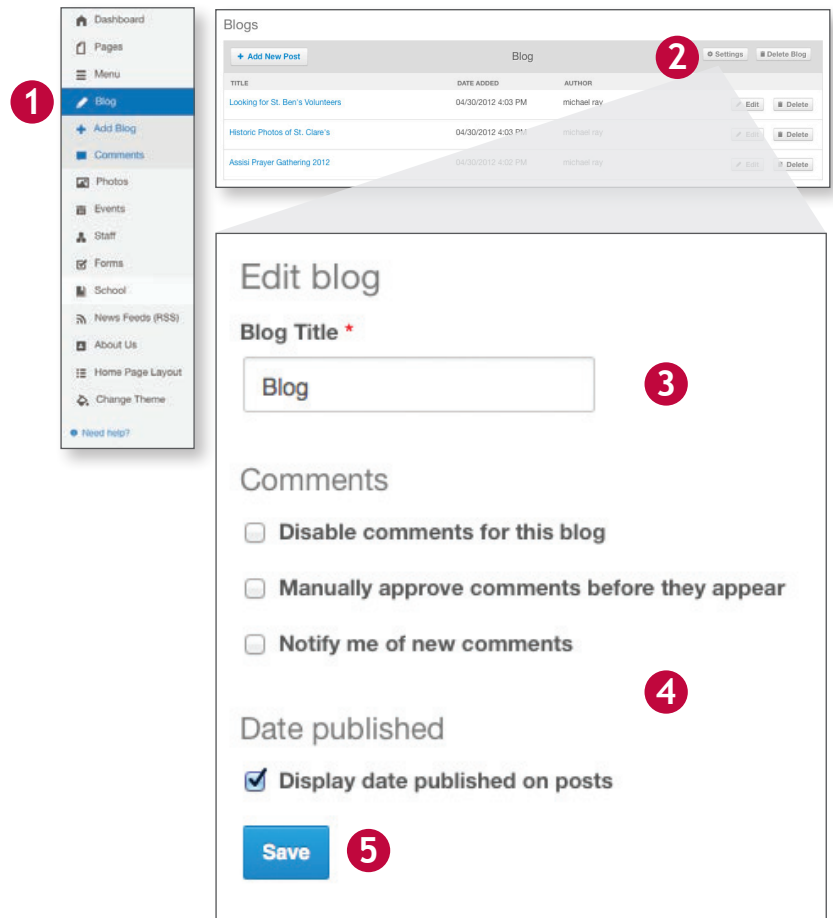
- 1 Click on the **Blog** link from the left menu bar to open the main **Blogs** dashboard.
- 2 Click the **Delete** button next to the blog post you wish to delete.
- 3 Click **Delete blog post**.



BLOGS

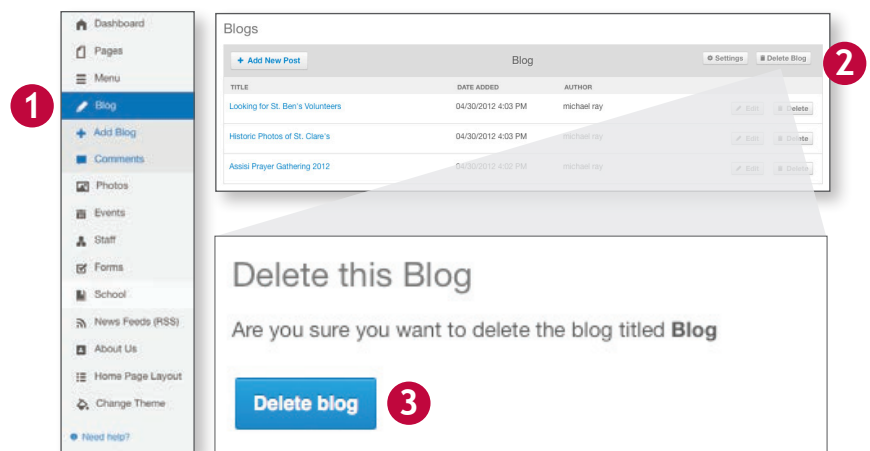
To Change Blog Settings

- 1 Click on the **Blog** link from the left menu bar to open the main **Blogs** dashboard.
- 2 Click the **Settings** button for the blog you wish to change settings for.
- 3 Change the title, or check/uncheck the boxes to determine whether comments or publish dates appear on your posts.
- 4 Determine which users can publish to this blog by either leaving the **Allow all users** box checked or unchecking it and selecting which individual users will have access.
- 5 Click the **Save** button at the bottom to finalize the changes to the site.



To Delete a Blog

- 1 Click on the **Blog** link from the left menu bar to open the main **Blogs** dashboard.
- 2 Click the **Delete Blog** button for the blog you wish to delete.
- 3 Confirm the deletion by clicking the **Delete Blog** button again.



FORMS

The **Forms** section of your website allows you to add multi-question forms for use around your site. The information gathered by the form can then be stored within the site for you to access at any time or e-mailed to you.

The **Forms** section is accessed by clicking on the **Forms** link from the left menu bar. Once a form is created, you can then use it in various places around the site.

The screenshots show the process of creating a new form. Step 1: The left menu bar has 'Forms' highlighted. Step 2: The 'Forms' section shows a table of existing forms and an 'Add Form' button. Step 3: The 'Create new form' dialog has 'Form name' set to 'My New Form'. Step 4: The 'Form Design' tab shows a form layout with a heading, text box, and drop-down menu, with a 'Fields' menu on the right containing options like Heading, Text Box, Text Area, Drop Down, Radio, Check Boxes, Horizontal Line, and Message.

Here's a brief description of each available field.

Heading: Use this field to create headings or to separate sections of your form. *Example: "Personal Information Section"*

Text Box: Use this field to ask a question requiring a short response. *Example: "Name", "E-mail address", or "Phone Number"*

Text Area: Use this field to ask a question requiring a longer response. *Example: "Please share your ideas for improvements"*

Drop-Down: Use this field to ask a question where respondents will select a single answer from multiple options in a drop-down menu. *Example: "Please select your dinner option from the following choices"*

Radio: Use this field to ask a question where respondents will select a single answer from multiple options and fill in a circle to answer. *Example: "Please choose your favorite color from the following choices"*

Check Boxes: Use this field to ask a question where respondents will select multiple answers and check boxes to respond. *Example: Please check all of the times you're available for an appointment."*

Horizontal Line: Use this field to visually separate sections of your form with a single horizontal line. This is especially useful for longer, more complicated forms.

