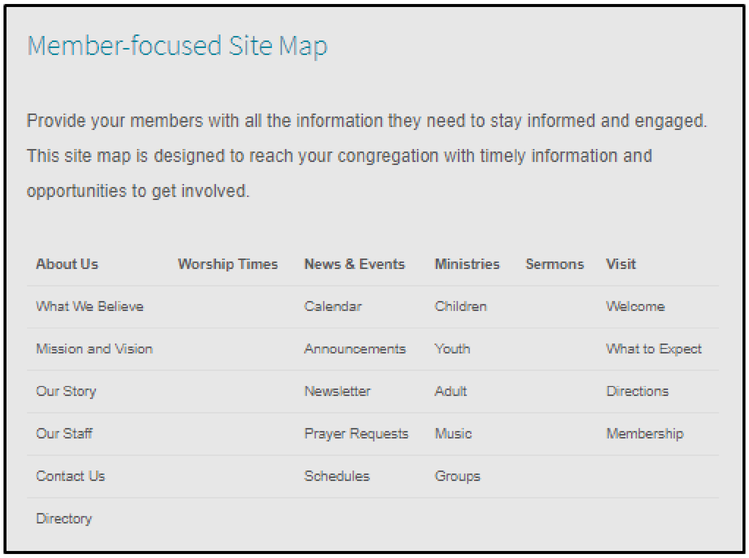
Church360° Unite

Manual

Site Map Overview

Site Map - Church360° Unite offers four site maps to choose from. These site maps are pre-populated and contain different category/page combinations.



Member-focused Site Map

Provide your members with all the information they need to stay informed and engaged. This site map is designed to reach your congregation with timely information and opportunities to get involved.

About Us	Worship Times	News & Events	Ministries	Sermons	Visit
What We Believe		Calendar	Children		Welcome
Mission and Vision		Announcements	Youth		What to Expect
Our Story		Newsletter	Adult		Directions
Our Staff		Prayer Requests	Music		Membership
Contact Us		Schedules	Groups		
Directory					

Pages Overview

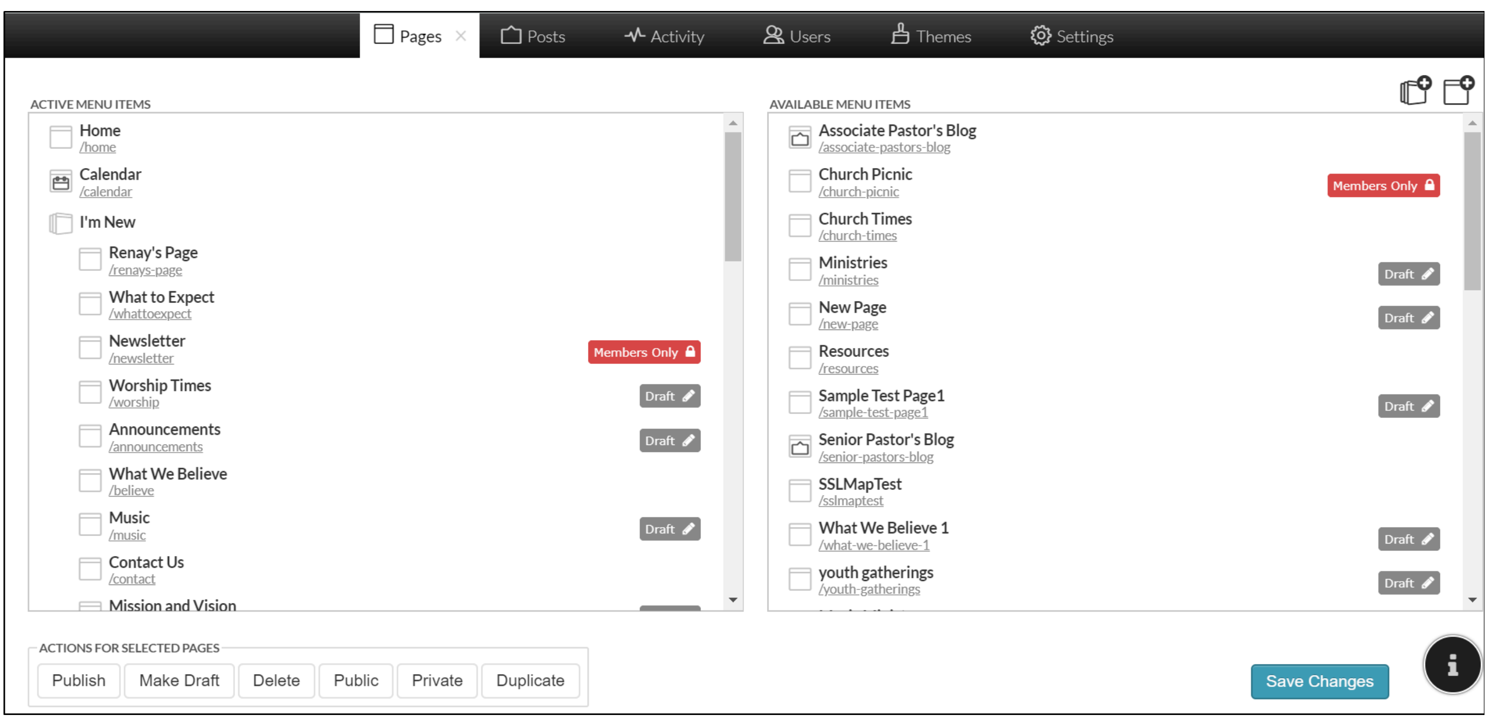
The Pages admin tool is used to create new categories and pages as well as manage them.

There are two main sections in the Pages tool.

- **Active Menu Items**—displays current active menu items, including categories, pages, and the status for pages (member only or draft). These are the items that will be visible to users when they visit your site. You can move items from this side to the Available Menu Items side.
- **Available Menu Items**—shows your available menu items, including created pages and categories and the status tied to those pages. Items in the list are hidden from users of the site. You can move items from this side to the Active Menu Items side to add those pages or categories to your site.

To move items between the Active Menu Items and Available Menu Items,

1. Click the page or category that you want to move.
2. While still holding down your mouse, drag the item to its correct position. Release the mouse when the item is in the correct position.
3. Click the "Save Changes" button to record these changes.



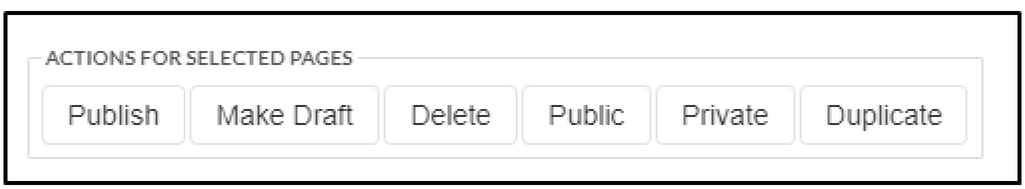
Actions for Selected Pages

The “Actions for Selected Pages” links change the status and visibility of your pages

- **Publish**—make the pages viewable on the site
- **Make Draft**—pages with this status will only be viewable when the person is logged in as an administrator or a publisher
- **Delete**—deletes the selected page. Once the page has been deleted you will not be able to get it back
- **Public**—makes a page public (pages will be viewable by anyone who visits your site. The person visiting your site does not have to be logged in to see these pages)
- **Private**—makes a page private (pages will only be viewable by those who log into your site)

To update a page's status,

1. Click “Pages” on the admin bar.
2. Select the page that you are changing the status of.
3. Once you have your page selected, click the appropriate action (publish, make draft, delete, public, private) to change the page’s status or to delete the page.
4. After all changes have been made, click the “Save Changes” button



Add Page

Clicking on Add Page will open a window that will allow you to add a new page. Pages can be in the menu by themselves or listed within a category.

Church360 Unite has five basic page types:

Static Pages

The most versatile of page types, static pages start from scratch and are able to be edited fully. These pages can contain a variety of information.

Feed Page

This page is used mostly for Sermon recordings or other outreach events.

Group Page

This page is used to create group pages.

Calendar Page

Used to create new events and calendars, this page is created by default and can be found in Active Menu Items. It displays your created events, Church360° Events, and Google Calendar Events.

Google Calendar Events are not able to be edited from within Unite.

Member Page

This type displays your members and is created by default and can be found in Active Menu Items.

This page is automatically populated if you have a Church360° Members website.

If you are a Shepherds Staff user you will need to run a utility to get the member information uploaded.

To add a new page,

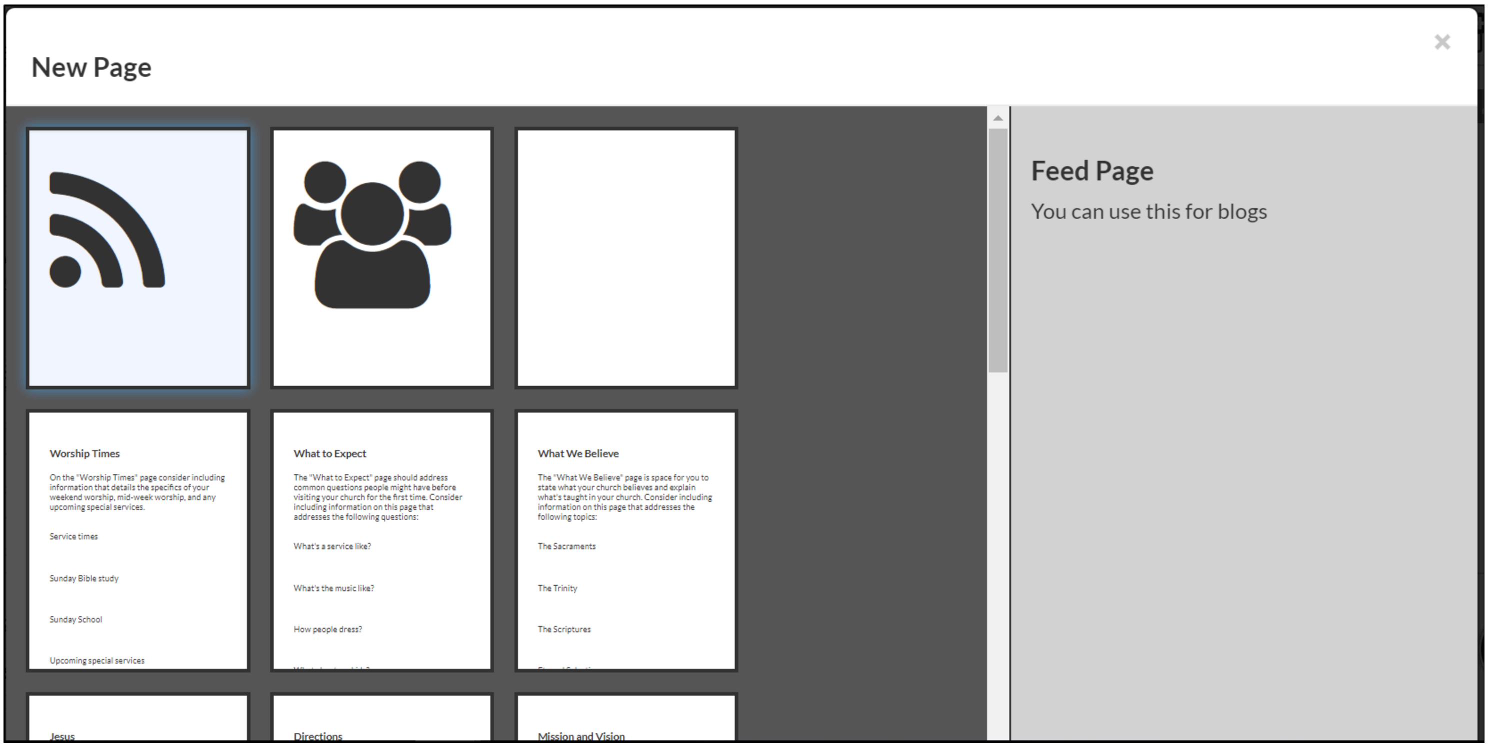
1. Log in as an Admin or Publisher then click on Pages on the admin bar.

2. Click on the Add Page icon. A new window will appear. There are 19 pages to choose from. Each will contain helper information to give you an idea on how to best format the page.

3. Select the page that you would like to create and click on create page. Your new page will show in the Available Menu Items. You can rename the page if you would like or leave it as it is.

4. Our next step would be to click on the page and move it to its appropriate order under Active Menu Items.

5. Once you have the new page placed click on Save Changes to save your new page.



Add Category

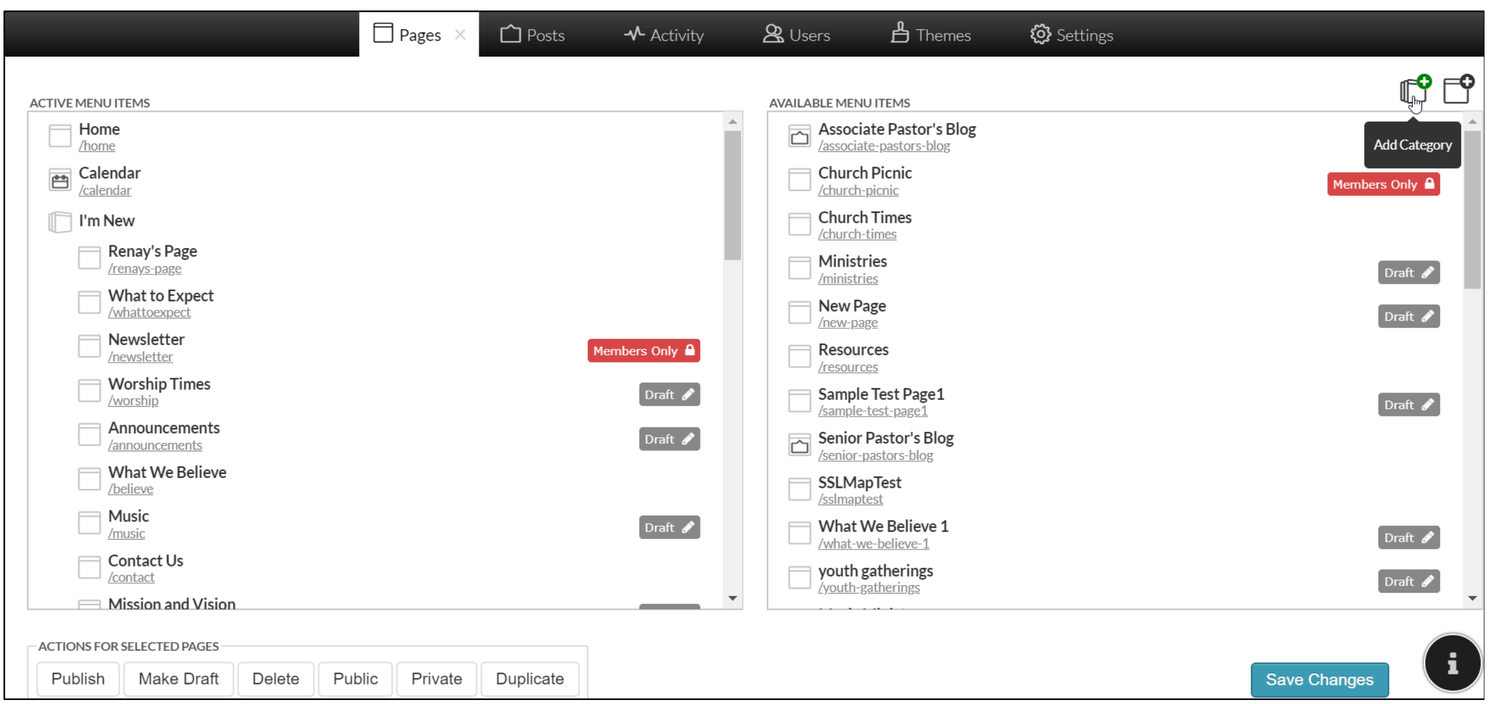
Categories are the headings that appear on every page of your site on the navigation bar and act like folders that contain pages.

