

Logon @ <https://www.christadelphiansaustralia.org.au/ncc/admin/index.php>

View @ <https://www.christadelphiansaustralia.org.au/ncc/admin/ecclesias.php>

<https://www.christadelphiansaustralia.org.au/ncc/admin/showforums.php>

after logging in...

The screenshot shows the 'Ecclesias Home' dashboard. At the top, the title 'Ecclesias Home' is centered, and the time '03:34:42 PM' and date 'Fri, 9 December 2022' are displayed on the right. Below the header is a navigation menu with the following items: HOME, ECCLESIA DETAILS (highlighted with a red box), FORUM DETAILS, PUBLIC VIEW, ECCLESIAL CONTACTS, CALENDAR, and LOGOFF. The main content area features a yellow box titled 'Lastest News -' containing the text: 'Website developed June 2022 - For access by NZ Christadelphian Recorders' and a bullet point: '• June 2022 - For User Guides and Training resources a link will be provided shortly'.

1. click on ECCLESIA DETAILS

## 2. update and enter ecclesial details

The screenshot shows the 'Ecclesial Details' web form. The title bar is cyan and contains the text 'Ecclesial Details' and 'Secretary Recorder (Auckland Central)'. Below the title bar is a navigation menu with links: HOME, ECCLESIA DETAILS, FORUM DETAILS, PUBLIC VIEW, ECCLESIAL CONTACTS, CALENDAR, and LOGOFF. The form fields are as follows:

- Ecclesia (full name 45 char.):
- Ecclesia (shortname 20 char.):
- Address:
- Address:
- Suburb:
- Island:
- Post Code:
- Email:
- Phone:  (Annotated with a blue box labeled 'Ecclesial Hall phone')
- Website:  (Annotated with a blue box labeled 'Ecclesial Hall phone')
- Calendar Key (to display Ecclesial Activities):
- Person to maintain details:

Below the form fields is a section titled 'Notes - Opening & Closing Times, Classes held, etc.' containing a rich text editor. The editor has a menu bar with 'File', 'Edit', 'Insert', 'View', 'Format', 'Table', and 'Tools'. The toolbar includes icons for bold, italic, underline, text color, background color, link, unlink, and list. A blue box labeled 'Insert/edit URL link' points to the link icon in the toolbar. The text area is empty. At the bottom right of the editor, it says 'Words: 0'.

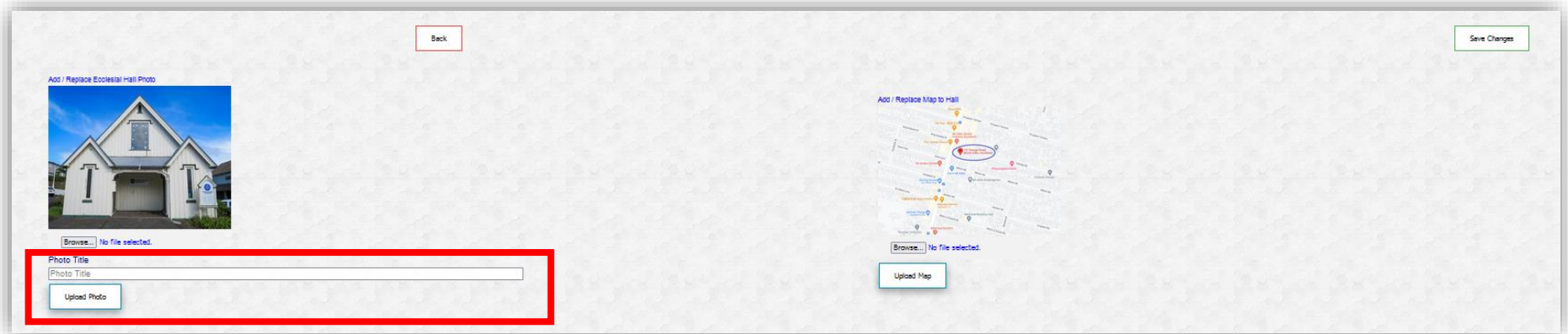
At the bottom of the form, there is a 'Website Map to hall (Google Maps Reference)' section with a text input field containing the URL 'https://goo.gl/maps/nGdmuWJ9hRe8UeJr8' and a link 'Try your Google Map Reference link here.' Below this are two buttons: 'Back' and 'Save Changes' (highlighted with a red box).

3. click on the “Save Changes” button when updates are complete

## 4. upload / replace images and maps

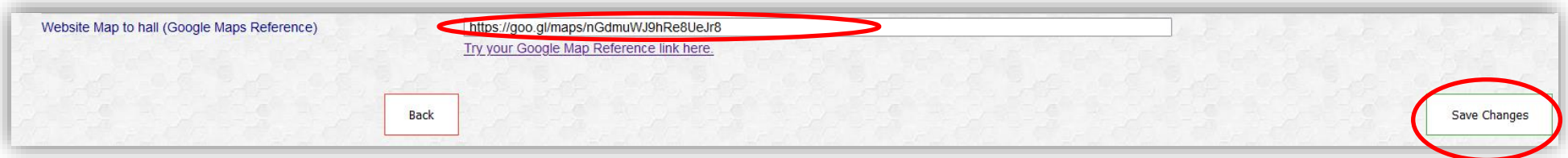
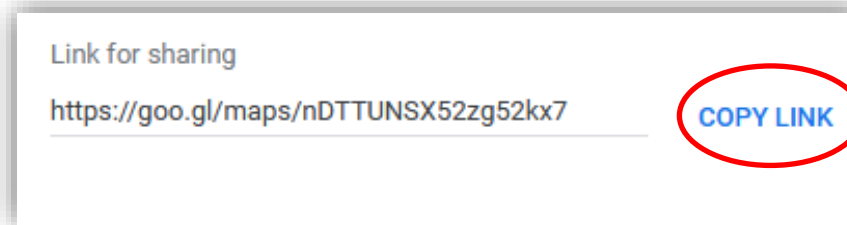
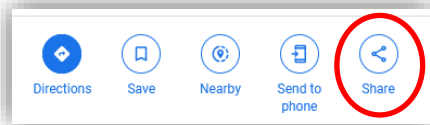
You can have up to 2 images or 1 image and 1 map

you can also enter a photo (image) title



if you are replacing an image or map, a refresh of your webpage may be required

5. for the google map link, enter your ecclesial location address in Google Maps and then click on the Share button, then click on the text “COPY LINK”  
paste the copied link into the “Website Map to hall (Google Maps Reference)” then click on the Save Changes button



## 6. to test the shared map reference link

Website Map to hall (Google Maps Reference)

Try your Google Map Reference link here.

Back Save Changes

7. “Calendar Key” is for setting a password used to access “Ecclesia Specific” calendar events in the [Calendar listing](#)

Calendar Key (to display Ecclesial Activities)

**Ecclesial Calendar**

Previous Next Access key:  Set Key Select a Category: All ▼

8. after saving changes, review the updates on the website