Message: Use this field to write a longer message to display to your respondents. This is especially useful for giving instructions or communicating additional information.

To Add a Form

- 1 Click on the **Forms** link located on the left menu bar.
- 2 Click the **Add Form** button located near the top of the screen or in the left menu bar.
- 3 Type your **Form name** into the corresponding box.
- 4 Drag and drop fields from the **Fields** menu into the form.

FORMS

To Add a Form

continued

Create new form

Name Form Form Design Settings

Finalize the form

Where should the form data go? *

Save on server 6

What should happen after successfully submitting the form? *

Display message 7

Thank You message for the user *

Thank you for submitting our form.

Save 8

Send e-mail
✓ Save on server

Display message
✓ Redirect to an existing menu
Redirect to a url

Create new form

Name Form Form Design Settings

Drag elements from the right to build form

My Form Heading

My text goes here

Drop Down Here

Click here to edit title

Submit

Next 5

Fields

- Heading
- Text Box
- Text Area
- Drop Down
- Radio
- Check Boxes
- Horizontal Line
- Message

5 When you are finished adding fields, click the **Next** button located at the bottom to bring up the **Finalize the form** screen.

6 Choose whether your form data will be saved on the server or e-mailed to an e-mail address of your choosing.

7 Choose what should display to respondents after they submit the form from the following options:

Display message:

Select this option to display a thank you message to your respondent.

Redirect to an existing page:

Select this option to send your respondent to another page on your website.

Redirect to a URL:

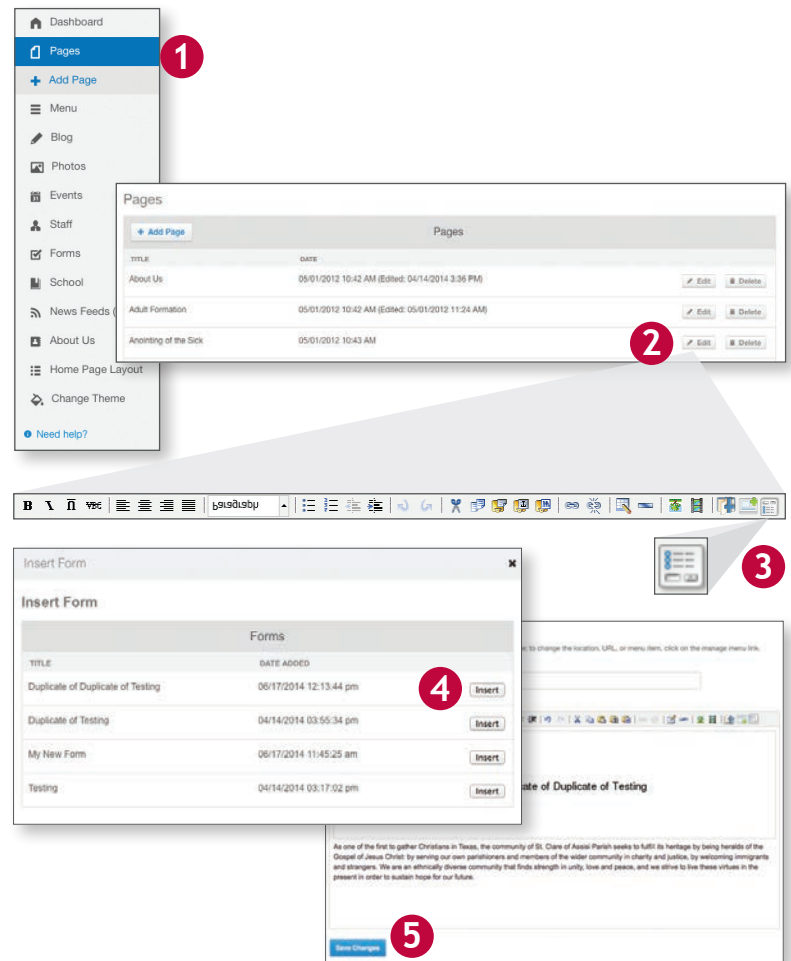
Select this option to send your respondent to another website of your choosing.

8 Click the **Save** button to save your form. You can now add the form to any page on your website.

FORMS

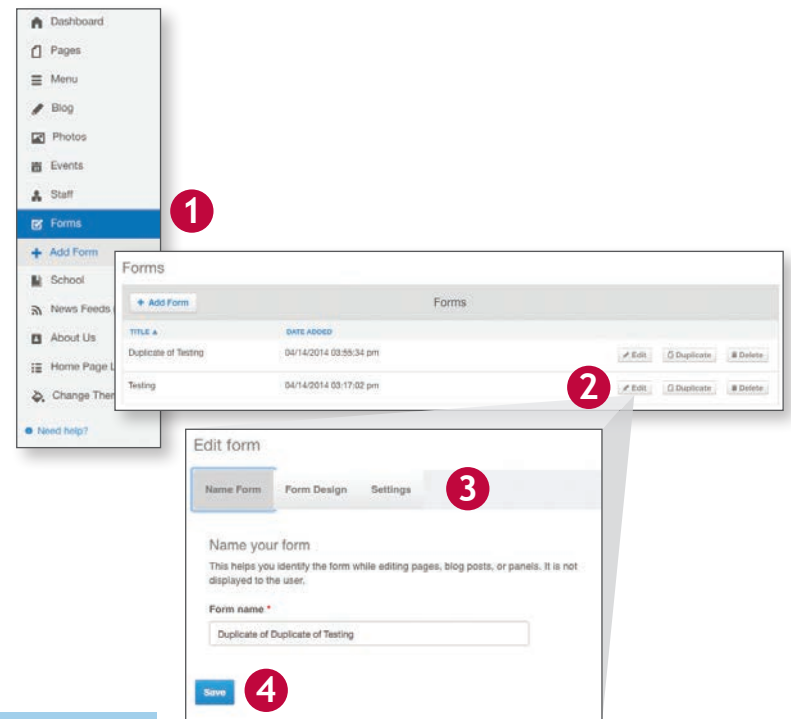
To Add a Form to a Page

- 1 Click on the **Pages** link from the left hand menu bar.
- 2 Click the **Edit** button next to the page you wish to display your form on.
- 3 Click the **Forms** icon in the **Body Content** menu bar.
- 4 Select the form you wish to insert on the page and click **Insert**.
- 5 Click the **Save Changes** button to save your changes.