Note: You must be an administrator or publisher to edit categories.

To add a new Category,

1. Click "Pages" on the admin bar.
2. Click the folder icon in the upper right hand corner of the screen. Your new category will appear under the Active Menu Items.
3. Enter in the name of the New Category and press the "Enter" key to save the name.
4. To move your new category to a different position, click and hold the name of the category and drag the category to its correct position. Release the mouse to lock the category in place.
5. Once the Category has been placed, click the "Save Changes" button.

Note: Categories must have a page listed underneath in order to be displayed in the navigation. Categories can not be placed within another Category.



Asset Management

Managing Assets in Church360° Unite

In Church360° Unite, any file—whether it's an image, video, audio, or document—that you upload to your site is considered an **Asset**. Assets use a portion of your church's storage, and your available storage depends on your subscription level:

- **Basic**: 2GB
- **Advanced**: 10GB
- **Premium**: Unlimited

Proper security and management of these assets are essential. You want to ensure that only the intended individuals have access to them, and that unused assets don't take up valuable space. Church360° Unite supports both of these goals:

Asset Security

Church360° Unite protects your assets by restricting access based on the visibility of the page where the asset was originally uploaded. Even if an asset is linked elsewhere—on another page or outside your website—its visibility remains tied to the original page's settings:

- **Public**: Assets uploaded to public pages are visible to anyone, including users without a login.
- **Members Only**: Assets uploaded to non-group members-only pages are visible only to logged-in users.
- **Draft**: Assets uploaded to draft pages are visible only to logged-in users who are designated as Publishers, Designers, or Administrators.
- **Group**: Assets uploaded to group pages set to "Only Group Members" are visible only to group members and Administrators.

Asset Cleanup

To help manage storage, Church360° Unite automatically flags assets for deletion if they are removed from a page. These flagged assets will display a **!** symbol in the "Assets uploaded to this page" section of the upload window.

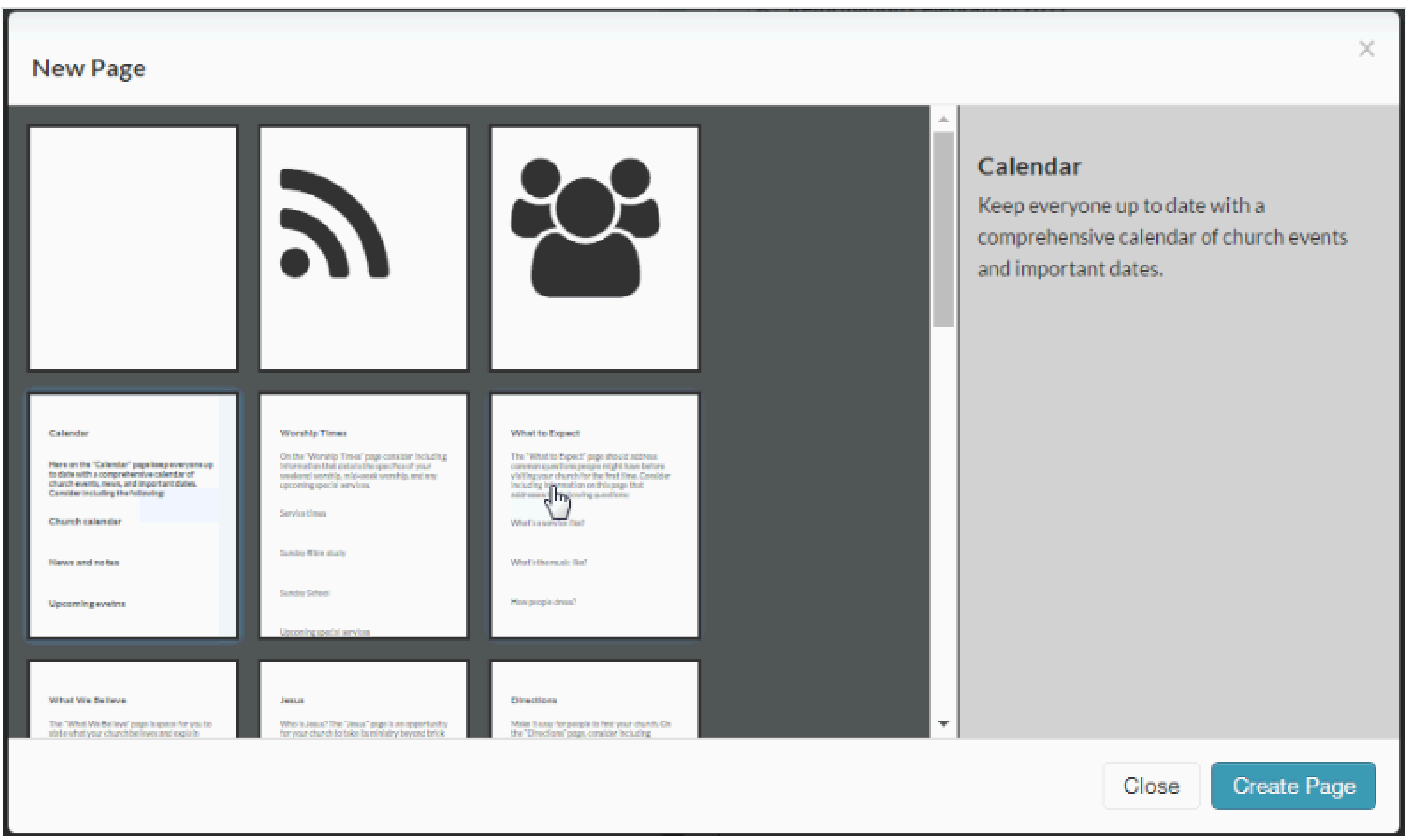
If the asset is not re-added to a page within **90 days**, it will be **permanently deleted** from your site.

Static pages

360 Unite contains a variety of page types that can be created. One of these types is the Static Page. Static Pages come in a variety of options. These options include a Blank Page, Worship Times, What to Expect, What We Believe and Directions just to name a few. These pages contain helper information to give you an example of what types of information you might display in the page.

To see a list of the pages that can be created,

1. Click on Pages located on the Admin Bar.
2. Click on the New Page icon.
3. Once the New Page window opens it will display a list of all the pages that can be created within 360 Unite. As you scroll through the list each page that is listed will have a description about what is contained on that page.

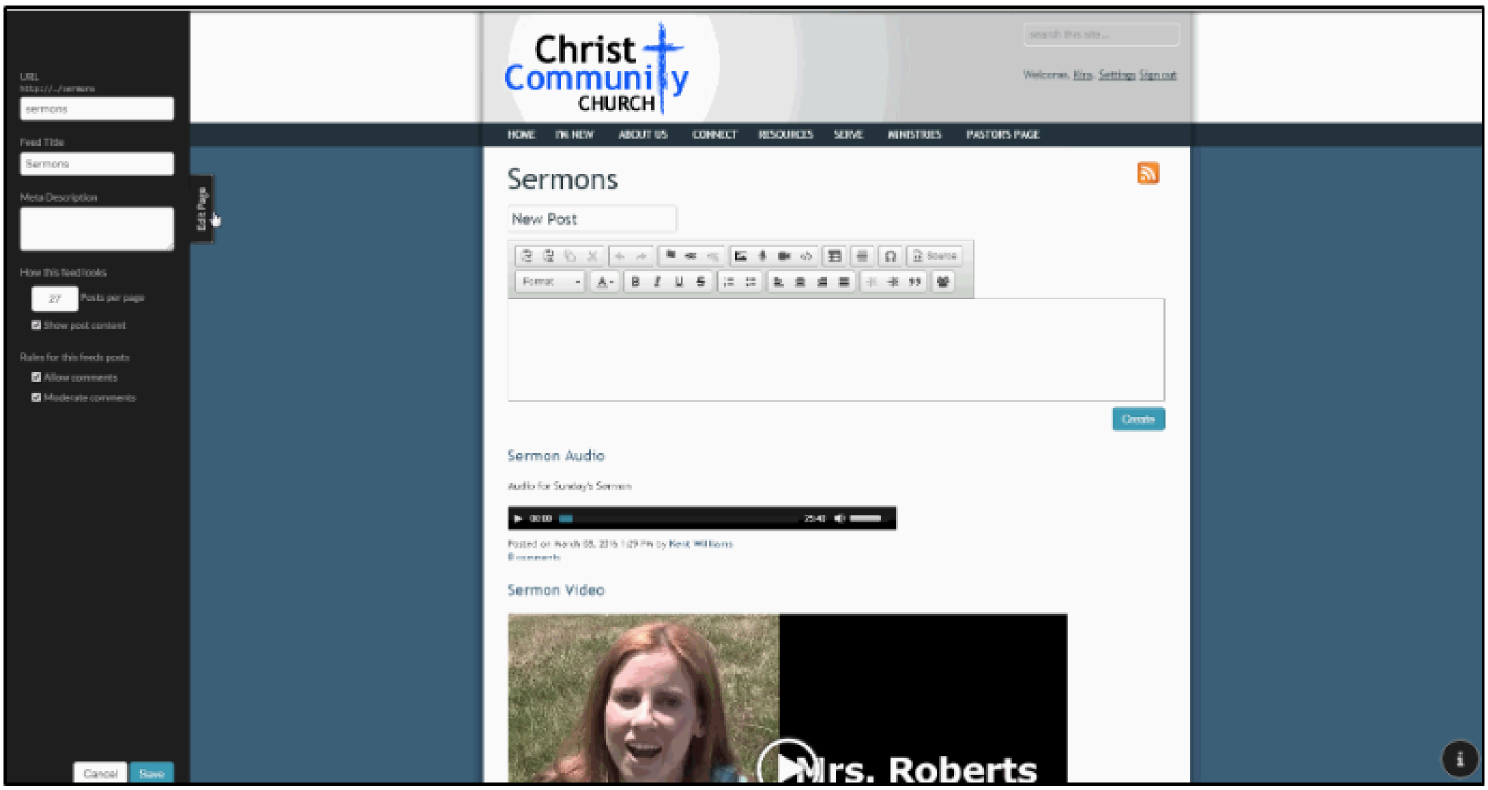


Feed Page

A “Feed” in Church360° Unite is a content management system (CMS), which allows you to distribute frequently updated information and makes sure people actually see it. How? Well, people can subscribe to a feed, which means they will receive instant email notifications whenever you post new information.

Creating feeds is a great way to help condense your worship bulletin or just expand and update your website. Within a feed, you can add posts (including photos, audio, and videos).

People can also comment on others’ posts within a feed.



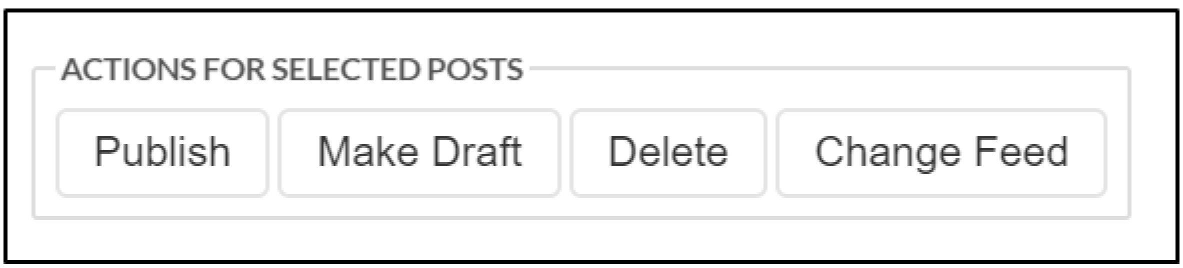
Updating the Status / Feed

Changing the status of a post will either publish it, make it a draft, or delete it.

Changing the feed of a post will change where the post is located on the website.

1. Click “Posts” on the admin bar.
2. Select the Post that you want to change.
3. Once you have selected your post, click the appropriate action (publish, make draft, delete, change feed) to update the post.
4. After all changes have been made, click “Close” to save the changes.

The status and feed for a post can also be updated from within the post. When you are in the post and have Edit Page activated you will have options in the Settings window.

