

THE NEW www.mlutheran.org is UP!

A quick guide to the Messiah's New Website at www.mlutheran.org

Please do not call the office unless you have read this guide completely.

Key facts to know ...

FIRST- The new Website uses a “responsive” format which adapts the arrangement of content to the viewers device. This makes it easier to read and select content on a broader number of user devices. **Also - Don't be surprised if the look and arrangement of the Website content varies from one browsing session to the next.** It may be your screen window is smaller or you have zoomed in a bit on the browser window. The site is designed this way so that it can be viewed horizontally, vertically on big screens and small. If things are looking a little wonky, reset your browsers zoom and expand your window to full screen. A neutral, and quiet theme was adopted so that the content and images stand out vs. complex web graphics.

SECOND- Navigation Changes – The new Website uses many of the same navigation links as our prior site, but some are found under different menus and located in different places.

- Membership Directories are located: **About us/Members/Members Directory**
- Forms and other member resources are located: **About us/Member Resources**
- Christian Education information is located at: **Learn**
- Outreach Ministries are located at: **Serve**
- Other Ministries are located under **Serve/Music Ministries, Fellowship, Youth.**
- Specific Worship Service information (ie. Liturgy Readings, etc.) are listed in Upcoming Events and are associated with each service.

THIRD, you do not need an account to visit the new website. You will only need to create an account in order to perform the following **specific activities.**

- View MLC's Membership Directory, Photo Directory and Annual Reports (the common password may still be required for these documents) or other member only communications.
- Be a contributor, editor or author to the site content.
- View or sign up active Volunteer Sign Up Sheets

New Features of the Site

Event Calendar – Found under **Connect / Events** or at **the top navigation bar.** This calendar will show **Messiah Lutheran Congregational Events and Activities only.**

- On all event listings, clicking on the event title will bring up the details, location and organizer information. **You can also share special events through social media!**
- The existing “Brown Bear” Calendar is located at: **About Us/Events/Facility Calendar** link or the button on the MLC Calendar. The calendar will be used primarily as a scheduling /facility usage calendar for MLC and Tenant organizations.

Online Volunteer Sign Up – Found under Connect / Volunteer Sign Up Forms. You will be required to have an account and be signed into that account to sign up for an activity.

- Once logged in, simply click on the task you want to fill and a short form will open for you to complete. You will receive a confirmation email from the sign up organizer.
- You will see all the items you are signed up for at the bottom of the Volunteer Sign Up Forms page. You can clear yourself out of a volunteer job on certain signups.

Integration of “Messiah Blog” and “Messiah Messenger” Monthly Newsletter – under Connect. Now our blog and our Website are one!

- Find the Messiah Blog content now appears directly on our home page at www.mlutheran.org
- The Monthly Newsletter now can be viewed on the site without downloading. You can still view and download the newsletter. All past “Messenger” issues have been transferred over to the new site and can be found under
- Only the Messiah Blog articles are searchable via the site search feature.

Daily Bible Verse and Readings (Home Page) - these are automatically updated from the ELCA website. You may find that you need to refresh your browser if the content doesn't load right away

Front Page Slide Show - If you click on any of these sliders you will be taken to an Event Listing, Blog Post or Page. **The purpose of the slide show is to draw attention to church wide events, initiatives or other information.**

Social Media Links - See something you'd like to share via Facebook or link in an e-mail to a friend? Just click the relevant buttons and follow the instructions. **Computer Usage / Social Media Policies** can be found under **About/Member Resources**

The Site is Still in Development - You may see several pages that lack photos or have the words “Page under Construction” on them. Please know that it will take a few more weeks to have everything exactly as it should be. The new Website was a team effort to build and involved contributions and oversight of Pastor Scott Peterson, Jack Mast, Rebecca Mast, Tim Spence, Rhonda Gaede, members of the staff. The site was designed by Meredith Kilby, MLC's Media and Communications Coordinator. You may direct any comments or concerns to her at communications@mlutheran.org

User Note Area

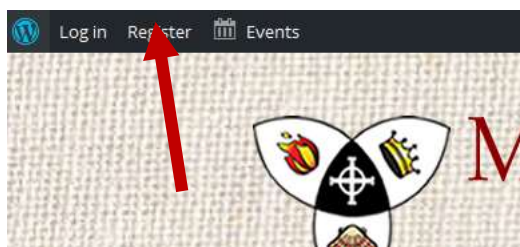
My User Name: _____

Email Used: _____

Other Notes: _____

Creating an account on www.mlutheran.org is easy.