To Edit a Form

- 1 Click on the **Forms** link located on the left menu bar.
- 2 Click the **Edit** button next to the form you wish to edit.
- 3 Edit the **Name**, **Form Design**, or **Settings** by clicking on the corresponding button and making your changes.
- 4 Click the **Save** button at the bottom to save changes to your site.

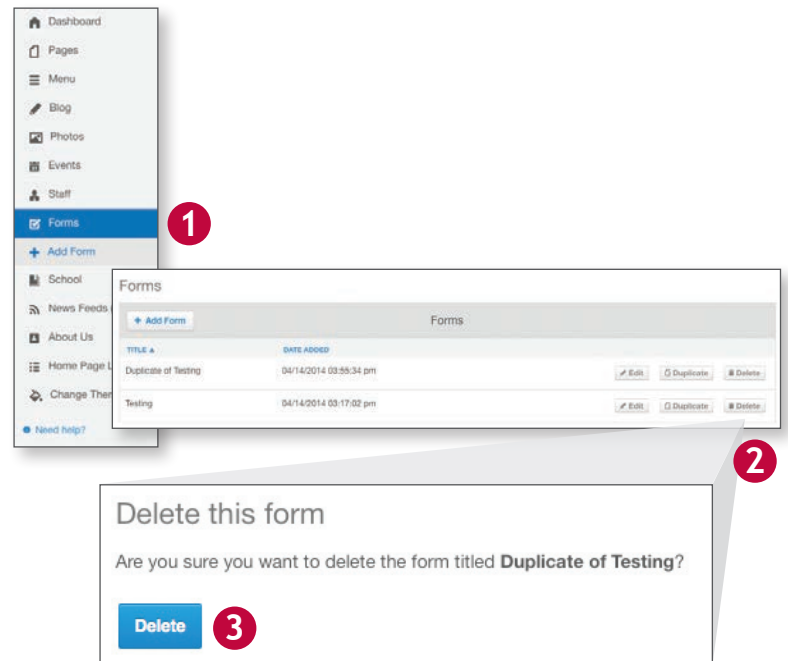


Note: Once a member has submitted a form, the master form can no longer be edited. It may, however, be duplicated and reused.

FORMS

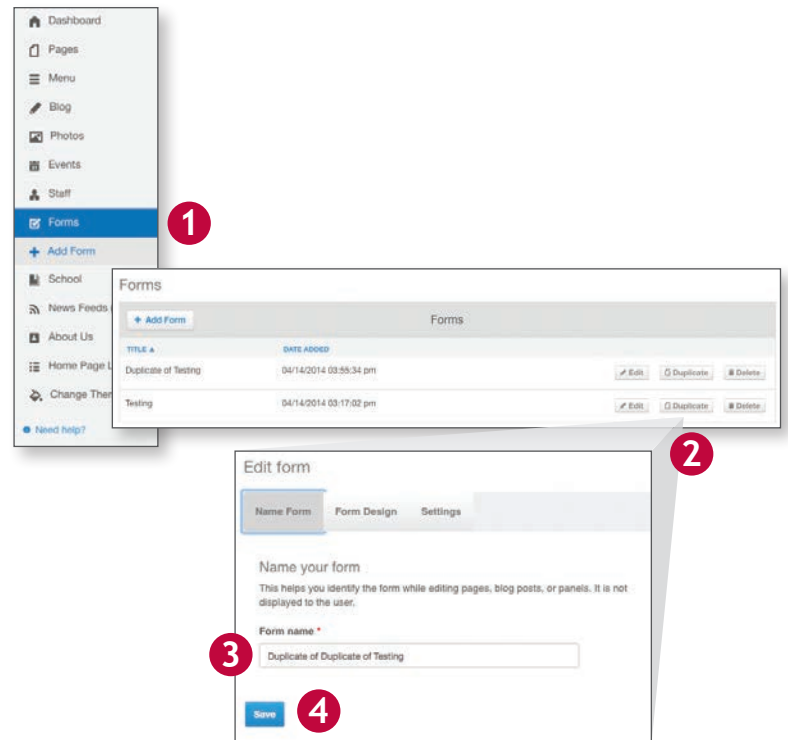
To Delete a Form

- 1 Click on the **Forms** link located on the left menu bar.
- 2 Click the **Delete** button next to the form you wish to delete.
- 3 Click the **Delete** button again to confirm the deletion.



To Duplicate a Form

- 1 Click on the **Forms** link located on the left menu bar.
- 2 Click the **Duplicate** button next to the form you wish to duplicate.
- 3 Type the new **Form name** in the corresponding box.
- 4 Click the **Save** button at the bottom to save.



PAGES & MENUS

As you build your site, you will be putting pages of content up for your parishioners and visitors to see. This can be anything from a page of sacramental information to the details for the church picnic. Making these pages visible on your site is a two-step process. First you'll create a page of content and then you will create a menu to attach it to.

To understand the difference between the two, think of **Pages** as where your content goes and **Menus** as where people click to view the content. Every page needs a menu to be visible, but not every menu needs a page as you can also create a menu using a hyperlink.

The screenshot displays the 'Pages' management interface. On the left sidebar, the 'Pages' button is highlighted with a red circle and the number 1. The main content area shows a table of existing pages with columns for title, date, and actions (Edit, Delete). Below the table is a 'Add a New Page' form. The form includes a 'Page Title' field and a 'Body Content' area with a rich text editor. A red circle with the number 2 is next to the rich text editor. At the bottom of the form is a 'Save Page' button with a red circle and the number 3.



Pictures: Insert images that have been previously uploaded to the site or browse for ones on your computer.



