SJM Website Instructions

This guide will introduce you to the different types of content on the website and how you can add your own content. If you need additional assistance, you can ask a question at http://a2zwaresolutions.com/ask-a-question/

The Saint Justin Martyr website is only to be used for communicating information which is directly related to the ministries of Saint Justin Martyr parish.

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Your Account

You will need a login to the member section of the website to add your content. Contact the SJM parish office or school office for instructions.

This account is different than the account you use on the Order Lunches site and the one you use on the A2Z Gradebook site, which was previously used for adding content. You must set up your account even if you already have an account on one of those sites.

Content Types

Before adding content, you should understand the different content types so you can choose the type which best suits your content.

- **Event** – A calendar event is anything which is tied to a specific date or range of dates. You can also add details such as an event flyer, contact information, a link to a registration page, etc. **This option does not reserve a room for your event. You must do that separately.** You may add a single event or a repeating event. Repeating events must be year round events.
- **Document** – If your primary goal is to share a document and it is not tied to an event, then choose this option. If your document is related to an event, it would be better to add it as an event flyer. See the event option above.
- **Link** – Use this option if you want visitors to our site to have easy access to another site. This option is meant for sites which visitors might view frequently, such as online giving or the sports registration site.
- **Single Photo** – If you have one photo to share, select this option. The photo will also be shared to social media in image format rather than as a link.
- **Photo Gallery** – Use this option if you have a group of related photos to share. Typically photos would all be from a single event. The photos will be displayed in a gallery of thumbnails. When you click on a thumbnail, a large copy of the image will be shown.
- **Video** – This option will embed a video in an article. The video must be hosted on an external site, such as YouTube or Vimeo.
- **News Article** – A news article is usually just written text. If none of the items above really work for the content you are adding, choose this option.
- **Room Reservation** – This is exactly what it sounds like. Use this option to book a location for your event. **This option will not add your event to the website calendar.** Use the event option above to do that. It is OK to have both a reservation entry and an event entry for the same event.
- **Announcement** – An announcement is a brief notice to members. It will be sent via email immediately after publishing. **This option is only available to editors and should be used sparingly.**

Still can't decide which to use? Ask a question at http://a2zwaresolutions.com/ask-a-question/

Detailed instructions for using the website are given in the rest of this document.

Adding and Editing Calendar Events

Add a single event

To add a single event, go to http://stjustinmartyr.org/wp-admin/edit.php?post_type=a2zevent&page=a2zaddevent .

First enter the required information:

1. Enter the title for your event. Be descriptive. You do not need to put the date in the title.
2. Select the ministry which this event is most closely connected to. You may select up to three.
3. Add a complete description of the event. Include as many details as possible. This is the description website visitors will see, so use language which is inviting.
4. Add a brief summary of the event. This will be displayed on the site on pages where it is not practical to show the full description.
5. Enter the date of the event in the start date box. If applicable, also add a start time, end date, and end time. The start date is required. The other items are optional, but the end date/time must be later than the start date/time.

The rest of the information is optional:

- You may enter a location. This can be a room such as the gathering space or an address if the event is taking place elsewhere.
- Specify the recommended ages or audience if this event is intended for a specific group of people.
- You may add a deadline. Typically this is used if there is a date you want people to RSVP or make a reservation. Include the deadline date and the deadline text. The date will be appended to the end of the text, so it should read something like "Please RSVP before " .
- There is an option to enter the cost of the event if applicable.
- If you have a registration site, you may add a link to the site. Include the text for the link. The text should read something like "Register for this event".
- If there is another website with additional information about the event, you may include a link. The link text will be "Event website".
- You may enter contact information for the event, including a name, phone number, and email address. The email address will be displayed as a mailto link.
- You may upload a flyer. PDF format is recommended since most users will be able to open that format.
- You may upload an image to be displayed with your event. Using an image makes the event look nicer on the website and when shared on social media. If you do not upload an image, a stock calendar image will be used.

After you have entered your event information, select the Submit Event for Review button.

After you submit the event, you will be redirected to a page with links to preview and edit the event. You can also access the event by selecting Events from the menu on the left.

Your event will be reviewed by the site editors before it is published to the website.

Copy an event

If you have an event which repeats but not on a regular basis or not all year, you can make additional copies of the event. By doing this and changing the dates, you will not have to enter all of the event information over and over.

To copy an event:

1. Select Events from the left side menu.
2. Find your event in the list and hover over the title. You should see a Copy link under the title. Click on it.
3. A copy of your event will appear in the list as a draft. Hover over the title and select the Edit link.
4. In the editor, change the dates as necessary. You can also edit other event information.
5. Select the Save as Pending button near the upper right.

