

Getting Started



Hello, welcome to your brand new website!

We understand that you're very excited and keen to get started in building your site. But as with all big projects, the first steps can often be the toughest. Where do you begin, and how can you get the vision of your website from your head and make it a reality? Well, we've put together a simple guide which tries to map out this journey for you. We've written this in a way that allows each activity to build on the last, so all you need to do is start at the top of this list, and work your way down.

This is only a suggested route. If you have other pages in mind, other structures or plans feel free to create them. We want to make this process as simple and easy as possible. You'll find a link to our support site and the relevant tutorials just below each step to ensure you've got the best start possible.

If you need further assistance, get in touch with us and we'll be happy to help!

Step 1: Look and Feel

- Access the Design Builder and choose a layout reflects your School
<https://support.churchedit.co.uk/site-design/choosing-a-template/>
- Select the Widgets and build your menu structure for your Homepage
<https://support.churchedit.co.uk/site-design/homepage-builder/>
Add text for any Text Widgets that you may have on your home page. We'd recommend having at least one, so you can welcome visitors to your site and inform them briefly of who you are etc.

Step 2: Who, What, When

- Create a Webpage describing who you are as a School and what you believe and do. Bear in mind, you may need to create a suitable Folder for this page.
<https://support.churchedit.co.uk/folders-amp-pages/adding-a-web-page/>
- Create a page introducing your Leaders and Team.
- Fill in your regular events in the Calendar
<https://support.churchedit.co.uk/site-features/the-calendar/>

Step 3: Get Involved

- Create a page to help people find where you are. Again, you may need to create a new Folder for this page.
- Maybe add a form so that people can get in touch with you too.
<https://support.churchedit.co.uk/folders-amp-pages/forms/>
- If you're using School Edit Plus, here would be a great time to set up your Member areas. <https://support.churchedit.co.uk/people/site-members/>

Step 4: Media

- Upload a Photo Album so that people can get a feel for your Organisation.
<https://support.churchedit.co.uk/site-features/photo-albums/>

Step 5: Housekeeping

- Add other Global Office Users
<https://support.churchedit.co.uk/members-area/site-members/>