

The Art of Updating Weebly

Welcome! Isn't it fun to learn a new skill? In this case, you will be learning the simple art of updating your church's page on the Christian Science Branch Churches website (at "www.weebly.com").

This is a basic guide providing instructions on how to sign-up, log-in and then make changes. It includes:

1. **Getting started**
 - signing up for the first time
 - logging in
 - navigating to your page
2. **Editing your page (text changes)**
 - updating text
 - adding a link to your text
 - adding a new block of text
3. **Editing your page (photo changes)**
 - changing a fixed photo
 - adding to, deleting or rearranging photos in your slide show
 - adding a new photo
4. **Viewing statistics**
 - Weebly statistics dashboard
 - Stat-Counter

IMPORTANT NOTES

Access

Your access enables you to make changes to all pages, so we would like you to take extra care when making updates. Please concentrate on your own church page (and/or any other church's page that you are responsible for amending). That is, please don't update the home page or contact page.

Publish

Always remember to click on the  button after you make your changes.

Checking Changes

Once you have made amendments, and published/saved your changes, you can always check if the result is as you wish by finding the home page, as a normal viewer, and navigating to your church's page.

Leaving Pages Open

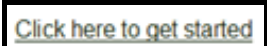

Sometimes, if you leave a page open whilst editing, a box will appear saying that someone else has made a change. Just follow the instructions it gives to publish again.

Support and Advice



Feel free to contact Scott if you want to know more or if you need something fixed.

1. GETTING STARTED




Signing up for the first time

Step	Action
1	When you receive the email containing a Weebly invite, click on the  link at the bottom of the message.
2	When prompted, enter your details and then click on the  button.
3	You will now have access to make amendments to the Christian Science Branch Churches website.

Logging in














Step	Action
1	From now on, when you go to the Weebly website, click on the  button at the top right of the screen to gain access to make your updates.
2	When prompted, enter your details and then click on the  button.
3	You will now have access to make amendments to the Christian Science Branch Churches website.

Navigating to your page


















Step	Action
1	Once you have logged in, click on the  button next to "Christian Science Branch Churches..." mid screen.
2	When the home page appears, click on the  tab at the top left of the screen.
3	Scroll down to your church name on the left, click on it and it will turn blue.
4	When you click on your church name, it will go blue and the Page Name box will contain your church's name.
5	Click on the  button.
6	Your page will appear and be ready for editing.

2. EDITING YOUR PAGE – Text Changes

















Updating text

Step	Action						
1	To update text, click in the text box of the section you want to amend.						
2	Make your text amendments.						
3	When you have finished making your amendments, click on the  button at the top right of the screen to save and publish your changes.						
4	<table border="1"> <thead> <tr> <th>If...</th> <th>then...</th> </tr> </thead> <tbody> <tr> <td>you have more amendments to make</td> <td> <ul style="list-style-type: none"> click on the  button make any further amendments revert to Step 3. </td> </tr> <tr> <td>you do not have any more amendments to make</td> <td> <ul style="list-style-type: none"> click on the  button click on the  button at the top right of the screen click on the  button at the top right of the screen </td> </tr> </tbody> </table>	If...	then...	you have more amendments to make	<ul style="list-style-type: none"> click on the  button make any further amendments revert to Step 3. 	you do not have any more amendments to make	<ul style="list-style-type: none"> click on the  button click on the  button at the top right of the screen click on the  button at the top right of the screen
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Adding a link to your text


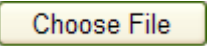


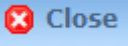

Step	Action						
1	Highlight the word/words you wish to have a hyperlink.						
2	A row of buttons will appear mid screen. Click on the  button.						
3	Click on the  tab.						
4	Enter the address of the external webpage you wish to link the text to.						
5	Tick the  <input type="checkbox"/> Open link in new window box then click on the  button.						
6	When you return to your page, the word/words containing the hyperlink will now be blue.						
7	When you have finished making your amendments, click on the  button at the top right of the screen to save and publish your changes.						
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Adding a new block of text





















Step	Action						
1	 <p>Click on the  button in the middle upper part of the screen and drag it down to the spot where you would like to add a block of text.</p>						
2	<p>Release the mouse button to drop the box in place. <i>Note:</i> Don't worry if it is in the wrong place, you can click and drag it again.</p>						
3	<p>Click on the  link and enter the text you wish to add.</p>						
4	<p>When you have finished making your amendments, click on the  button at the top right of the screen to save and publish your changes.</p>						
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3. EDITING YOUR PAGE – Photo Changes