Videos: Insert a video by selecting a file type and uploading a file. Insert a YouTube video by selecting iFrame as the file type and then inserting the link in the File/URL box.



Forms: Insert an existing form onto a page. For instructions on creating a Form, please refer to the Forms section of this manual.



Widgets: Insert a WeShare Link or Site Embed, a WeGather Login, a Facebook Like, or a Google Calendar.



Daily Reading: Insert the Daily Bible Reading into your page.

Adding Pages and Menus

- 1 To create a page, first click on the **Pages** button located on the left menu bar and then click the **+ Add Page** button.
- 2 Title your page and create your content in the **Body Content** box. Using the top menu bar, you can insert pictures, videos, forms, or widgets as well.
- 3 Click **Save Page** to save.

PAGES & MENUS

Adding Pages and Menus

continued

The screenshot displays the WeConnect CMS interface. On the left is a vertical menu bar with options: Dashboard, Pages, Menu (highlighted with a red circle 4), Add Menu Item, Blog, Photos, Events, Staff, Forms, School, News Feeds (RSS), About Us, Home Page Layout, and Change Theme. A red circle 4 is placed over the 'Menu' button. In the center, a modal dialog titled 'Edit This Menu Item' is open. It contains a 'Menu Title' field with 'About Us' (circled 5), a 'Make visible in navigation' checkbox which is checked, and a radio button selection for 'Is this an external link?' with 'No' selected. Below this is a 'Choose page' dropdown menu showing 'About Us' (circled 6) and a 'URL' field containing 'http://demo.weconnect.com /About-Us'. A 'Save Changes' button (circled 7) is at the bottom of the dialog. In the background, the 'Menu Items' list is visible, showing a hierarchy of items like Home, About Us, Sacraments, Baptism, Eucharist, Reconciliation, Confirmation, Marriage, Anointing of the Sick, School, Programs, Youth and Adult Formation, Youth Formation, Adult Formation, and RCIA. Each item has an 'Edit' button.

4 Next, click on the **Menu** button located on the left menu bar and then click the **+ Add Menu Item** button.

5 In the **Menu Title** box, type in the name of the page as you would like it to appear on the site.

6 In the **Choose page** drop-down, select the page you created.

7 Click **Save** to have it appear on the site.

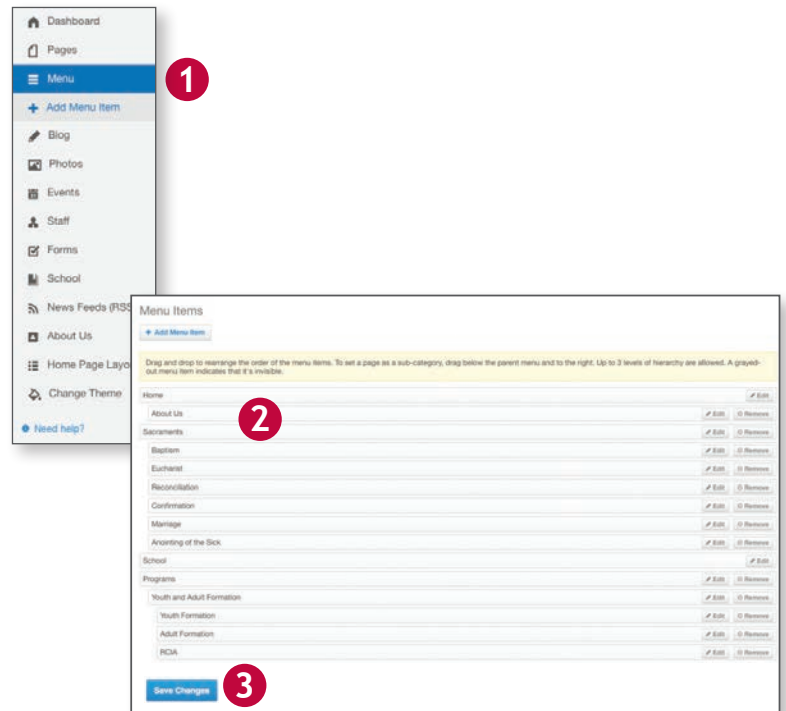
If you prefer to attach a link to a menu instead, go to the **Is this an external link?** bubbles and select **Yes**. Next, insert the URL in the URL box.

PAGES & MENUS

Changing Menu Order

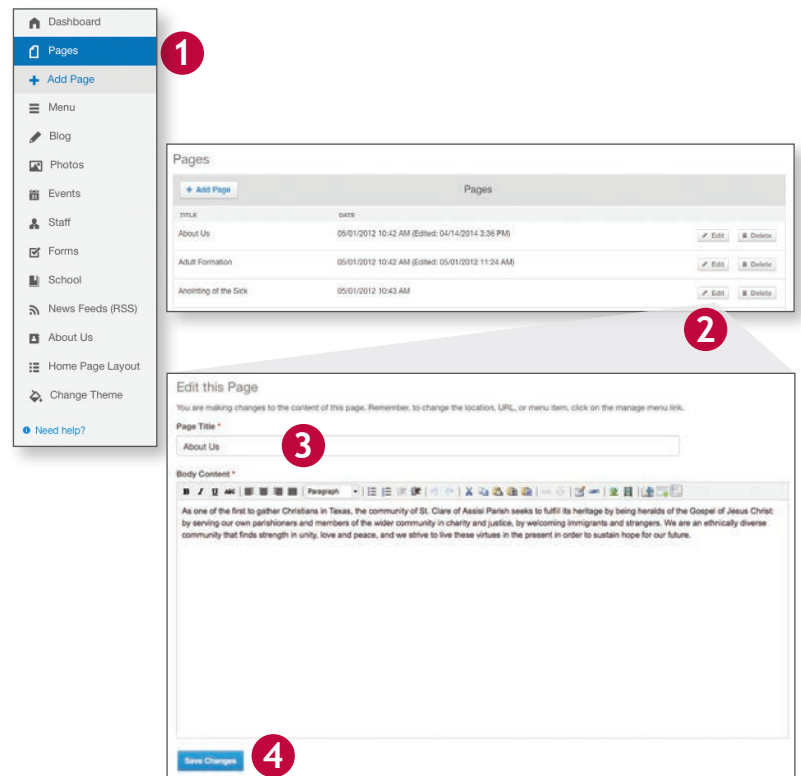
- 1 If you want to rearrange the order of this menu or any menu, again click on the **Menu** button.
- 2 You will see a full list of all menus, which you can then drag and drop to change order.
- 3 When all changes have been made, click **Save Changes** to save.