1. Click on the 'Register' link at the top left corner of the homepage window.



2. Fill out the simple Create an Account Form

Your username cannot be changed once created.

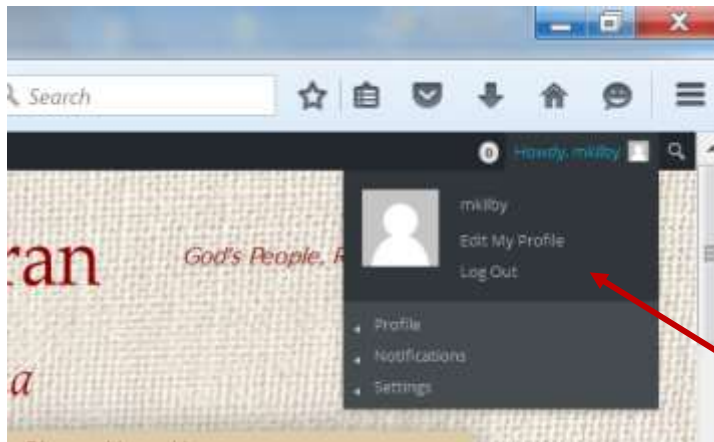
Please use your complete First and Last Name under Profile Details "Name." This will assist site administrators in verifying accounts on the back end.

Privacy Note: Under "Name (required)" It says, "This field can be seen by: Everyone" To clarify, this refers to www.mlutheran.org account holders and admins, public users!

A screenshot of the 'Create an Account' form. The title 'Create an Account' is in large red font. Below it is a sub-header 'Account Details' and a 'Profile Details' section. The form includes fields for Username (required), Email Address (required), Choose a Password (required), and Confirm Password (required). The Profile Details section includes a Name (required) field with a privacy note 'This field can be seen by: Everyone' and an 'About Me (required)' section with two radio button options: 'I am a Member of Messiah Lutheran Church' (selected) and 'I am not a Member of Messiah Lutheran Church'. Below the 'About Me' section is a privacy note 'This field can be seen by: Only Me' and a 'Change' link.

3. An Email will be sent to you automatically. Follow the instructions on the sent Email to activate your account. Sign into your account by selecting the 'Log in' link at the upper right corner of your page/browser.
4. Once you **Sign in**, you'll want to know where you **Log Out** or edit your profile.

Simply hover or select the greeting or your image placeholder at the TOP RIGHT corner of your browser window to activate the drop down profile menu.



From this drop down menu you can also select Edit My Profile and upload an image, view any notifications, and tweak your account settings. **You can also Log Out**

Feel free to upload a picture of yourself. This might be very helpful to Church Council Reps or other folks who coordinate sign up sheets, etc.

5. **Your Dashboard (found in the upper left hand corner)** allows you to customize and view your “backend” user interface and also adjust your Profile settings. ***There won't be much here for you to see and do here unless you are an Editor, Contributor or Administrator to www.mlutheran.org***

To exit the dashboard and go back to viewing the front end of the Website, click the upper left “Home” icon.

6. Lost / Forgotten Usernames and Passwords AND Login Limit Lockouts

If you forget your password from one visit to the next, simply click the link below the Log in screen and follow the prompts to request a change. It's very fast and simple to do.

The Limit Login Attempts is a security measure put in place to prevent unauthorized and brute force access to the backend to the Website. **If you lock yourself out**, you will be able to attempt to Log in after a short period of time. **After so many lockouts, your account will be suspended for a period of 24 hours.**

Best practices to avoid lock-outs

- Use a familiar, but unique Username and Password so you'll remember it.
- Keep your password in a safe secure place where only you know.
- If you like, you may utilize your browser's “Remember my Password” features. Be sure to keep your password in a secure place though!
- Use your primary Email account as your MLC account. This is especially important so that you don't miss any volunteer sign up reminders.