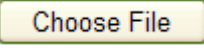



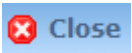



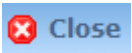



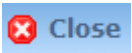

Changing a fixed photo

Step	Action
1	Ensure you have: <ul style="list-style-type: none">• artistically cropped the photo• enhanced the colour if need be, and• reduced it in size to somewhere around 100-200kb (approximately).
2	Click on the photo to be amended.
3	A row of buttons will appear mid screen. Click on the  button.
4	In the window that appears, click on the  button and navigate to the relevant folder on your computer which contains the photo you wish to use.
5	Click on the photo and click "Open" (or similar, depending on your PC).
6	The photo will upload and appear on the page.
7	When you have finished making your amendments, click on the  button at the top right of the screen to save and publish your changes.
8	Click on the  button.
9	Click on the  button at the top right of the screen.
10	Click on the  button at the top right of the screen.

Adding to, deleting or rearranging photos in your slide show

Step	Action								
1	<p>Ensure you have:</p> <ul style="list-style-type: none"> artistically cropped the photo enhanced the colour if need be, and reduced it in size to somewhere around 100-200kb (approximately). 								
2	Scroll down the page to the flashing slide show and click on it.								
3	A row of buttons will appear mid screen. Click on the  button.								
4	<table border="1"> <thead> <tr> <th>If...</th> <th>then...</th> </tr> </thead> <tbody> <tr> <td>you want to delete a photo</td> <td> <ul style="list-style-type: none"> click on the  button in the corner of the photo when you've finished deleting all the photos you want to remove, click on the  button. </td> </tr> <tr> <td>you want to add a photo</td> <td> <ul style="list-style-type: none"> click on the  button navigate to the relevant folder on your computer which contains the photo/s you wish to add click on the photo and click "Open" (or similar, depending on your PC) repeat the above steps until you've finished adding all the photos you want to add click on the  button. </td> </tr> <tr> <td>you want to rearrange the order of a photo in the slide show</td> <td> <ul style="list-style-type: none"> click on the photo, holding your mouse button down, and drag it into the new sequence click on the  button. </td> </tr> </tbody> </table>	If...	then...	you want to delete a photo	<ul style="list-style-type: none"> click on the  button in the corner of the photo when you've finished deleting all the photos you want to remove, click on the  button. 	you want to add a photo	<ul style="list-style-type: none"> click on the  button navigate to the relevant folder on your computer which contains the photo/s you wish to add click on the photo and click "Open" (or similar, depending on your PC) repeat the above steps until you've finished adding all the photos you want to add click on the  button. 	you want to rearrange the order of a photo in the slide show	<ul style="list-style-type: none"> click on the photo, holding your mouse button down, and drag it into the new sequence click on the  button.
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Adding a new photo

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1	 <p>Click on the  button in the middle upper part of the screen and drag it down to the spot where you would like to add a new photo.</p>						
2	<p>Release the mouse button to drop the box in place. <i>Note:</i> Don't worry if it is in the wrong place, you can click and drag it again.</p>						
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4. VIEWING STATISTICS

Weebly Statistics Dashboard

With 'Administrator' access, you are able to view the site's statistics:

Step	Action
1	Once you have logged in, click on the  button next to "Christian Science Branch Churches..." mid screen.
2	A graph will appear showing the last month's page views, by day.
3	Click on the  button at the right of the screen to view more interesting information.
4	Click on the  button at the left of the screen to return to the "My Site" screen.

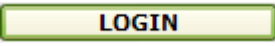
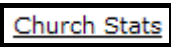


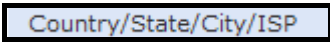


WHAT DO THE STATISTICS SHOW?

Pageviews: This shows the number of pages visitors viewed on a given day. One visitor may visit 3, 10, 20, or however many pages.

Unique Visitors: This shows the number of individual visitors who have been to the site. The unique visitors' number should always be smaller than the Pageviews number simply because one person can visit multiple pages and, thereby, generate a number of different page views.

Stat-Counter

We can get a more detailed view of the last few days of statistics. This information is accessed through a separate website (not Weebly) and there is a maximum log of 500 entries, or 30 days, because this service is free:

Step	Action
1	Go to: http://statcounter.com/
2	To the left of the screen, enter the following information in the relevant boxes: <ul style="list-style-type: none"> • Username - christianscience • Password - principle
3	Click on the  button.
4	Click on either  or the  button, under Project Name, to view a graph of unique visitors or returning visitors.
5	On the left of the screen, under Statistics, there is a list of different types of stats that can be viewed. Below are some examples: <ul style="list-style-type: none"> • click on  to see who has specifically been visiting the site • click on  to see a pareto of what countries have been viewing the site • click on  to see a world map, showing the countries that visitors are from.
6	When you have finished viewing the statistics, click on the  button at the top middle of the screen.