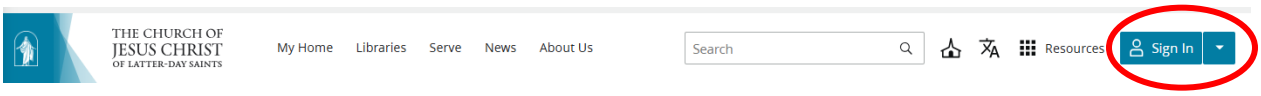
Public Ward Website How to Guide

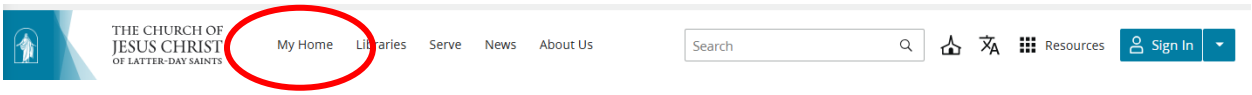
To view and modify your Ward Website complete the following steps:

<u>To VIEW your Ward Website:</u>

1. Go to https://www.churchofjesuschrist.org/
2. Sign in



3. Click on “My Home”

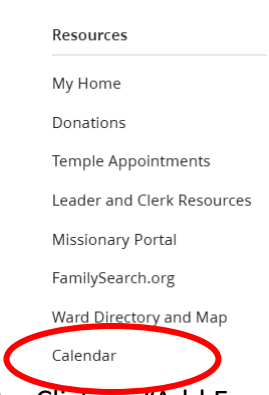


4. Click on “View Ward Page”

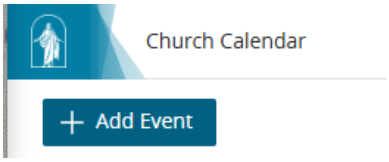


To MODIFY your Ward Website:

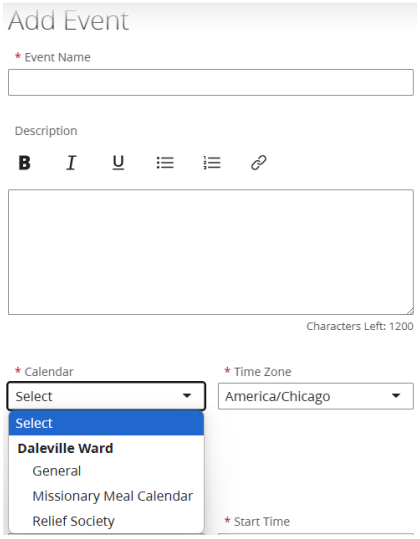
1. Go to “Resources”
2. Select “Calendar”



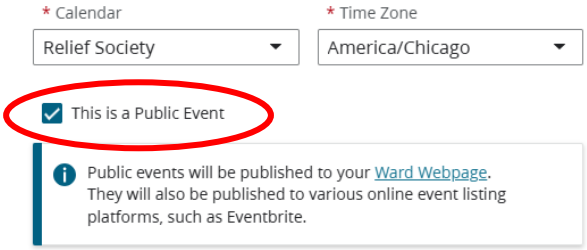
3. Click on “Add Event”



4. Add the Event Name, Description of the activity, and select the Calendar you want it to be published under (only the calendar you have permissions to edit will be displayed)



5. Select “This is a Public Event”

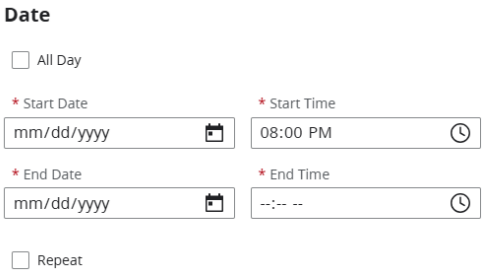


6. You will have three options for the Image.
   a) Keep the default image of the Christus
   b) Upload Image from your computer
   c) Select from Image Library