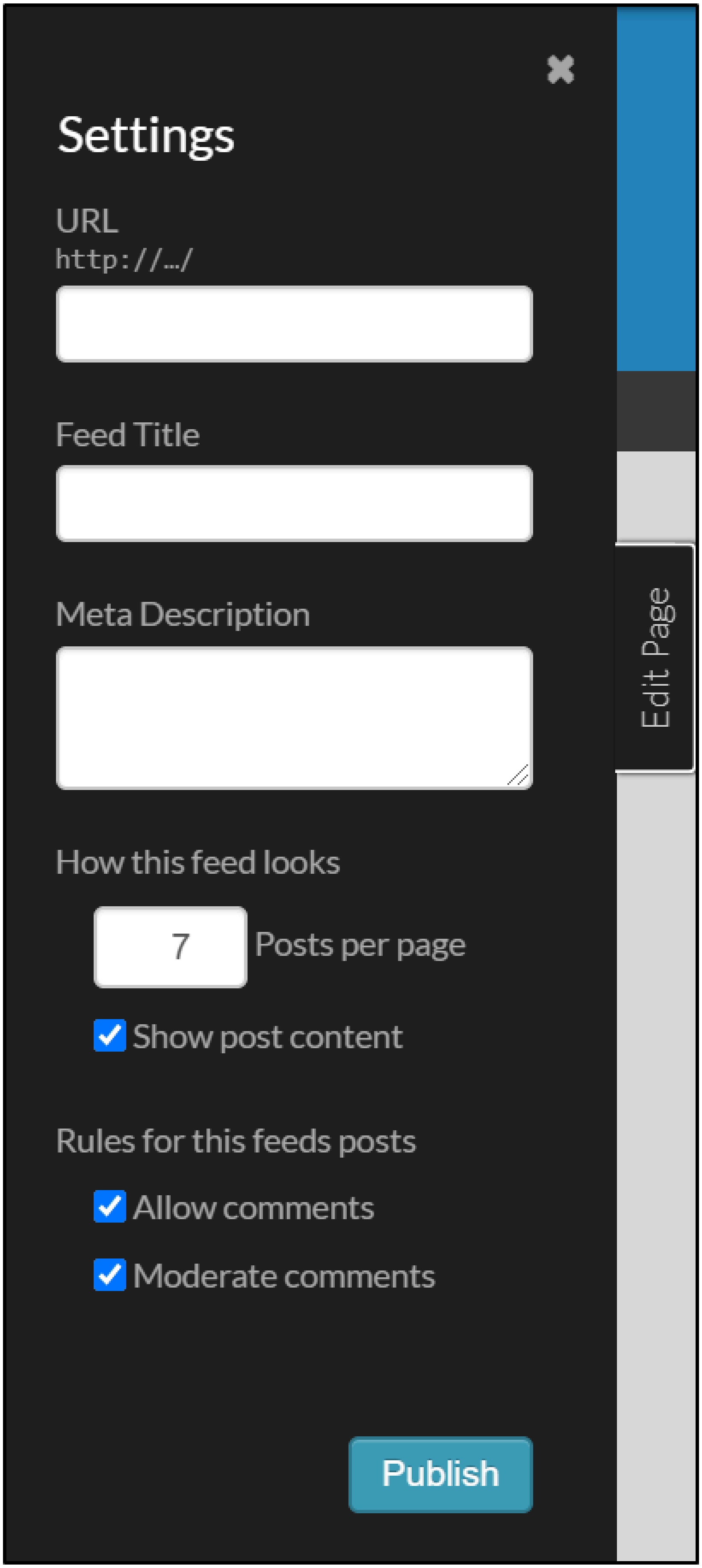


Edit a Feed

Unite allows you to make a few changes to how feeds appear on your site and how to handle comments. Options include choosing how many posts to show per page with feeds, choose to show post content on the feed page, allow comments on posts and moderate comments. To manage these settings:

1. Log in to your site and bring up your Feed page.
   Click on Edit Page
   To change the number of posts per page, under "How this feed looks", enter the number of posts that you would like to be displayed.
2. To add post content on your feed page, check the box that says "Show post content".
3. To allow comments on posts, under "Rules for this feeds posts", check the box "Allow comments" to allow comments on post.
4. To moderate comments on posts, under "Rules for this feeds posts", check the box "Moderate comments".
5. Click on "Save" to save the changes.
   Click on Edit Page to close the window.

To review comments that have been made for moderation, you will need to click on "Comments" on the admin bar.


Settings
URL
http://…/
Feed Title
Meta Description
How this feed looks
7
Posts per page
Show post content
Rules for this feeds posts
Allow comments
Moderate comments
Publish
Edit Page

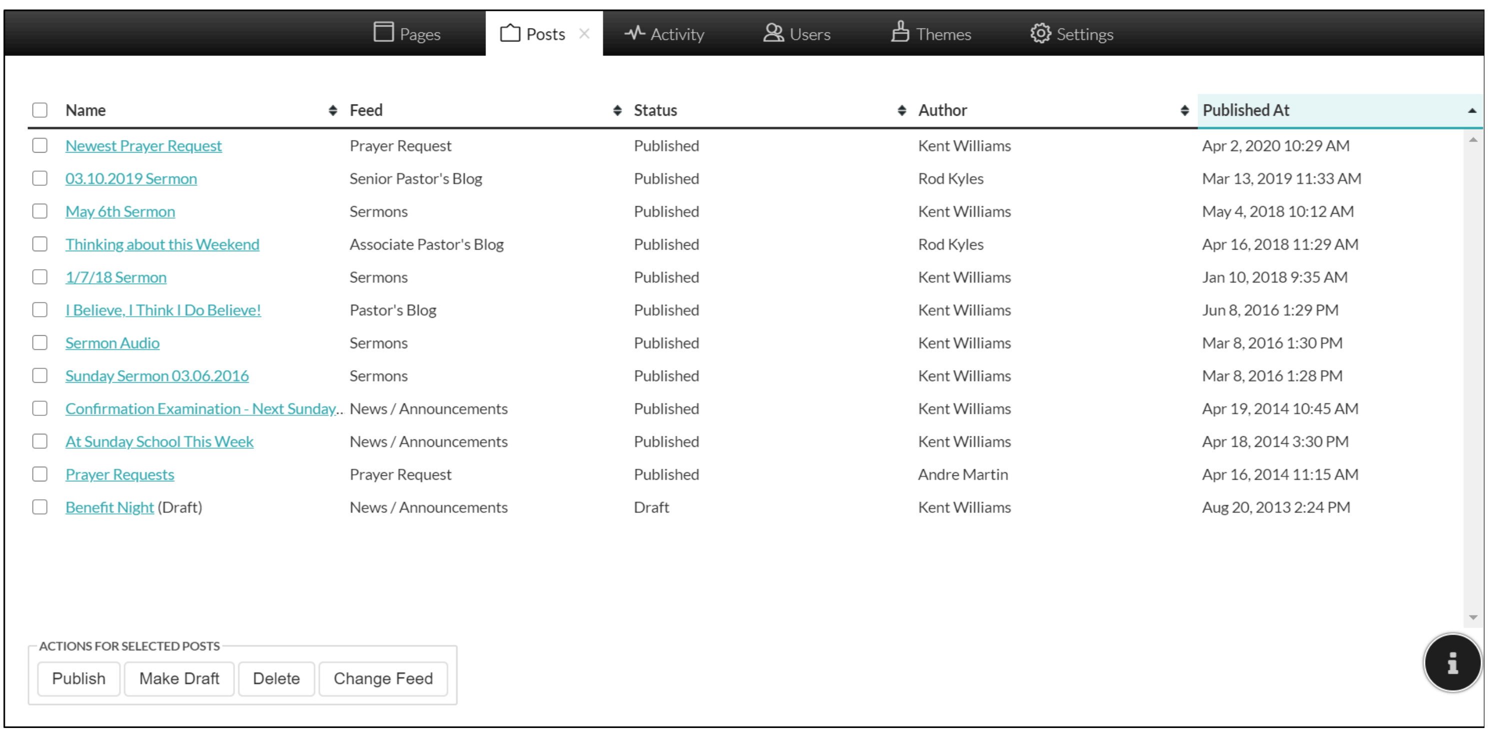
Posts

Posts are the content that is regularly added to feed pages. Feeds contain these posts and share information that is regularly added to your website, such as sermons or announcements.

The "Posts" link in the admin bar monitors any posts that have been created. For each Post that has been created, you will see the post name, feed tied to that post, status (draft or published), the author, and date of publication.

From here, you can change the feed, change the status (draft or published), or delete the selected post(s). Posts are created from Feed Pages (Sermons).

- **Publish**—makes the post viewable to the public
- **Make Draft**—posts with this status will only be viewable when logged in as an admin or publisher
- **Delete**—deletes the selected post
- **Change Feed**—changes the selected feed for the post that you have selected



Add a New Post

Posts are your way of communicating with your congregation on a regular basis. Churches can use posts within feeds to provide a way of watching the latest recorded sermon, it can provide your pastor with a way to have a blog, or you can even schedule daily devotionals to appear in a feed for your congregation to view. You can add a Post to newly created or existing Feed pages using the steps below:

1. Go to your Feed page and click on Edit Page. This will allow you to create a new post.
2. Enter in the Post Name and enter in any additional content that you would like to add.
3. Set the status of the post in the drop list at the bottom left-hand corner of the post window. Draft will set it in to draft status, which means it will not yet be visible to the public. Scheduled will allow you to set the date and time this post becomes visible to the public. Until that point, the post will be in draft status. Published means as soon as you save this post, it will be visible to the public.
4. Click on Create to create the new post. Once you do this the post will be created.

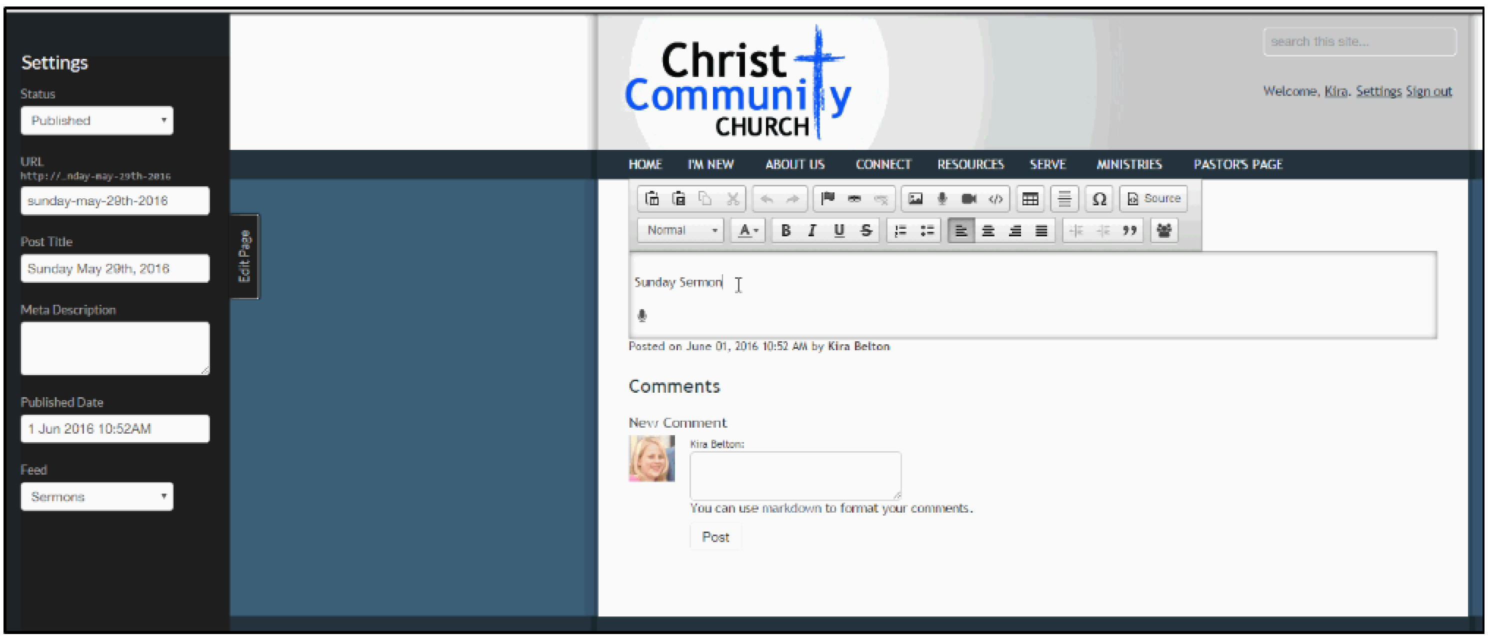
Once the post has been created it will be added to the existing list. When you click back on the post you will be able to make changes to the Status, Published Date and the selected Feed. When you initially turn edit mode on, you will see the options to change how the feed looks (posts per page) and rules for the feeds post.

Edit a Post

You can edit a post to fix a typo, add information, or change text and images.

To edit a post,

1. Navigate to the Feed page and click on the posts you want to edit.
2. Click on Edit Page to activate edit mode.
3. Make the necessary changes
4. Click "Save" to finalize your edits.



Note: To delete a post see the following article: Delete a Post

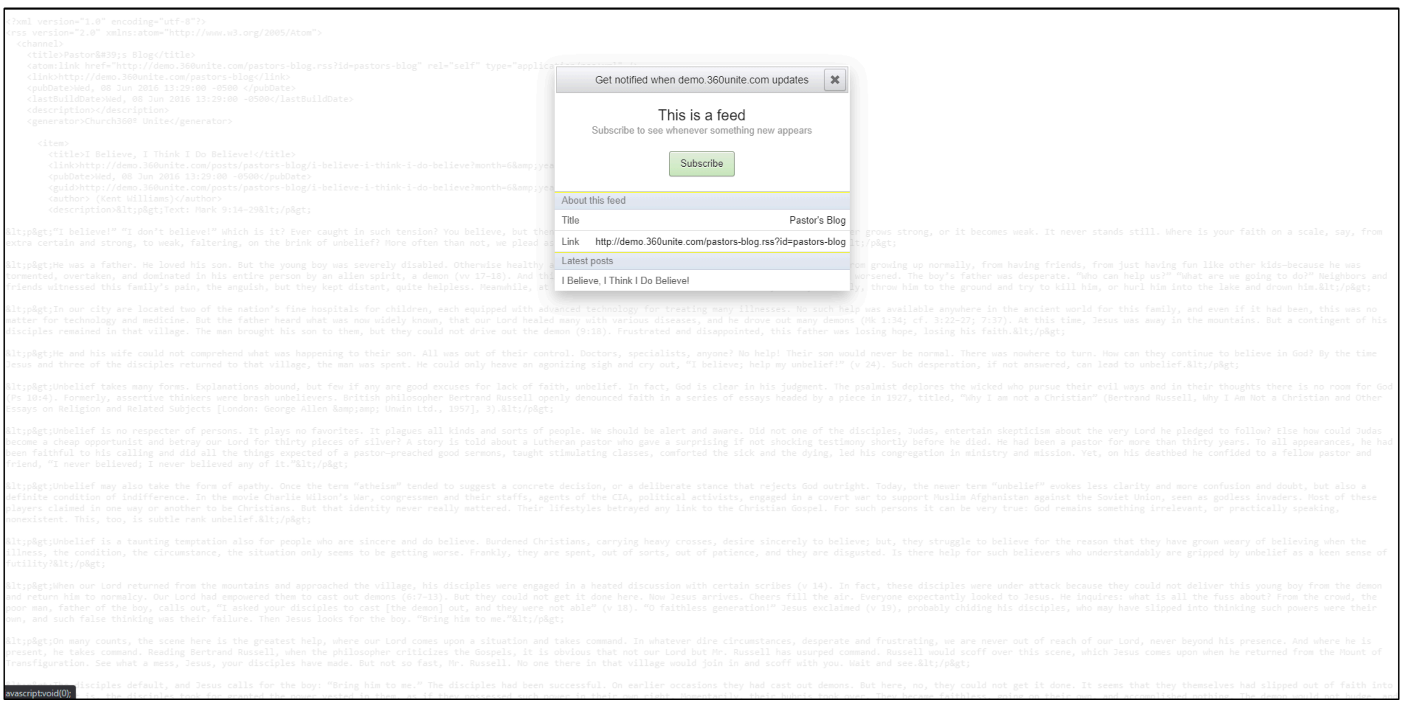
Subscribe to a Feed Page

Once a feed page has been established users can subscribe to the feed.