To see what your pages and menus look like, click on the **Visit Site** button located in the top right corner of the admin panel.



Editing Pages

- 1 Click on the **Pages** link from the left hand menu bar.
- 2 Click the **Edit** button next to the page you wish to edit.
- 3 Make your changes to the page.
- 4 Click **Save changes** to save the changes to your page.



PAGES & MENUS

The first screenshot shows the left sidebar with the 'Pages' link highlighted (2). The second screenshot shows the 'Pages' dashboard with a table of pages; the 'Edit' button for 'About Us' is highlighted (3). The third screenshot shows the 'Edit this Page' screen with the 'Manage Permissions' button highlighted (4). A callout box shows the permissions settings, where the 'Allow all users' checkbox is unchecked (5), and the 'User list' and 'Authorized users' lists are shown (6). The 'Save Permissions' button is highlighted (7).

Granting Page Permissions

- 1 Follow the **Granting Permissions** instructions on page 33 to give a user general access to edit pages. The default setting when you check the **Pages** box will be access to edit all pages.
- 2 Click the **Pages** link from the left menu bar to bring up the **Pages** dashboard.
- 3 Click **Edit** next to the page you wish to grant specific permissions for.
- 4 From the **Edit this Page** screen, click the **Manage Permissions** button located in the top right corner.
- 5 Uncheck the **Allow All Users** box to bring up a **User list** and **Authorized users** list.
- 6 Use the arrow buttons to move someone from the **User list** to the **Authorized users** list.
- 7 Click **Save Permissions** to save your changes.

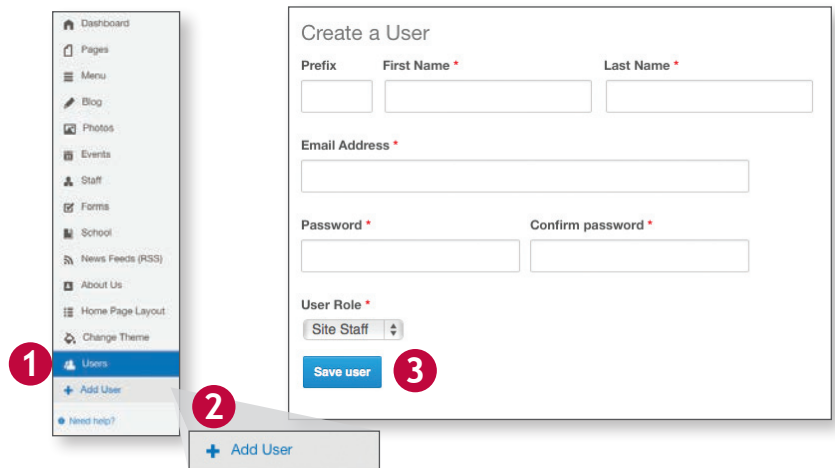
USERS

The **Users** section of the website is used to add other WeConnect administrators and give them specific access to update different sections of the site. Permissions may also be granted to only update specific pages or blogs.

The **Users** section is accessed by clicking on the **Users** link from the left menu bar. Only administrators added by LPi will be able to view this link, so if you want to grant someone access to it, please contact your LPi WeConnect representative.

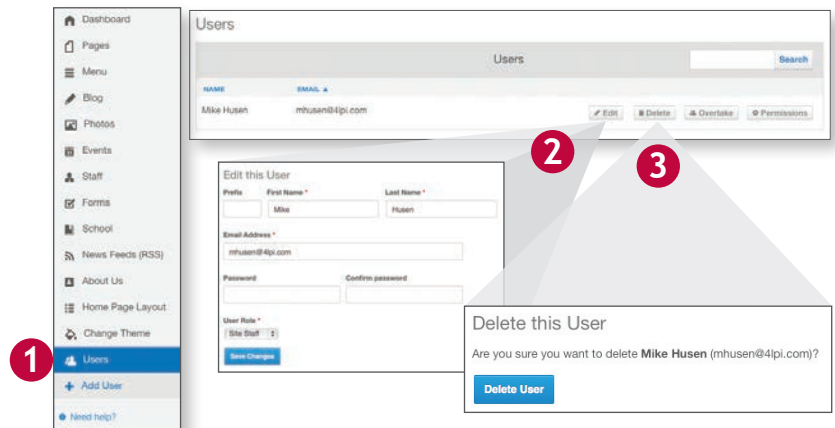
Adding a User

- 1 Click on the **Users** link from the left menu bar and an **Add Users** link will appear below it.
- 2 Click the **Add User** button and fill out the required fields. The following fields are required:
First Name / Last Name / E-mail Address / Password
- 3 Click the **Save user** button located at the bottom to save your changes.



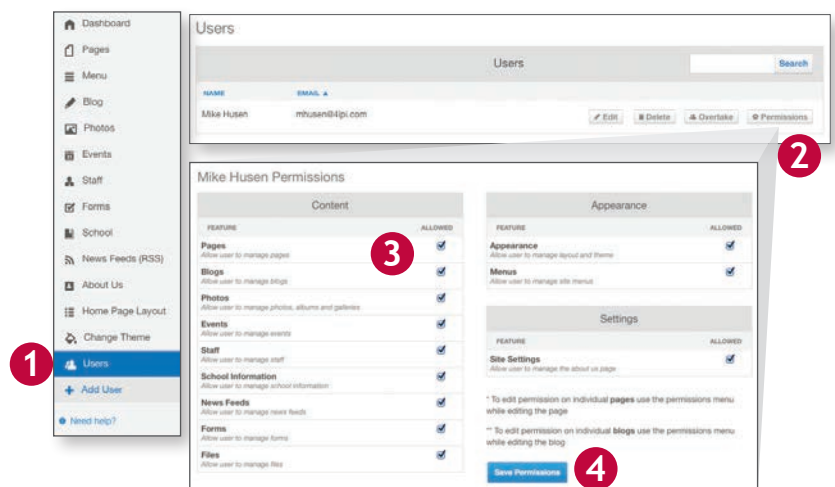
Edit or Delete a User

- 1 Click on the **Users** link from the left menu bar to bring up the **Users** list.
- 2 Click **Edit** next to a user's name to edit the user's information.
- 3 Click **Delete** next to a user's name to delete them from the site.



