

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' website interface. At the top, there is a dark teal header with the text 'Ecclesias Home' on the left and a digital clock showing '03:34:42 PM' on the right, with the date 'Fri, 9 December 2022' below it. Below the header is a light grey navigation bar with several menu items: 'HOME', 'ECCLESIA DETAILS', 'FORUM DETAILS', 'PUBLIC VIEW', 'ECCLESIAL CONTACTS', 'CALENDAR', and 'LOGOFF'. The 'FORUM DETAILS' item is highlighted with a red rectangular box. Below the navigation bar, there is a yellow-orange content area. It starts with the text 'Lastest News -' followed by a horizontal line. Below the line, it says 'Website developed June 2022 - For access by NZ Christadelphian Recorders'. Underneath that, there is a bulleted list with one item: '• June 2022 - For User Guides and Training resources a link will be provided shortly'.

1. click on FORUM DETAILS

# 2. select "Edit" for the Forum to be updated

**Select a Forum** Secretary Recorder (Auckland Central)

HOME   ECCLESIA DETAILS   FORUM DETAILS   PUBLIC VIEW   ECCLESIAL CONTACTS   CALENDAR   LOGOFF

Forum	Start	Finish
<a href="#">Edit</a> Ecclesial Activities	Monday 6th June 2022	Wednesday 6th July 2022

# 3. edit / update the Forum details

**Add / Update Forum Content** Secretary Recorder (Auckland Central)

HOME ECCLESIA DETAILS FORUM DETAILS PUBLIC VIEW ECCLESIAL CONTACTS CALENDAR LOGOFF

Forum selected: Ecclesial Activities

File Edit Insert View Format Table Tools

Text formatting – hover over icons for tip

Sample Forum Listing

Insert/edit URL link

Joining our meetings online:

Sunday - Memorial Meeting - 11am - HALL and ONLINE

Sunday - Gospel Preaching - 6pm - ONLINE

Wednesday - Bible Class - 7.30pm - ONLINE

Youth Activities:

Words: 37

Last Updated: 11:46 PM - Monday 6th June 2022

Back Save

4. click on the “Save” button when updates are complete (may take a few seconds to save)

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