Different web browsers work differently so your results may vary.

To subscribe to a feed,

1. Navigate to the Feed page on the website.
2. Once on the Feed page click on the RSS symbol (orange wifi looking symbol). This will launch the browser's built in RSS reader. Internet Explorer and Firefox both have built in RSS readers. Google Chrome does not (you can download one from the Chrome Web Store).
3. Once the page is loaded you should have options to subscribe to the current feed.

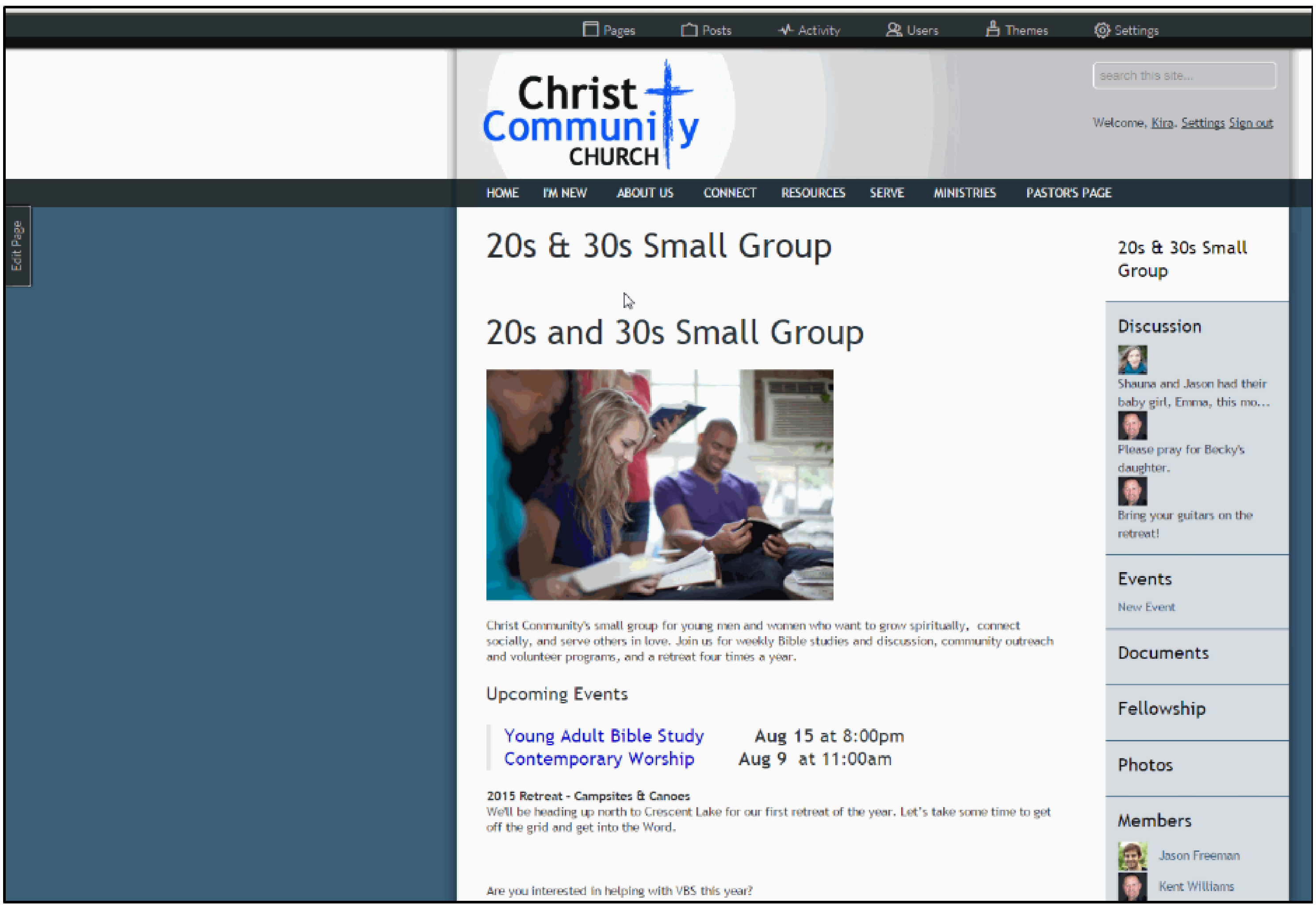


Groups Page

In Church360° Unite, you can create private pages for groups, allowing members of your site to interact with each other in online discussions.

It's easy to add or invite new members; users can also request to join a group.

Within groups, Group Leaders can post documents, photos, create events, or comments (group members can comment as well) and these comments can only be seen by members who have been given access to the group.



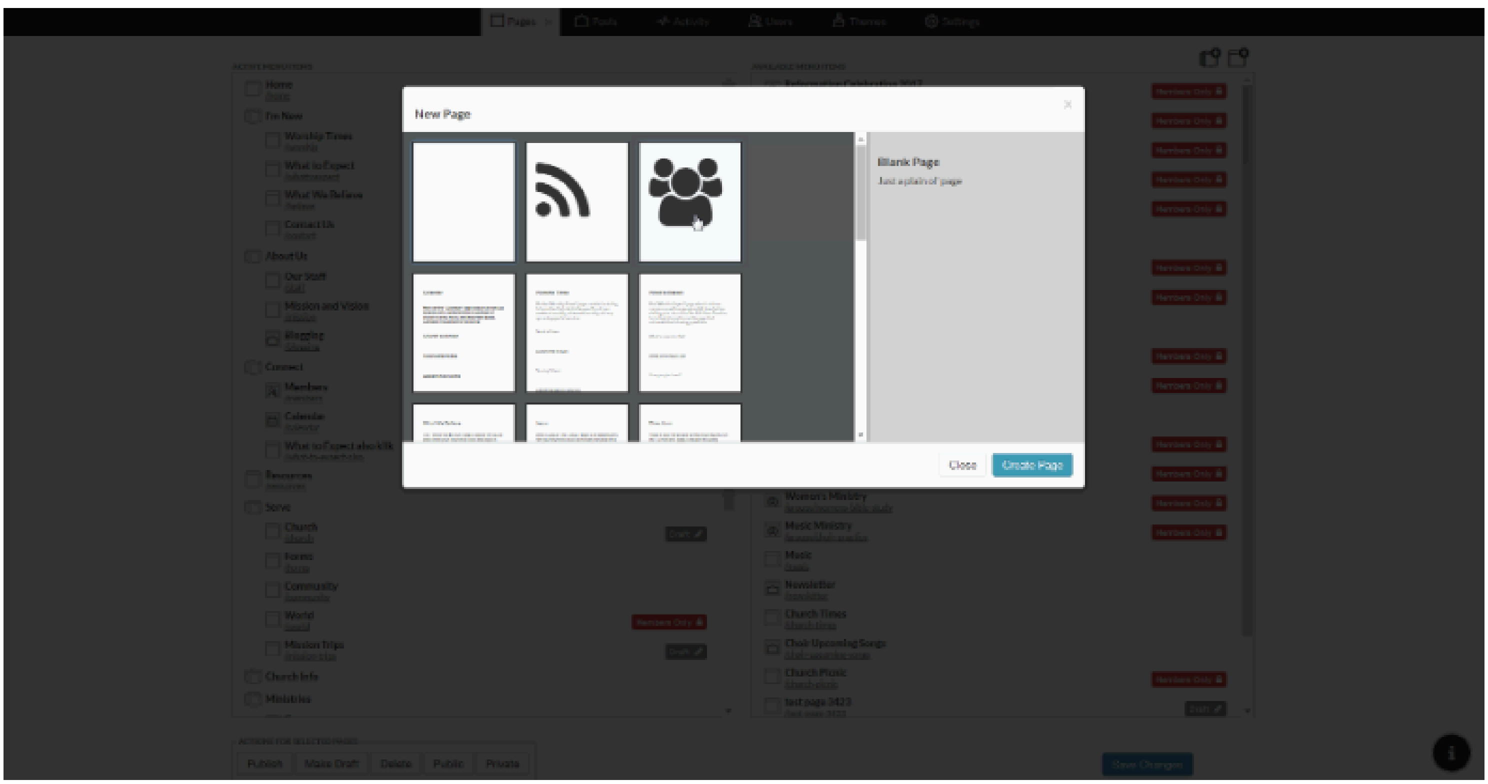
Add a New Group

To create a new group for your Church 360° Unite website,

1. Log in as an Administrator or Designer and click on Pages.
2. Click on the New Page Icon.
3. Choose the Group page then click Create Page.
4. Enter in the name of your group and press the Enter key to save the group name.
5. Click "Save" to save the new group page.

Once you have created the new group you have two options going forward.

1. The first option would be to place the group on the Available Menu Items side. This would create a link in the Navigation that would allow users to access the group.
2. The second option would be to add it to an existing page using Add Group in the editor. This would allow you to create a link to the group page while leaving it in the Available Menu Items section.

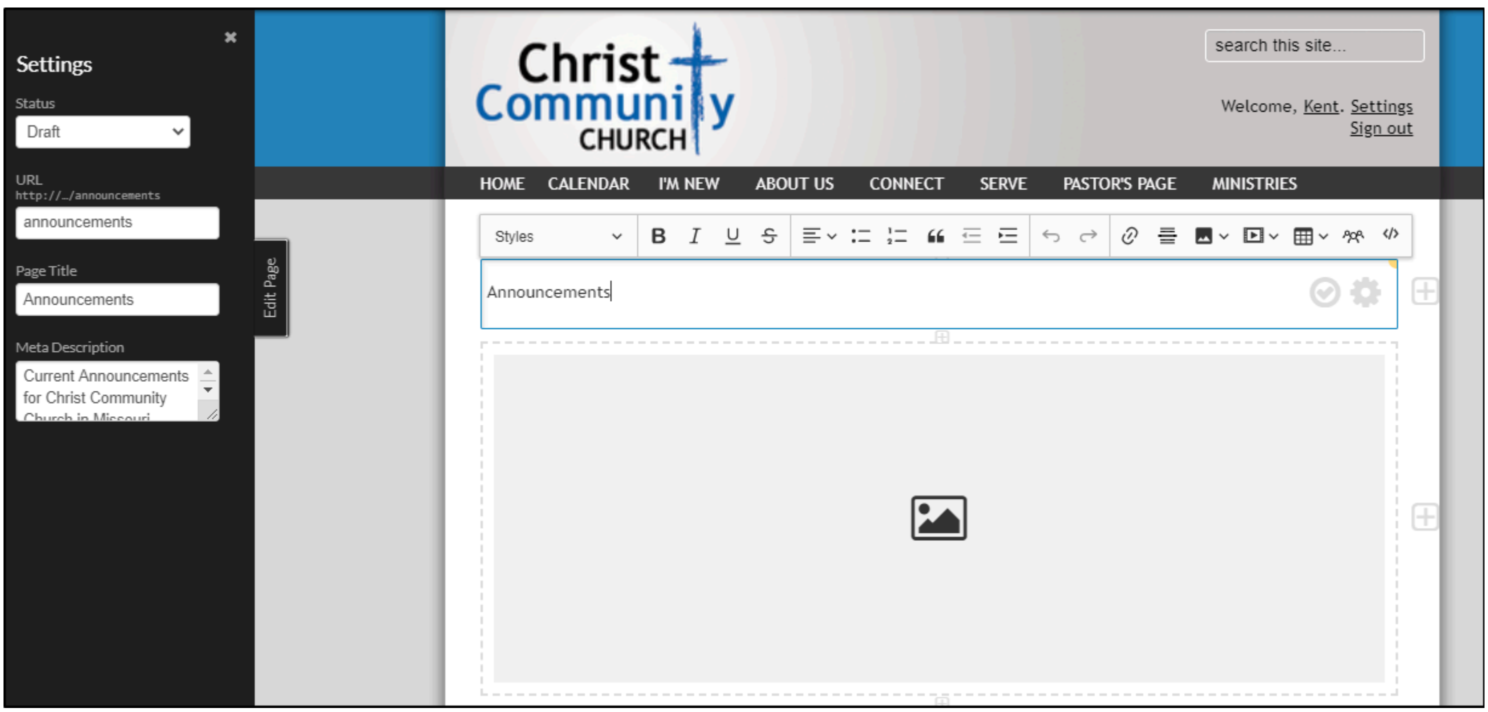


Edit a Group Page's Content

Editing the content on your group's page allows you to update information, add special announcements, and highlight new opportunities.

Only Administrators, Publishers and Group Leaders are able to make changes to group pages.