Granting Permissions

- 1 Click on the **Users** link from the left menu bar to bring up the **Users** list.
- 2 Click on the **Permissions** button to bring up the **Permissions** dashboard.
- 3 Check the boxes next to the sections of the site you want the user to have access to edit.
- 4 Click **Save Permissions** to save your changes to the site.



USERS

The screenshots show the following steps:

2. Click the **Pages** link in the left sidebar.
3. Click the **Edit** button next to the page you wish to grant permissions for.
4. Click the **Manage Permissions** button in the top right corner of the 'Edit this Page' screen.
5. Uncheck the **Allow all users** checkbox.
6. Use the arrow buttons to move users from the **User list** to the **Authorized users** list.
7. Click the **Save Permissions** button.

Granting Page Permissions

1. Follow the **Granting Permissions** instructions on page 33 to give a user general access to edit pages. The default setting when you check the **Pages** box will be access to edit all pages.
2. Click the **Pages** link from the left menu bar to bring up the **Pages** dashboard.
3. Click **Edit** next to the page you wish to grant specific permissions for.
4. From the **Edit this Page** screen, click the **Manage Permissions** button located in the top right corner.
5. Uncheck the **Allow All Users** box to bring up a **User list** and **Authorized users** list.
6. Use the arrow buttons to move someone from the **User list** to the **Authorized users** list.
7. Click **Save Permissions** to save your changes.

USERS

The screenshot displays the 'Users' interface. On the left is a sidebar with a navigation menu. The 'Blog' link is highlighted with a red circle 2. Below it are 'Add Blog' and 'Comments'. Further down, under the 'Blog' section, are 'Settings' (with a gear icon) and 'Add Post', both marked with a red circle 4. The main area shows a 'Blogs' dashboard with a table of blog entries. The first entry, 'Looking for St. Ben's Volunteers', has an 'Edit' button marked with a red circle 3. An 'Edit blog' modal window is open in the foreground. It contains a 'Blog Title' field, 'Comments' settings, 'Date published' settings, and a section for 'Select which users can publish to this blog (optional)'. In this section, the 'Allow all users' checkbox is unchecked (marked with a red circle 5), showing a 'User list' with 'Mike Husen' and an 'Authorized users' list (marked with a red circle 6). Arrows between the lists allow moving users. A 'Save' button at the bottom is marked with a red circle 7.

Granting Blog Permissions

- 1 Follow the **Granting Permissions** instructions above to give a user general access to edit blogs. The default setting when you check the **Blogs** box will be access to edit all blogs.
- 2 Click the **Blog** link from the left menu bar to bring up the **Blogs** dashboard.
- 3 Click **Edit** next to the blog you wish to grant specific permissions for. This will bring up a **Settings** link on the left menu bar.
- 4 Click the **Settings** link from the left menu bar to bring up the **Edit Blog** screen.
- 5 Uncheck the **Allow all users** box to bring up a **User list** and **Authorized users** list.
- 6 Use the arrow buttons to move someone from the **User list** to the **Authorized users** list.
- 7 Click **Save** to save your changes.

CUSTOMER SUPPORT & TRAINING

Training

Your one-on-one training and site walkthrough will provide you with the foundation you need to begin building a great website. In addition, we have created a series of online tutorial videos to provide additional support. To access these videos, click on the **Need help?** link located at the bottom of the left menu bar.

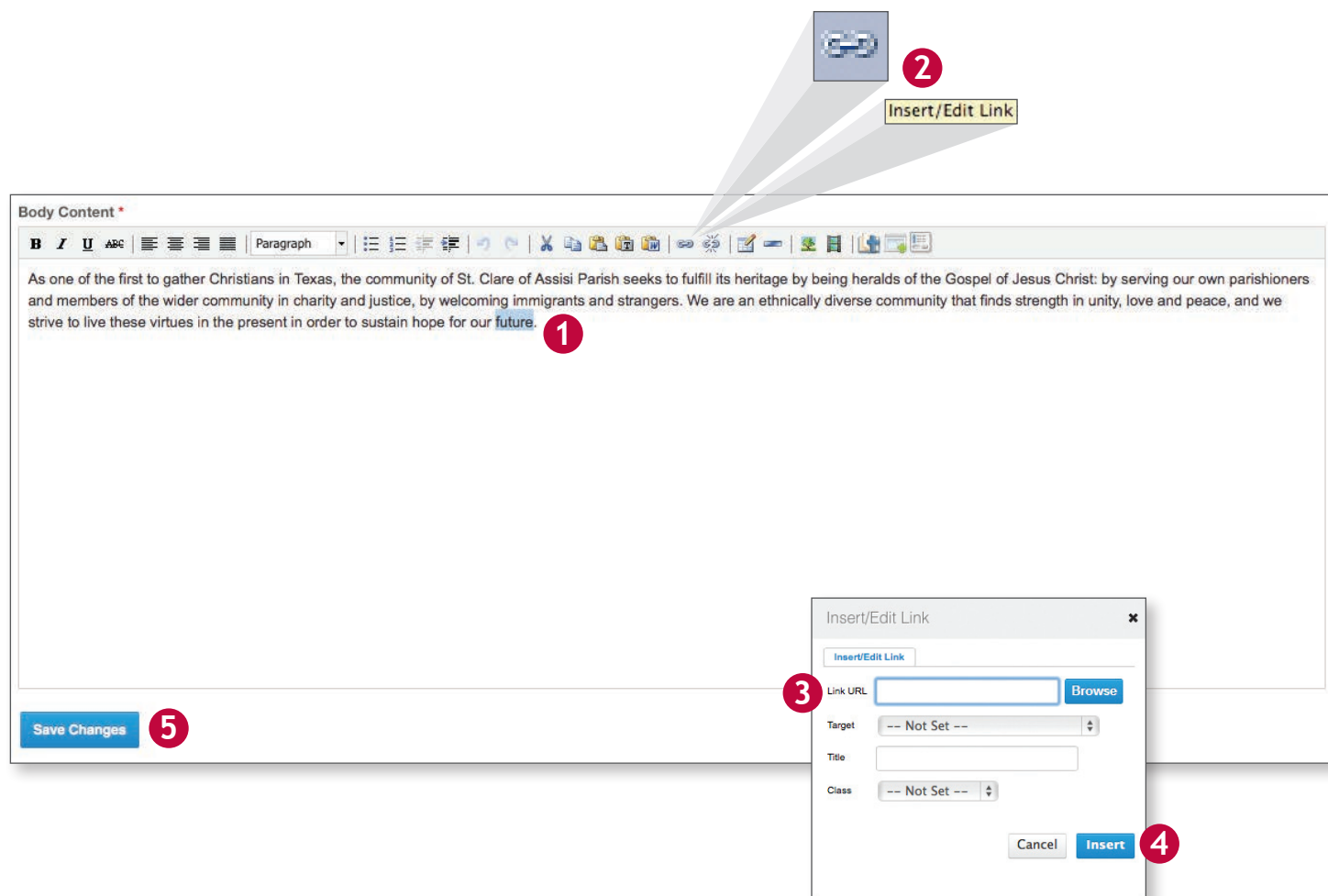
The image shows a screenshot of the WeConnect dashboard. On the left is a vertical menu bar with various options: Dashboard, Pages, Menu, Blog, Photos, Events, Staff, Forms, School, News Feeds (RSS), About Us, Home Page Layout, and Change Theme. At the bottom of this menu is a blue link with an information icon labeled 'Need help?'. A callout box points to this link. The main content area is titled 'Tutorial Videos' and features a video player. The video is titled 'WeConnect Tutorial: About Us' and has a duration of 03:04. Below the video player, there is a text description: 'This video explains how to edit your information in the "About Us" section.' Below this, there is a section titled 'Need more help? Download our Getting Started Manual' with a subtext: 'The WeConnect manual is available to download in Adobe PDF format. Please read through the manual carefully before managing your site.' A 'Download Manual' button is provided. At the bottom, there is a note: 'For any additional questions, please contact our help team at WeConnect@4LPi.com'.