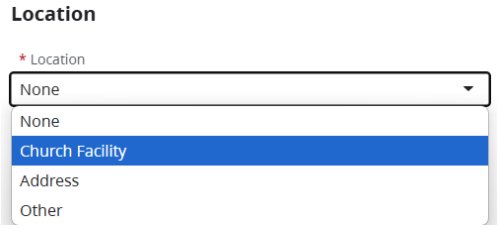


7. Under “Audience Filters”, select who the event pertains to. i.e. Everyone, Children, Youth, etc. …

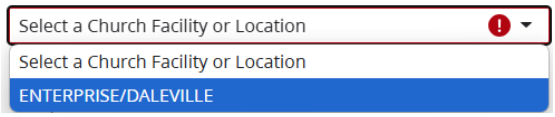
8. Input the Start and End Date and Start and End Time



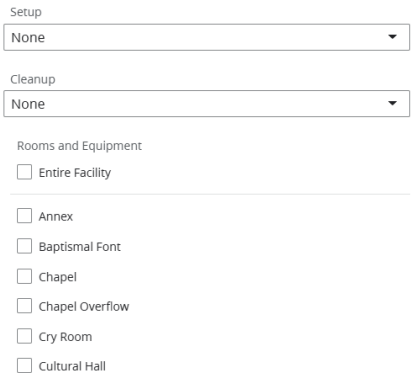
9. Select the Location



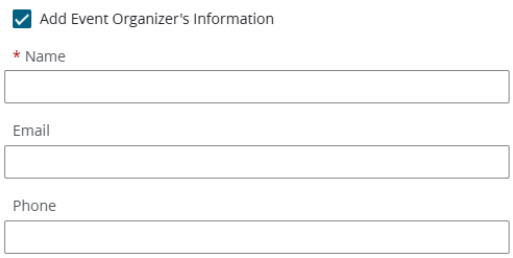
10. If you want to reserve the church building, select "Church Facility" under Location.
    a) Under "Select a Church Facility or Location," select you ward or branch



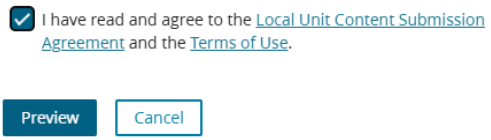
    b) Add a Setup and Cleanup time if necessary
    c) Select the rooms that you want to reserve



    d) Click on "Add Event Organizer's Information" (at a minimum Name and Email or Phone Number)



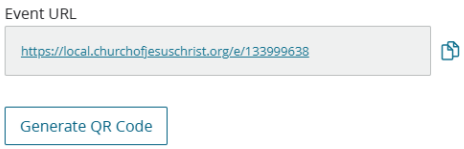
11. Select “I have read and agree to the . . .” and click on “Preview”



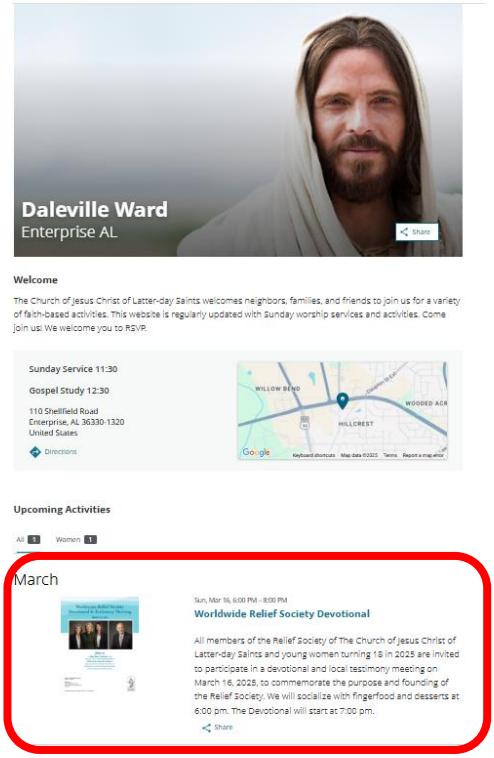
12. If you are satisfied with your event, select “Publish”, otherwise select “Continue Editing”



13. Once the event is published you will be able to copy the Event URL and/or Generate a QR Code.



14. Then you can go to your Ward Website



15. If you want to share this event on social media from the Ward Website, select the “Share” link at the end of the event description or go back to the calendar event where you can copy the “Event URL” and/or Generate a QR Code