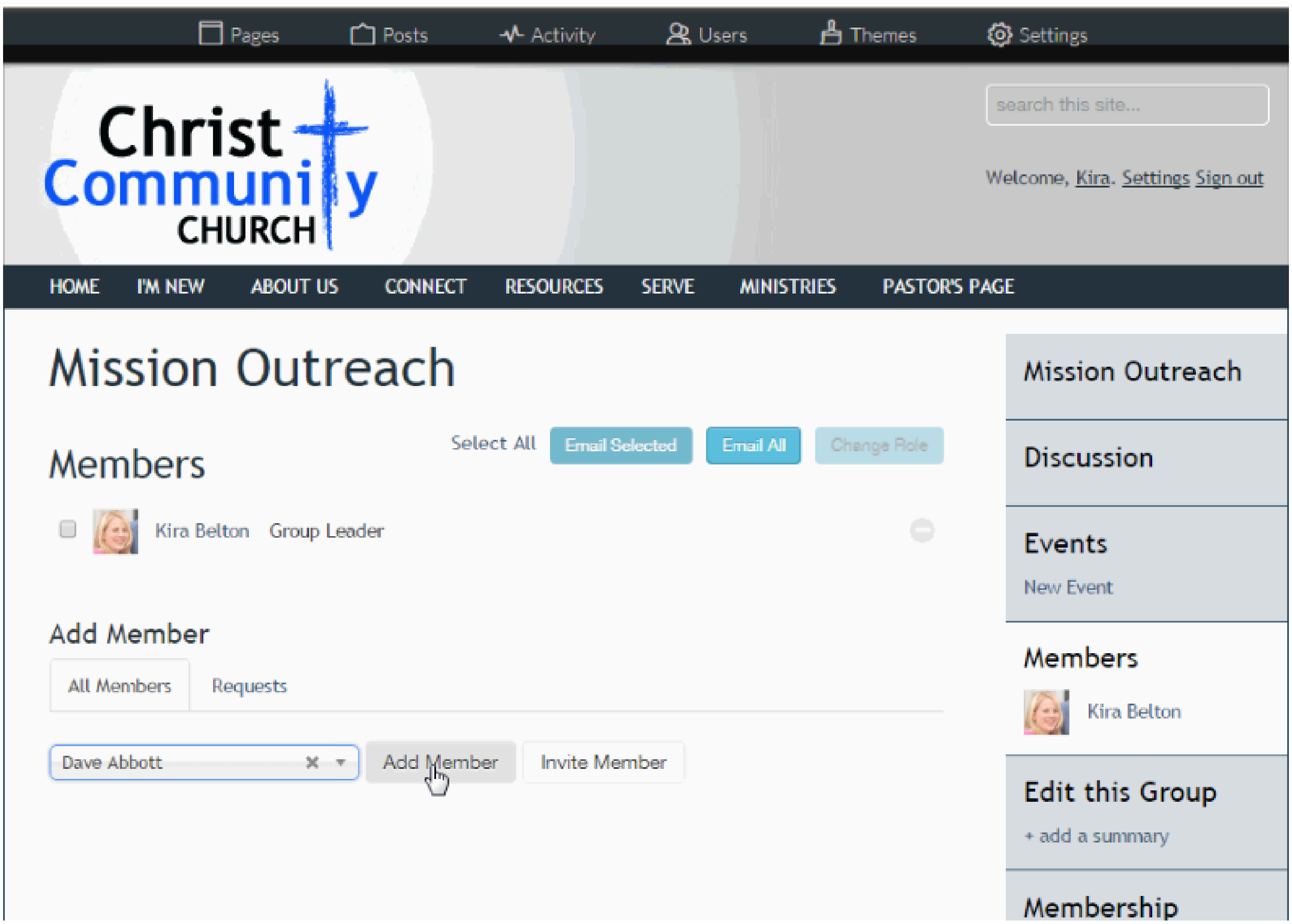
1. Navigate to your group's page, and click on Edit Page to turn edit mode on.
2. Click the content box to enable editing. For more instructions on how to add pictures, audio files, and videos, check out the Pages help section, under Edit Mode.
3. After all changes have been made, click "Save" to finalize the changes.



Add or Invite People to a Group Page

You can invite new members to join your online community by adding them to your group's page to give them access to discussions, events, and updates.

1. Go to your group's page, and click the "Members" link on the right side of the page.
2. Under "Add Member," select the individual's name from the drop-down menu.
3. To add the member to the group, click the "Add Member" button. Adding a member will give them immediate access to the group.
4. To invite the member to join the group, click the "Invite Member" button. Inviting a member will send them an email request that they will have to accept before they are officially added to the group.

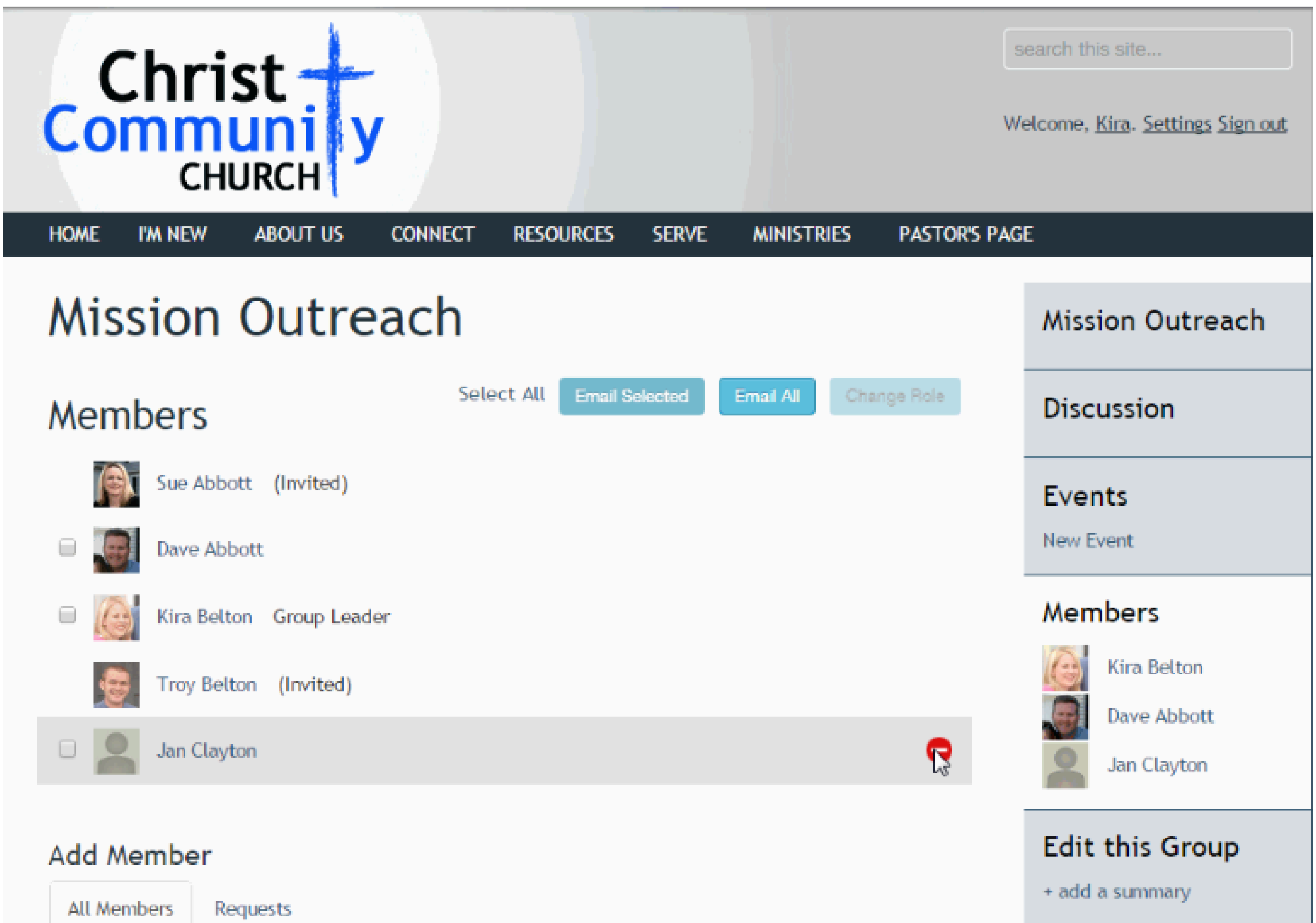


Delete People from a Group Page

If your group's members change, you can delete members so they no longer have access to the page.

1. Go to your group's page, and click the "Members" link on the right side of the page.
2. Find the group member you want to delete. Click the minus sign (—) across from his or her name.
3. Click the "Delete" button to delete the user. Click the "x" to go back.

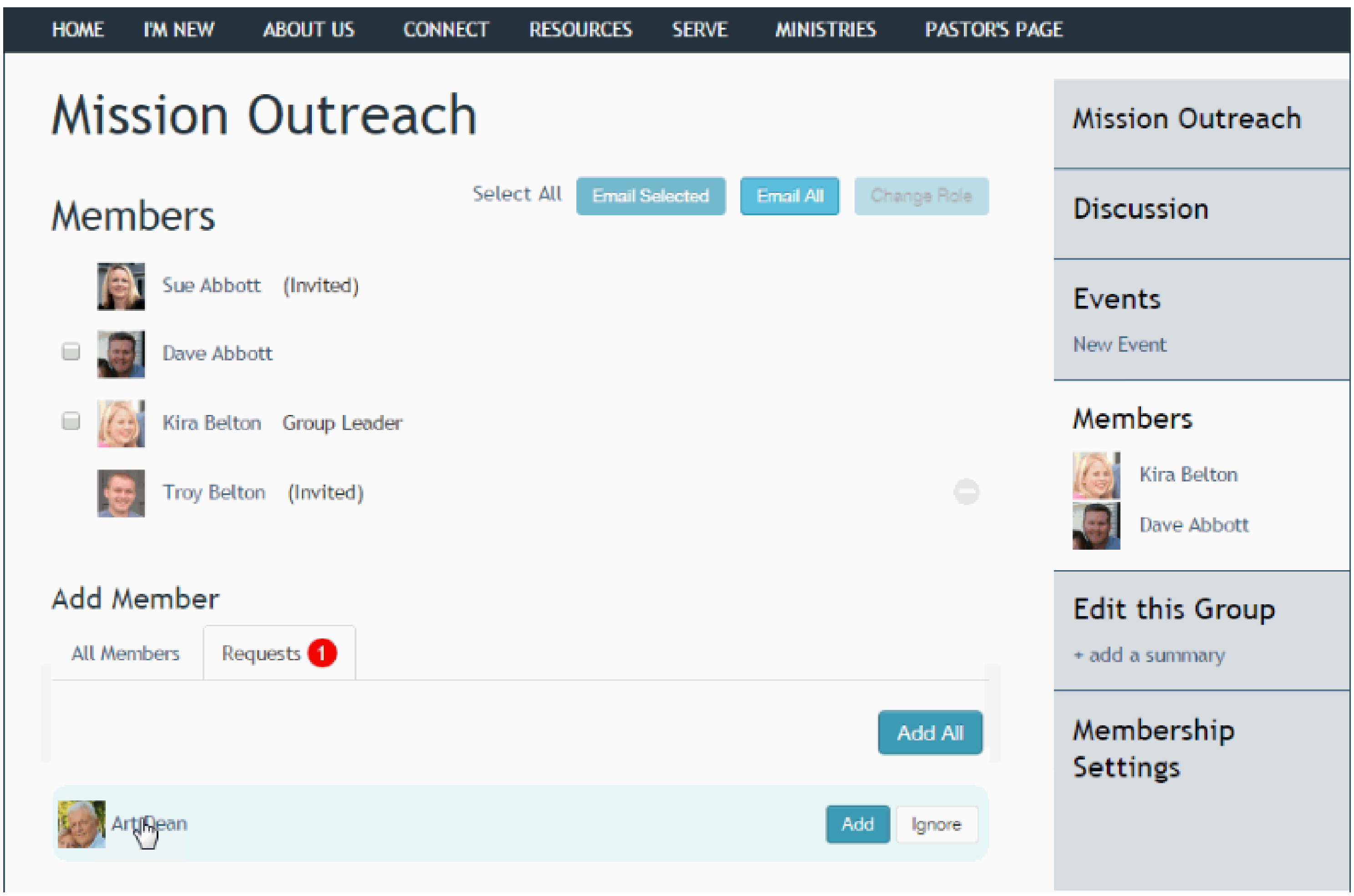
There is no undo feature for a deletion. If you want to add that member again, you will have to reinvite them.



Requests to Join a Group

Visitors can request to join the group as long as you have your group preferences set to only people you have invited can join.

1. Go to your group's page and click the "Members" link on the right side of the page.
2. Under "Add Member," click the "Requests" tab. If you have a new request, there will be a number notification in the tab.
3. To approve an individual's request, click the "Add" button.
4. To deny an individual's request, click the "Ignore" button.
5. To approve all individuals, click the "Add All" button.



Edit Group Preferences and Visibility

You can edit your group's preferences from your group's page. Preferences include title, description, pages, visibility, who can join, and the option to delete the group.

1. Navigate to your group's page, and click the "Edit this Group" link on the right side of the page.
2. Update the information you need to change.
3. Click the "Update Group" button to save those changes.

Group Details determine who can see your group's information.

No One (Hidden) - Limited to the Discussion and the Event pages, this will hide these pages from all users (including other Administrators and Publishers).

Only Group Leaders - Only individual group members who are designated as Group Leaders would be able to see these pages.

Only Group Members - Only members of the group would be able to see pages

Only Unite Users - Any users who have a login to the website would be able to see these pages.

Everyone (Public) - Anyone who visits your website would be able to see these pages.

GROUP DETAILS ARE VISIBLE TO:

	No One (Hidden)	Only Group Leaders	Only Group Members	Only Unite Users	Everyone (Public)
Home (Church Council)		○	○	◉	○
Discussion	○	○	◉	○	○
Events	○	○	◉	○	○
Members		○	◉	○	○

WHO CAN JOIN THIS GROUP?

○ Anyone who is logged in to this site

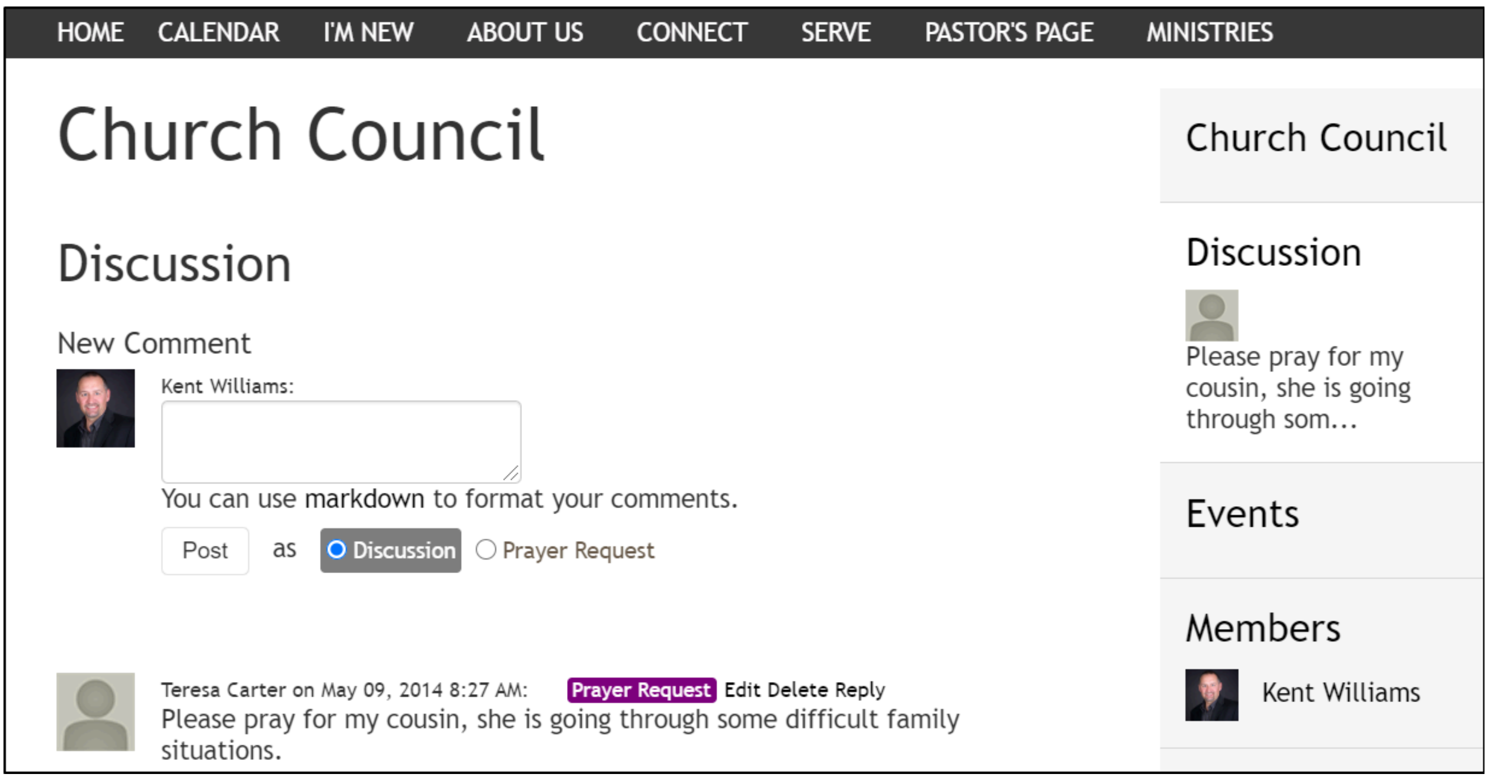
◉ Only people I have invited

Update Group Delete Group

Comment on a Group Page

Within a group on Church360° Unite, you can have private discussion threads where members can post updates, prayer requests, or discussions.