Customer Support

Our trained team of WeConnect customer service representatives is dedicated to helping you increase your online presence with the best website possible. From day one, they are ready to share design tips, do site walkthroughs, or answer any of your questions.

You can contact a customer service representative at any time by calling **xxx-xxx-xxxx** or by e-mail at **WeConnect@4LPi.com**.

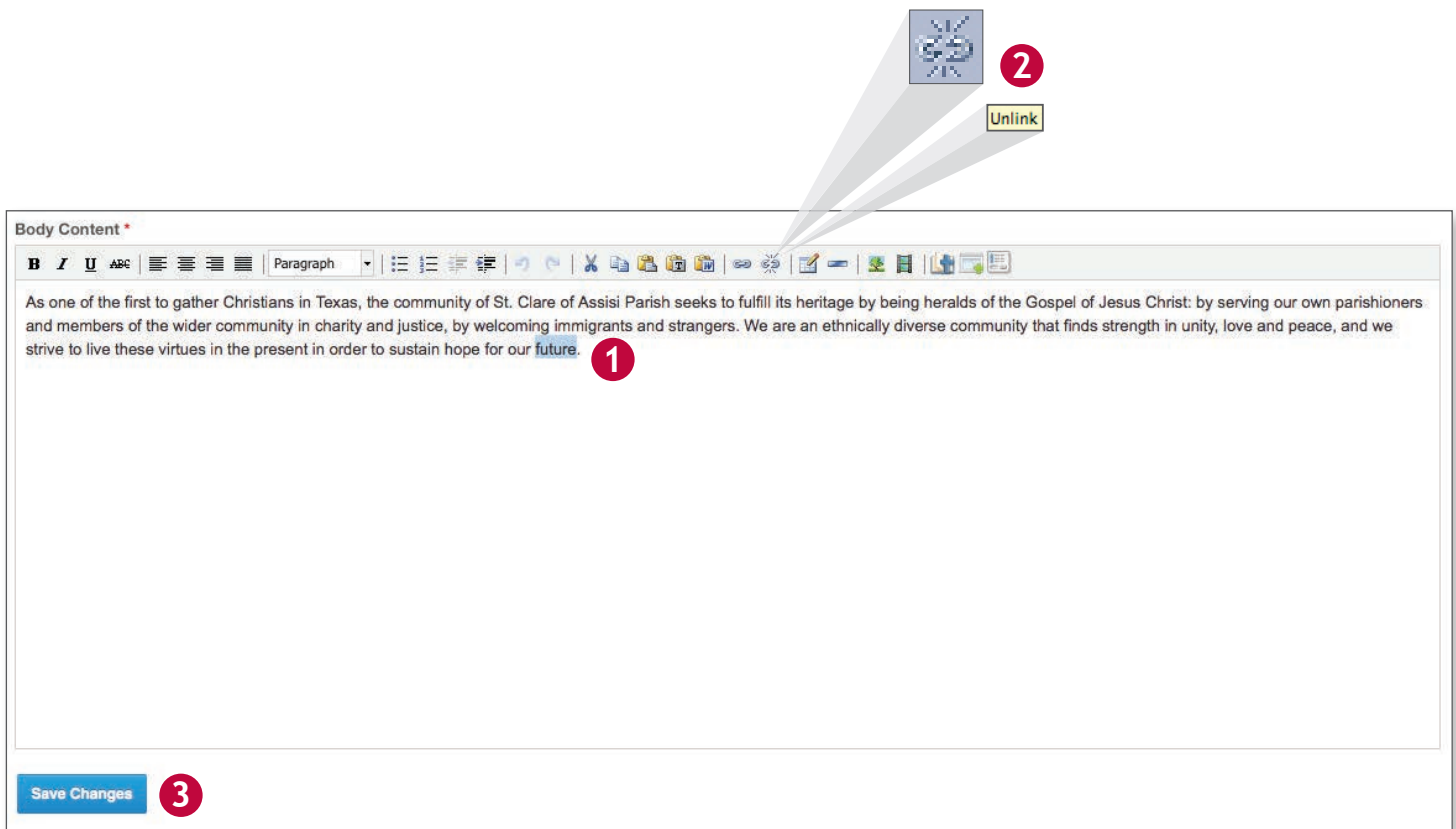
FREQUENTLY ASKED QUESTIONS



Q What is a hyperlink and how do I add one?