Your copy will also be reviewed by a site editor before it is published.

Add a repeating event

If you have an event which repeats all year long on a regular basis, you can add it as a repeating event.

1. Go to http://stjustinmartyr.org/wp-admin/edit.php?post_type=a2zevent&page=a2zaddrepeatingevent and select the appropriate type of repeating event.
2. Select the Continue button.
3. Enter the title, ministry, description, and summary. See the information about adding an event above for details.
4. Select the correct details for how the event repeats.
5. Select the start time and end time. These are optional. The end time must be later than the start time.
6. Enter the other optional information. See the information above about adding an event for details.
7. Select the Submit Event for Review button.

Your repeating event will be reviewed by a site editor before it is published.

Adding Documents

To add a document, go to http://stjustinmartyr.org/wp-admin/edit.php?post_type=a2zdoc&page=a2zadddoc
First enter the required information:

1. Enter the title for your document.
2. Select the ministry which this document is most closely connected to. You may select up to three.
3. Add a description of the document.
4. Add a brief summary of the document. This will be displayed on the site on pages where it is not practical to show the full description.
5. Upload the document. PDF format is recommended because most users can open PDF documents.

You can also add an image use with the document. Using an image makes the document page look nicer on the website and when shared on social media. If you do not upload an image, a stock library image will be used.

When you are finished, select the Submit Document for Review button. Your document will be reviewed by a site editor before it is published.

Adding Links

To add a link, go to http://stjustinmartyr.org/wp-admin/edit.php?post_type=a2zlink&page=a2zaddlink
First enter the required information:

1. Enter the title for your link.
2. Select the ministry which this link is most closely connected to. You may select up to three.
3. Add a description of the website the link points to.
4. Add a brief summary of the link description. This will be displayed on the site on pages where it is not practical to show the full description.
5. Enter the address for the link. It should start with http://
6. Enter the link text.

You can also add an image use with the link. Using an image makes the document page look nicer on the website and when shared on social media. If you do not upload an image, a stock paper links image will be used.

When you are finished, select the Submit Link for Review button. Your link will be reviewed by a site editor before it is published.

Adding Photos

Add a single photo

To add a single photo, go to http://stjustinmartyr.org/wp-admin/edit.php?post_type=a2zimage&page=a2zaddimage
First enter the required information:

1. Enter the title for your photo.
2. Select the ministry which this photo is most closely connected to. You may select up to three.
3. Add a caption for the photo.
4. Use the Choose File button to locate the photo on your computer.
5. Select the Submit Image for Review button.

Your photo will be reviewed by a site editor before it is published.

Add a group of photos (photo gallery)

To add a photo gallery, go to http://stjustinmartyr.org/wp-admin/edit.php?post_type=a2zimage&page=a2zaddgallery
First enter the required information:

1. Enter the title for your photo gallery.
2. Select the ministry which this gallery is most closely connected to. You may select up to three.
3. Add a description of the photo gallery. Include information about where the pictures were taken, the occasion, etc.
4. Add a brief summary of the description. This will be displayed on the site on pages where it is not practical to show the full description.
5. Use the Upload Images button to locate the photos on your computer. You can drag the photos onto the uploader window to upload them.
6. Wait until the images finish uploading.
7. Select the Save Changes button on the uploader window.
8. Select the Submit Photos for Review button.

Your photo gallery will be reviewed by a site editor before it is published.

Adding News Articles

To add a news article, go to http://stjustinmartyr.org/wp-admin/edit.php?page=a2zaddarticle
First enter the required information:

1. Enter the title for your article.
2. Select the ministry which this article is most closely connected to. You may select up to three.
3. Add the article body.
4. Add a brief summary of the article. This will be displayed on the site on pages where it is not practical to show the full article.

You can also add an image use with the article. Using an image makes the article page look nicer on the website and when shared on social media. If you do not upload an image, a stock news image will be used.

Your article will be reviewed by a site editor before it is published.

Adding Room Reservations

To reserve a room, go to http://stjustinmartyr.org/wp-admin/edit.php?post_type=a2zres&page=a2zaddres
You may enter reservations for single dates only. If you need a reservation which repeats weekly or if you need to reserve a location for an extended period of time, contact the parish office.

1. Enter the date of your event.
2. Select the type of location you want to reserve.
3. Select the View Availablity button.
4. Check the boxes which correpond to the times and rooms you are reserving. If a box is already checked, then that room is unavailable at that time because it is already reserved for a different event.
5. Double check your selections.
6. Select the Save Reservation button.

All reservations are subject to approval by the parish office.

Additional Help – Ask a Question

If you cannot find the answer you are seeking in this document, then ask a question at
http://a2zwaresolutions.com/sjmhelp/ .