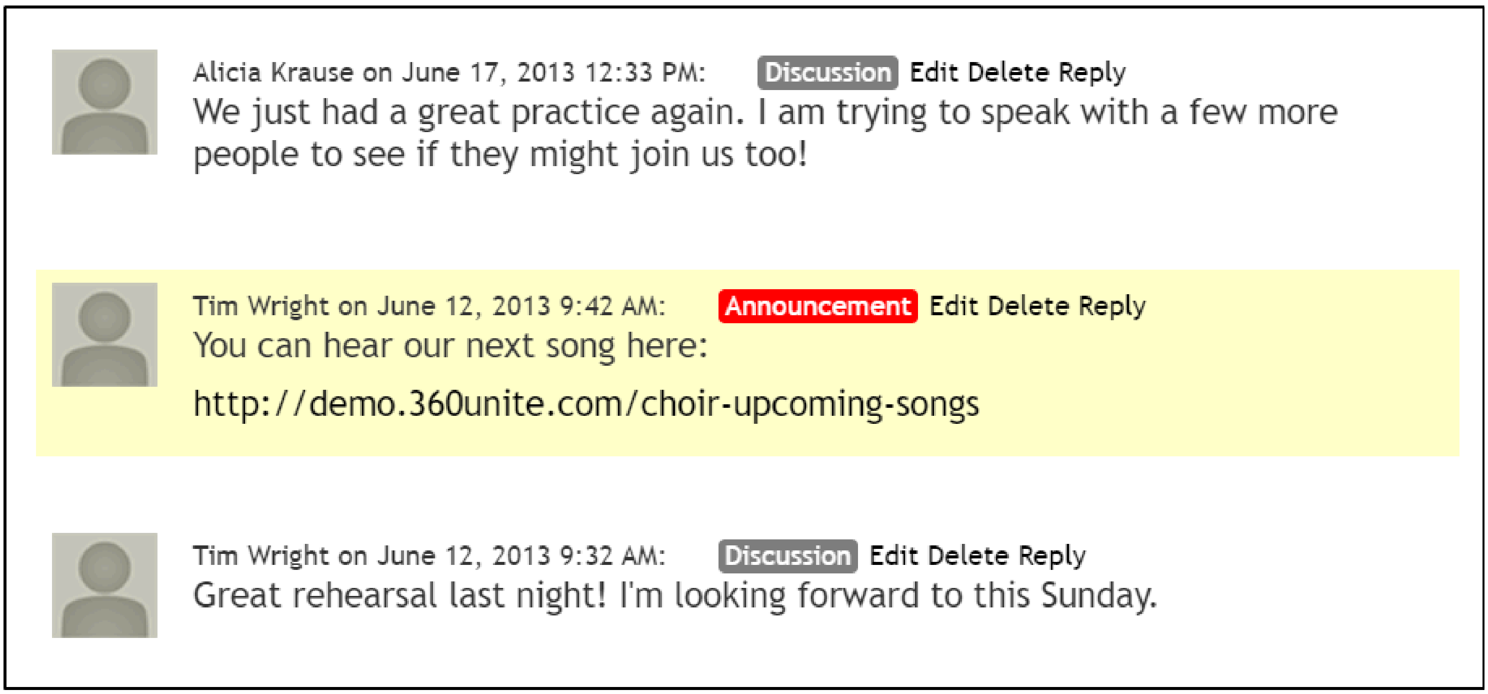
1. Go to your group's page and click the "Discussion" link on the right side of the page.
2. Type your message into the text box.
3. Select whether the comment is a discussion, prayer request, or announcement.
4. Click the "Post" button to post your comment in the discussion thread.



Moderate Comments on a Group Page

If a comment in your discussion thread needs to be edited or deleted, or you wish to reply to a specific comment, you can do so from the discussion page.

1. Go to your group's page, and click the "Discussion" link on the right side of the page.
2. Find the comment you want to moderate. To edit a comment's contents, click "Edit." To delete a comment, click "Delete."
3. To reply to a comment, click "Reply" to post a comment underneath that comment, creating a discussion thread that sparks conversation between members.



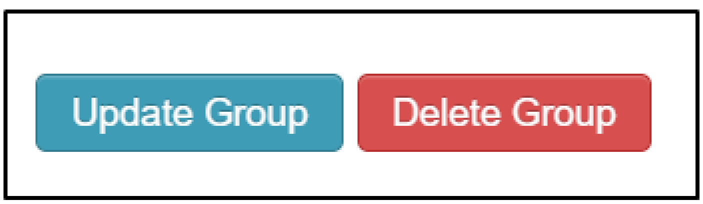
Delete a Group Page

Group pages can be deleted if they are no longer needed or were created but never used. We have two options for deleting group pages. Pages can be deleted from within the Pages Admin bar or within the group itself.

You are not able to delete a group if events have been created. Those events would need to be deleted first. You will also need to be a Group Leader or Admin to be able to delete the group. Once the group has been deleted, you will not be able to get it back unless you recreate it.

To delete a group within the group itself.

1. Navigate to the group page that you want to delete and click on "Edit this Group"
2. Scroll down to the bottom of the page and click "Delete Group". A message will appear asking you to confirm the choice.
3. Click "Delete" to delete the group or "Cancel" if you no longer want to delete the group page.



Calendar Pages

The Calendar Page gives you an overview of what is happening in the Church.

Months are selected using the arrow keys.

- **Today** - will take you to the current date/day on the calendar.
- **Months** and **Weeks** - two options for viewing the calendar
- **New Event** - used to create a new event.
- **Calendars** - allows you to choose which calendars you can see while viewing the calendar.

Hovering over an event will show you more details about the event.

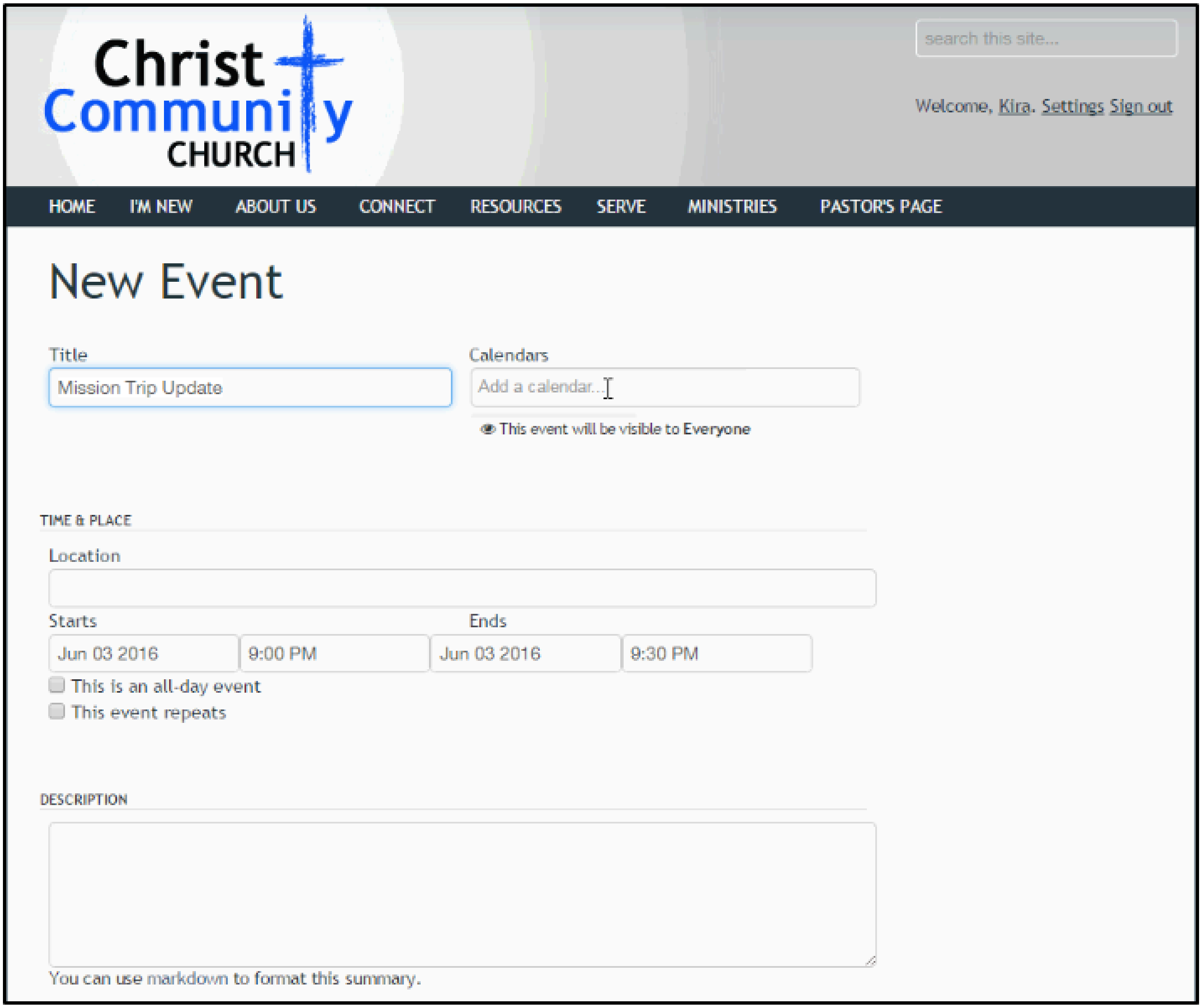
Clicking on the event will show you the event details.

Add an Event

Events can be added on the main calendar page or within groups. The process will be the same for both locations.

Calendars must be setup first before you will be able to create events. Calendars have permissions tied to them so that you are able to determine which ones are public and which ones are private.

1. Navigate to your calendar page and click on the day that you would like to create your event for. You can also click on "New Event" to open the event creation wizard.
2. Once you have the event wizard up we will need to enter the information. This information includes Title, Calendars, Time & Place Information, Description, Invitations and Reminders. Only the Title and Calendars are required.
3. Once you have the event information entered click "Create Event" to create the event.

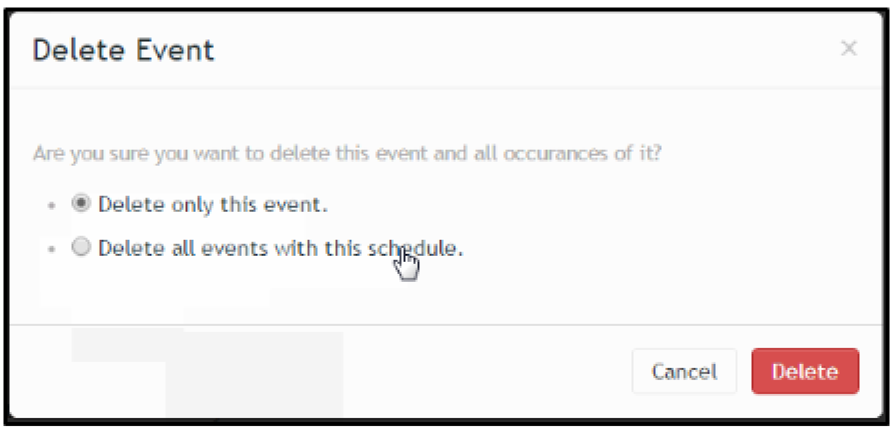

Christ Community CHURCH
search this site...
Welcome, Kira. Settings Sign out
HOME
I'M NEW
ABOUT US
CONNECT
RESOURCES
SERVE
MINISTRIES
PASTOR'S PAGE
New Event
Title
Mission Trip Update
Calendars
Add a calendar...
This event will be visible to Everyone
TIME & PLACE
Location
Starts
Jun 03 2016
9:00 PM
Ends
Jun 03 2016
9:30 PM
This is an all-day event
This event repeats
DESCRIPTION
You can use markdown to format this summary.

Delete an Event

Events can be deleted if they are no longer needed. If you have a repeating event and the upcoming event is not going to happen, you can delete the single instance as well.

To delete an event,

1. Once logged in, navigate to the Calendar Page and click on the event that you wish to delete.
2. Once in the event window click on "Edit this Event".
3. Once the event window opens click "Delete Event". You will have two options "Delete only this event" and "Delete all events with this schedule".
4. Once you have selected the appropriate option click "Delete". This will delete the selected event.