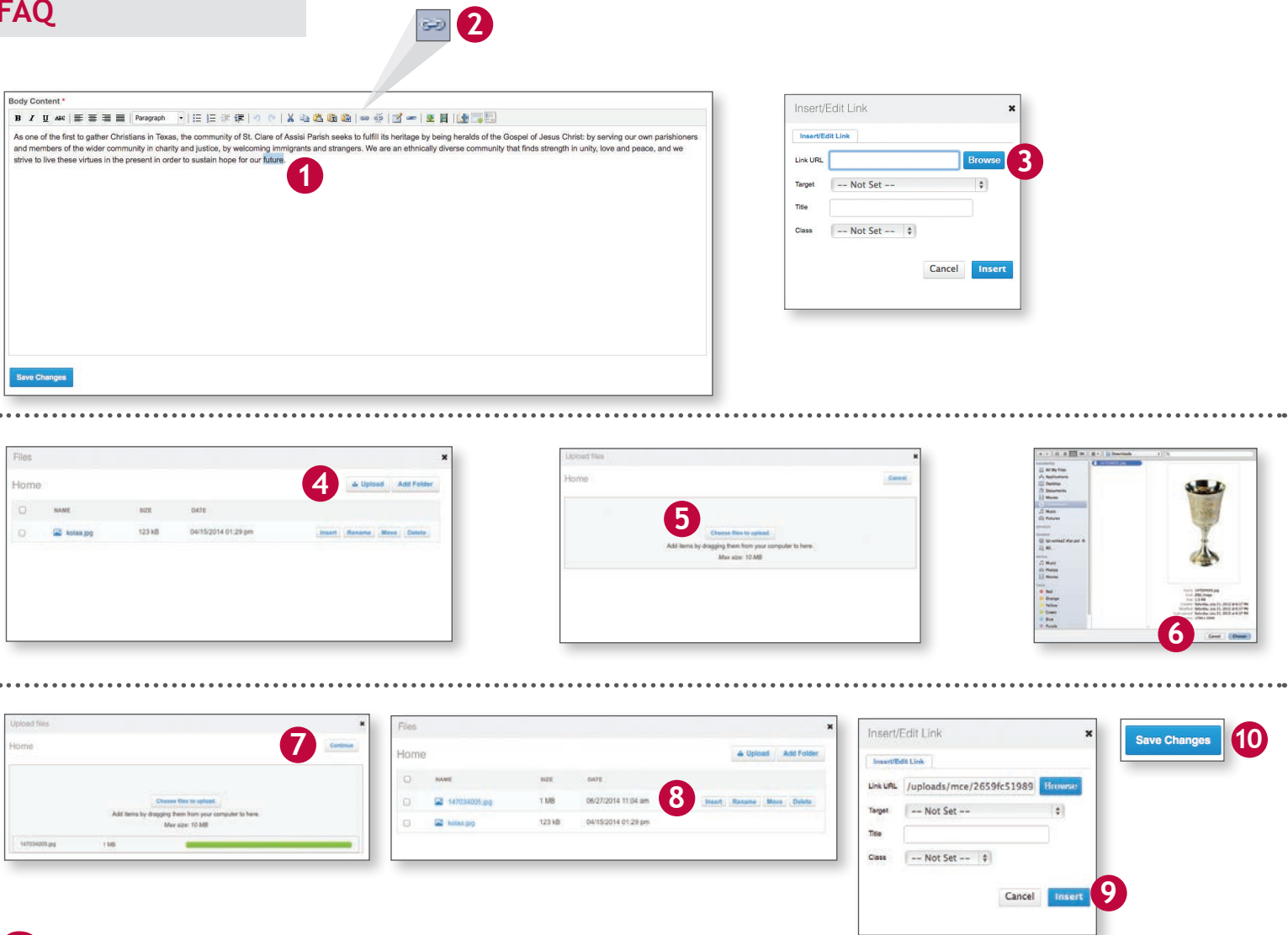
A A hyperlink is a piece of text or image that links to another Web page. To add one to any page of your WeConnect site, follow these steps:

- 1 When creating **Body Content** on a page or blog post, use your mouse cursor to highlight the text or image you wish to link to another Web page.
- 2 Click the chain link icon in the **Body Content** toolbar and a pop-up window will appear.
- 3 Enter the URL for the Web page you would like to link to. From the **Target** drop-down menu, click to **Open link in the same window** or **Open link in a new window**.
- 4 Click **Insert** to finish inserting the link.
- 5 Click **Save Changes** to finalize the change to your site.



Q How do I remove a hyperlink?

- A
- 1 When editing **Body Content** on a page or blog post, use your mouse cursor to highlight the text or image you wish to unlink.
 - 2 Click the broken chain link icon, located to the right of the chain link icon.
 - 3 Click **Save Changes** to finalize the change to your site.



Q How do I add a document/PDF?

- A**
- 1 When creating **Body Content** on a page or blog post, use your mouse cursor to highlight the text or image you wish to link to the document or PDF.
 - 2 Click the chain link icon in the **Body Content** toolbar and a pop-up window will appear.
 - 3 Click the **Browse** button to open the **File Manager**.
 - 4 Click the **Upload** button in the top right corner.
 - 5 Click the **Choose files to upload** button.
 - 6 Find the file on your computer that you wish to upload and double-click it to open. The File Upload progress bar will turn green.
 - 7 Click the **Continue** button in the top right corner to return to the **File Manager**.
 - 8 Scroll to the right of the **DATE** column and you will see options to **Insert**, **Rename**, **Move**, or **Delete**. Click **Insert**.
 - 9 Click **Insert** again from the next screen.
 - 10 Click **Save Changes** to finalize the change to your site.

Congratulations!

You have now completed the initial setup of your WeConnect site. Please keep this guide for future reference.