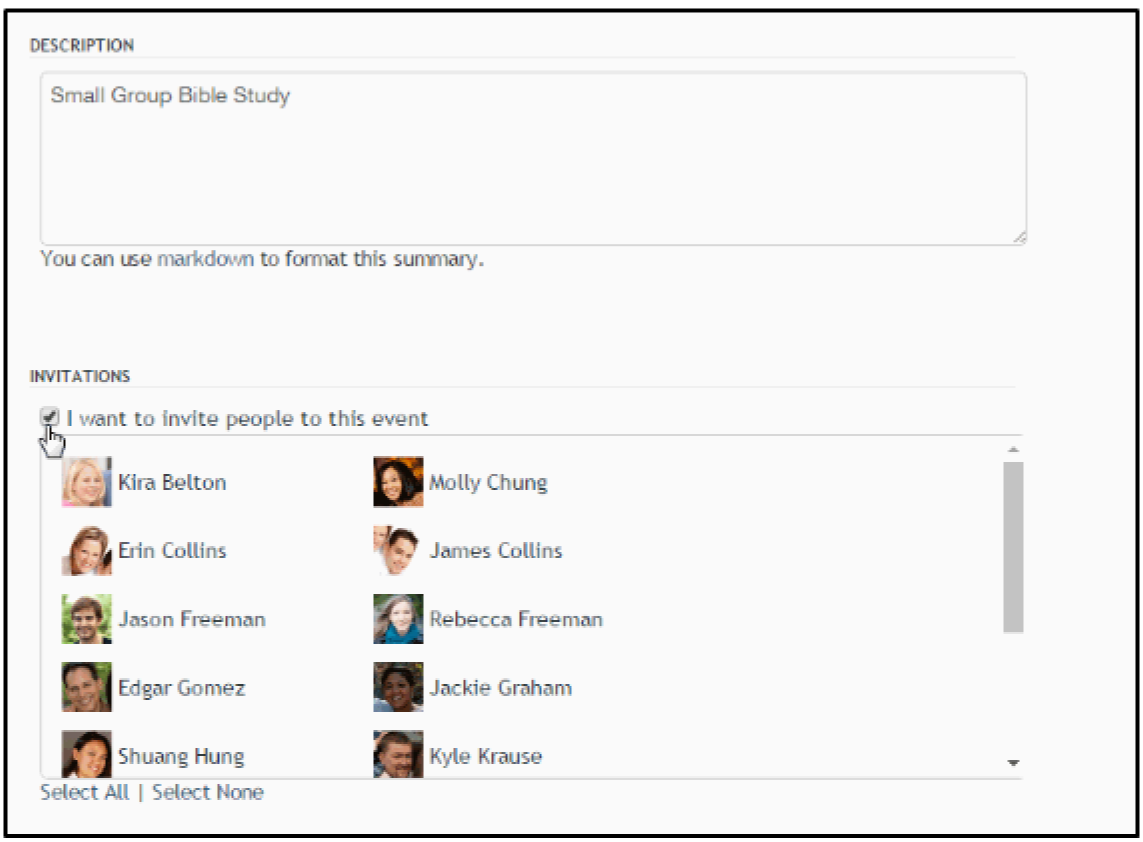
Invite People to an Event

Sending an invitation to members will allow you to keep everyone informed. When you edit an event, an email with the changes will be sent to everyone invited.

Members must have been invited to join Church360° Unite or have accepted the invitation to be invited to an event.

To invite people to your event,

1. Navigate to your calendar page and find the event that you would like to invite people to.
2. Click the event to view the event details.
3. Click "Edit this Event". This will allow you to edit the event.
4. Check the box next to "I want to invite people to this event."
5. Select the people you want to invite. You can select all members by clicking "Select All."
6. Click the "Update Event" button.

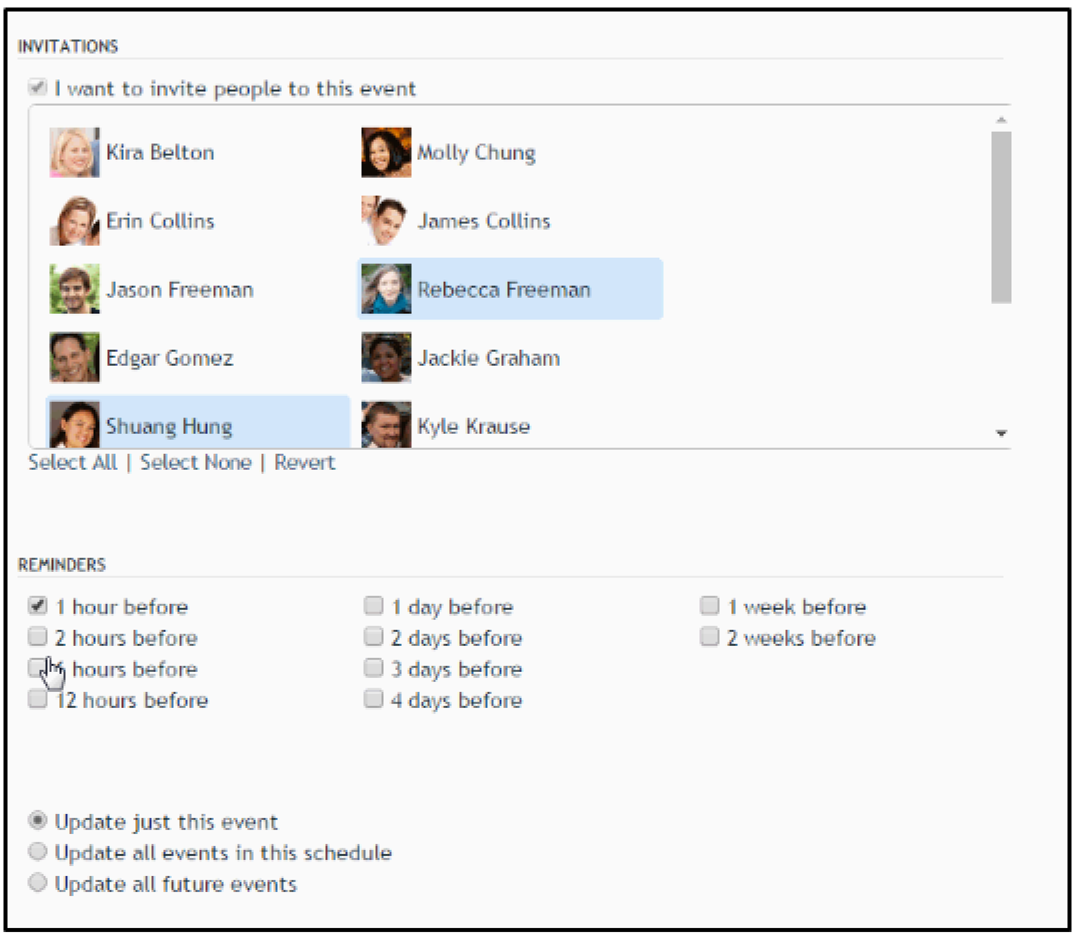


Send Event Reminders

Everyone's busy these days and can use a reminder every now and then on upcoming events.

To send reminders to members that have been invited to your event,

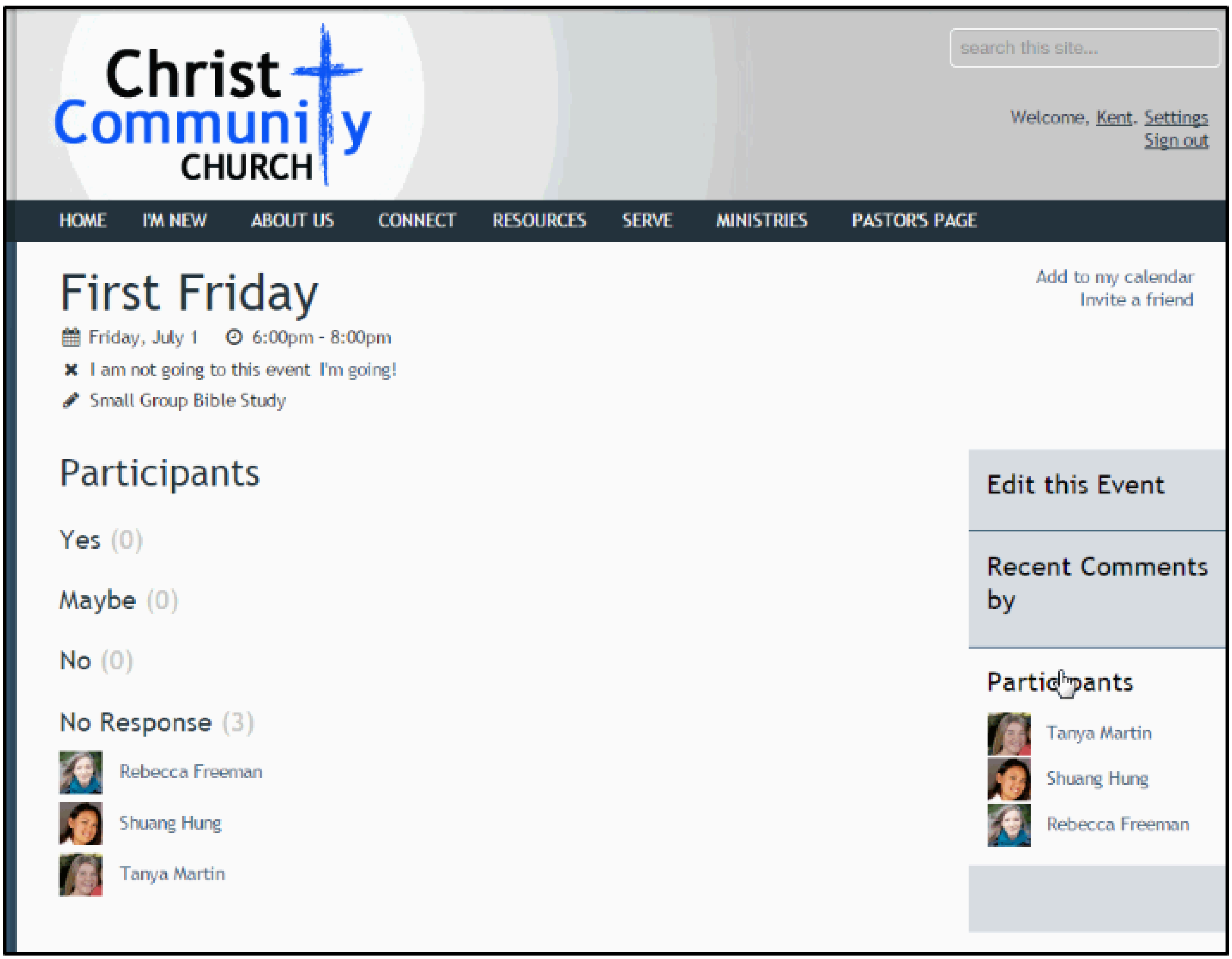
1. Navigate to the calendar page and find the event that you would like to setup reminders for.
2. Click the event to view the event details.
3. Click "Edit this Event" to view the event settings
4. Scroll to the Reminders section and select the reminders you want to send.
5. Click "Update Event" to save the reminders. The reminders will be sent out automatically based on the selected time frame.



View a List of Event Participants

For a list of those who have participated in past events or are participating in upcoming events,

1. Navigate to the calendar page and find the event that you are wanting to know who is participating.
2. Click on the event to view the event details.
3. Click "Participants" to view the participants page.
4. Once on the Participants' page you will see a list of Participants. You will also be able to see the responses. These responses can be "Yes," "Maybe," "No," or "No Response". The numbers for each response will be listed beside each option.



Members Page

The Members page on your Church 360° Unite website lists your church members. The information listed includes the Household Name, members of the household, address, household phone number and email address. Both the household and the individual members information can be updated either by the Admin or the individual user.

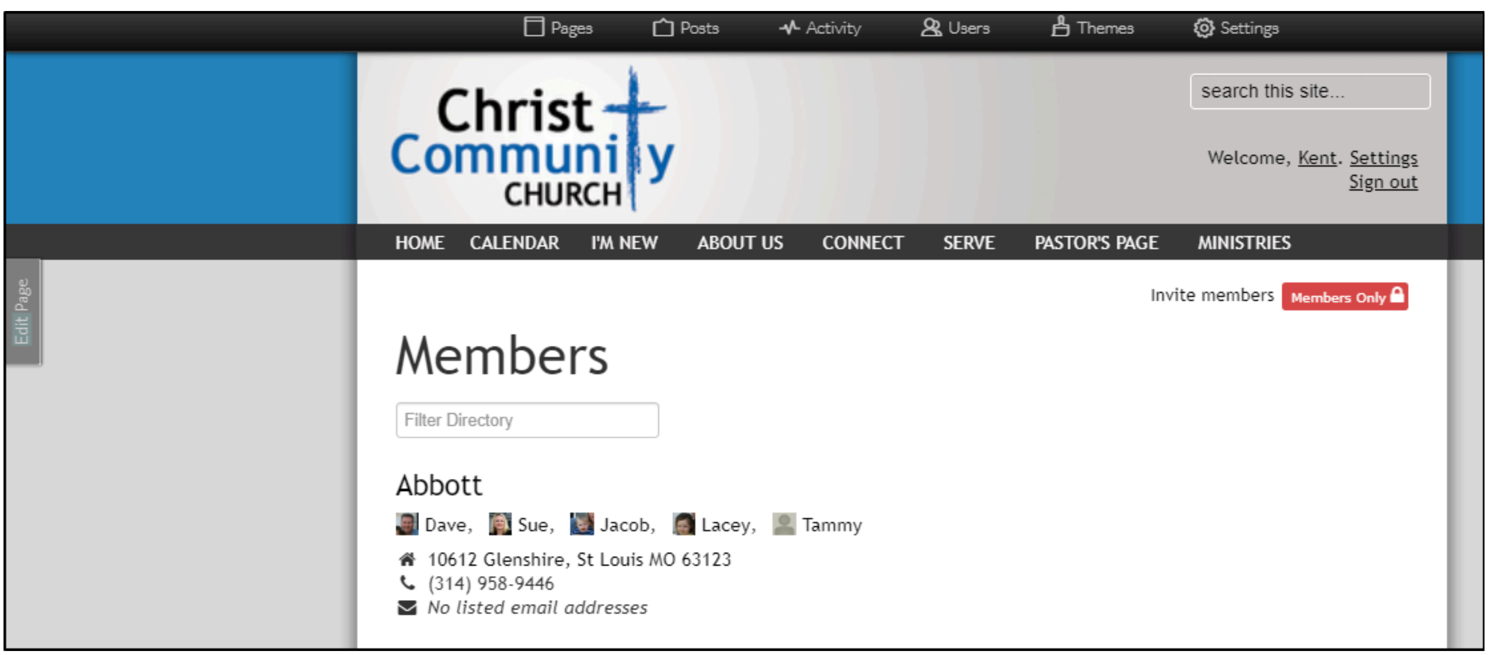
Within the household records, you can update the Family Name, Permanent Address, select if the address is listed or not, phone numbers, email addresses and update the family listing order.

Within the individual records, Administrators can see and edit the groups that they are a member of, any recent activity and can update the profile. Items that can be updated by Administrators or the Users themselves include Title, First Name, Middle Name, Last Name, Suffix, Preferred Name, Email Addresses and Phone Numbers.

There is also a search box that will allow you to find a particular person or household.

If you are a Church 360° Members customer, any changes a user makes within Church 360° Unite will sync over to Church 360° Members.

If you are a Shepherd's Staff customer and have Church 360° Unite, you will need to run the sync process within Shepherd's Staff to bring any changes that were made within Church 360° Unite to Shepherd's Staff.



Update Personal Information

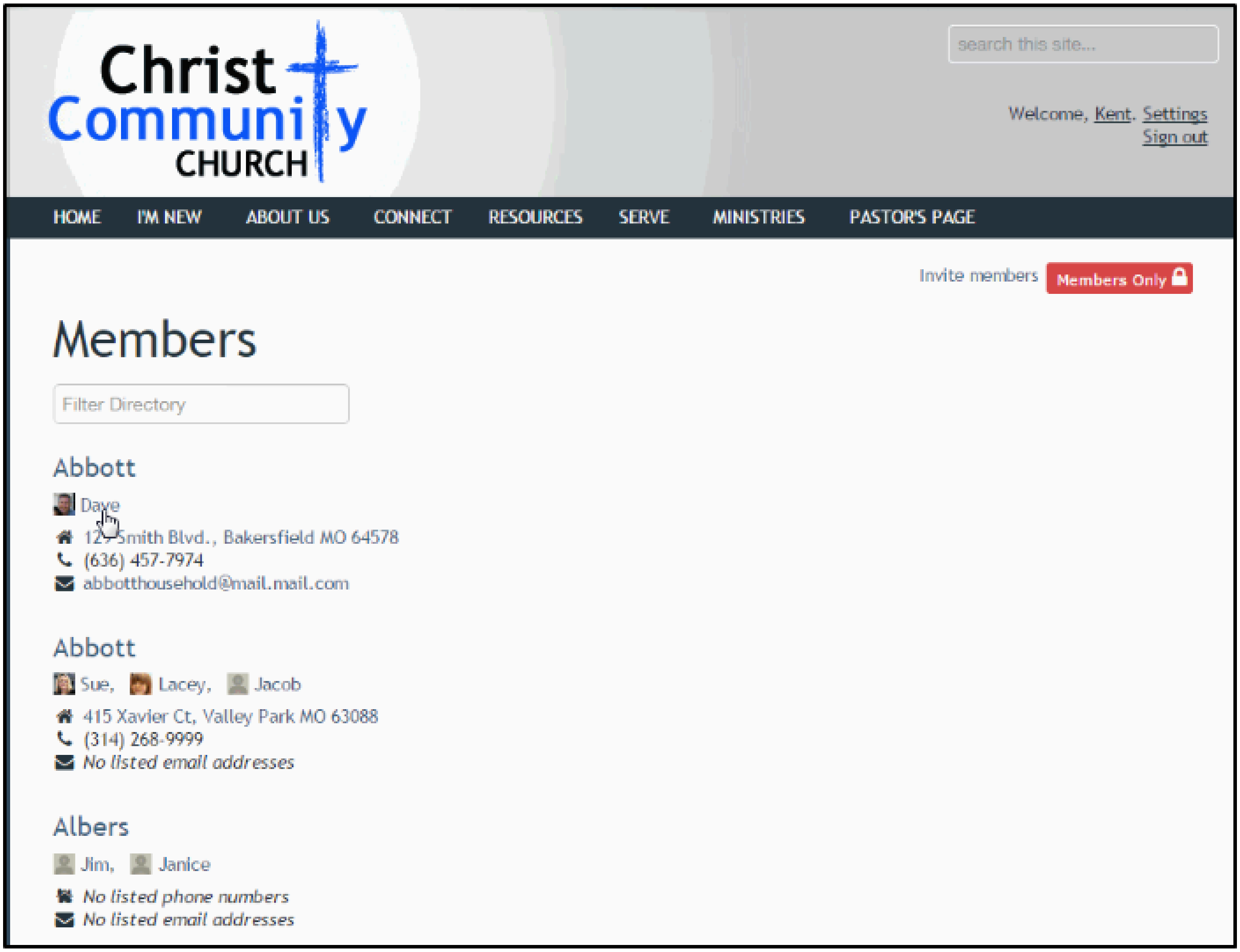
Individual users are able to update their person record within Church 360° Unite.

Administrators can update information for a user if they do not have the ability to log into their account, or logged in Unite users can use this online directory to edit their personal information.

If you have Shepherd's Staff, you will need to run the Sync process to have these updates show within Shepherd's Staff.

To update an individual's information,

1. Navigate to your Members page and find your household then locate the icon for your person record and click on it.
2. Once you are in your person record click "Edit my Profile". This will open a page allowing you to update your profile.
3. Make any necessary changes and click "Update Profile" to save the changes.


Christ Community CHURCH
search this site...
Welcome, Kent. Settings
Sign out
HOME
I'M NEW
ABOUT US
CONNECT
RESOURCES
SERVE
MINISTRIES
PASTOR'S PAGE
Invite members
Members Only
Members
Filter Directory
Abbott
Dave
12 Smith Blvd., Bakersfield MO 64578
(636) 457-7974
abbotthousehold@mail.mail.com
Abbott
Sue, Lacey, Jacob
415 Xavier Ct, Valley Park MO 63088
(314) 268-9999
No listed email addresses
Albers
Jim, Janice
No listed phone numbers
No listed email addresses

Update Household Information

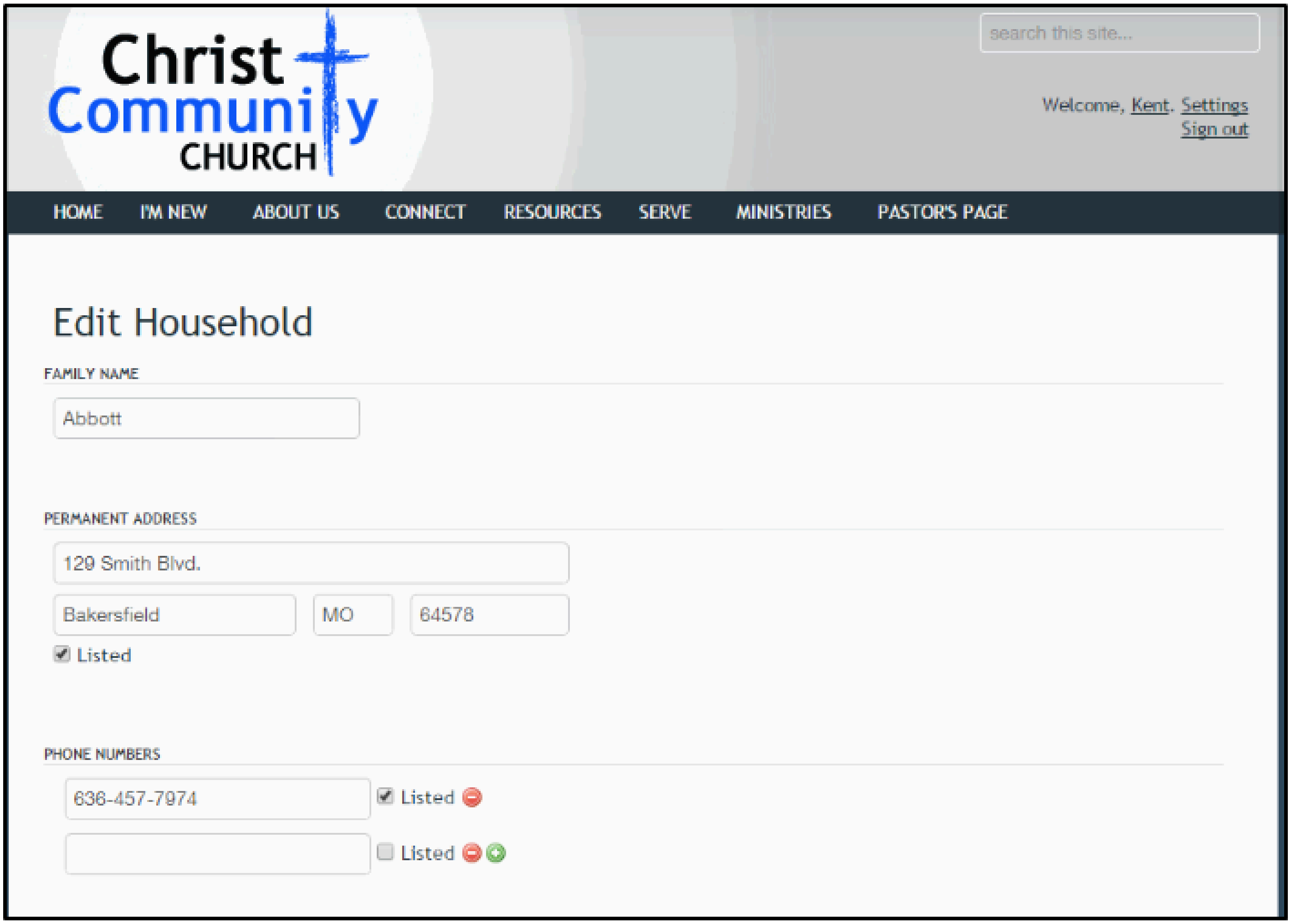
Administrators are able to make changes to the household records, but your congregation can use this online directory to edit their own household information if they have a Unite login set up. All people listed in the household record can make these updates.

Any changes made here will sync over to Church 360° Members.

If you have Shepherd's Staff, you will need to run the Sync process to have these updates show within Shepherd's Staff.

To update household information,

1. Navigate to the Members page
2. Click the household name you wish to edit.
3. Click "Edit Household" to view the information about the household.
4. Make any necessary changes and click "Update Household" to save the changes. All people listed in the household record are able to update the household information.



search this site...
Christ Community CHURCH
Welcome, Kent. Settings
Sign out
HOME
I'M NEW
ABOUT US
CONNECT
RESOURCES
SERVE
MINISTRIES
PASTOR'S PAGE
Edit Household
FAMILY NAME
Abbott
PERMANENT ADDRESS
129 Smith Blvd.
Bakersfield
MO
64578
Listed
PHONE NUMBERS
636-457-7974
Listed
Listed

Cell Types

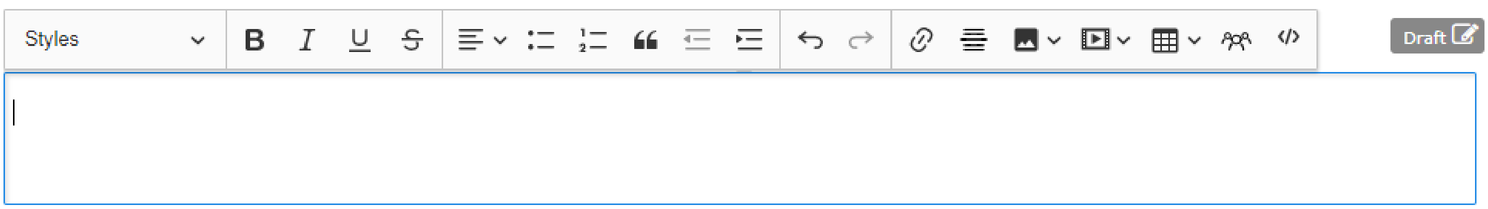
In Church360° Unite, there are four different types of cells. You can choose what type a cell on your page will be by clicking the gear icon in the desired cell, and choosing "Edit cell type". A window will appear where you can select one of four different options.

- Rich Text - This is the standard cell type, where you can fill in content much like a word processor, and include pictures, video, and audio within the cell.
- Carousel - This cell type allows you to select multiple images in a slideshow-like format where the images will scroll from image to image.
- Feed - This cell type allows you to select one of your feeds and lets you choose the number of latest posts to show within that cell.
- Calendar - This cell type allows you to pick from your visible calendars and show what events are coming up for the current week on those calendars.

Rich Text Cells

Rich text cells are the most common cell type to be added to a page, and as a result, are the default option when adding new cells. Rich text cells allow for the greatest variety of content within a cell, having a wide variety of tools to arrange and create content for your pages. A rich text cell uses what's called a WYSIWYG (What You See Is What You Get) editor bar to provide you with the tools as you work within the cell, and the experience is similar to that of a word processor.

For details on adding content to a rich text cell, see the Edit Mode section for articles that discuss each of the tools available to you when working with a rich text cell.

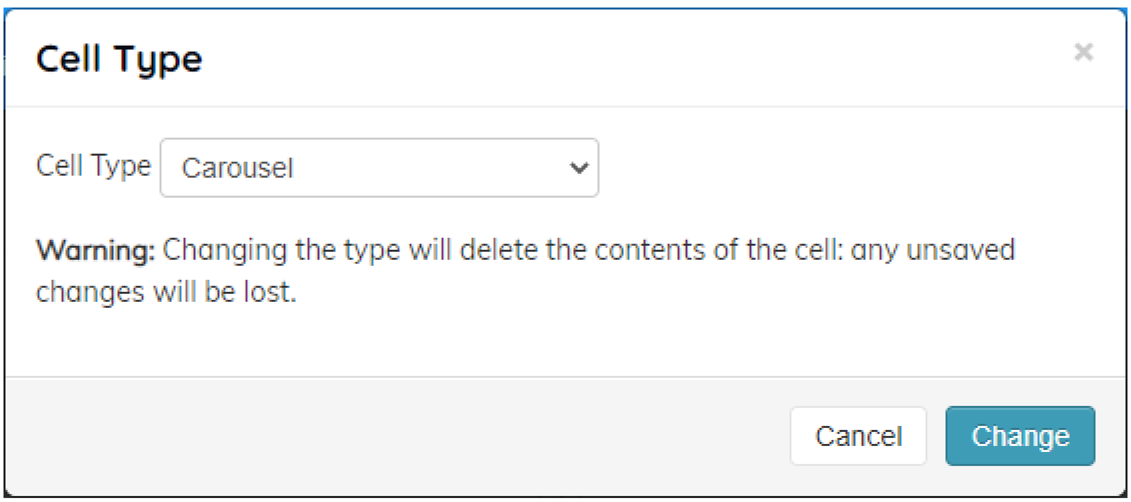


Carousel Cells

A carousel cell allows you to add multiple images to one cell, and have that cell scroll through those images like a slideshow. In addition to this, you can apply headings, captions and links to these images. Carousel cells are good for highlighting different activities that may be happening at your church, or showing off images from a recent event.

Adding a Carousel Cell:

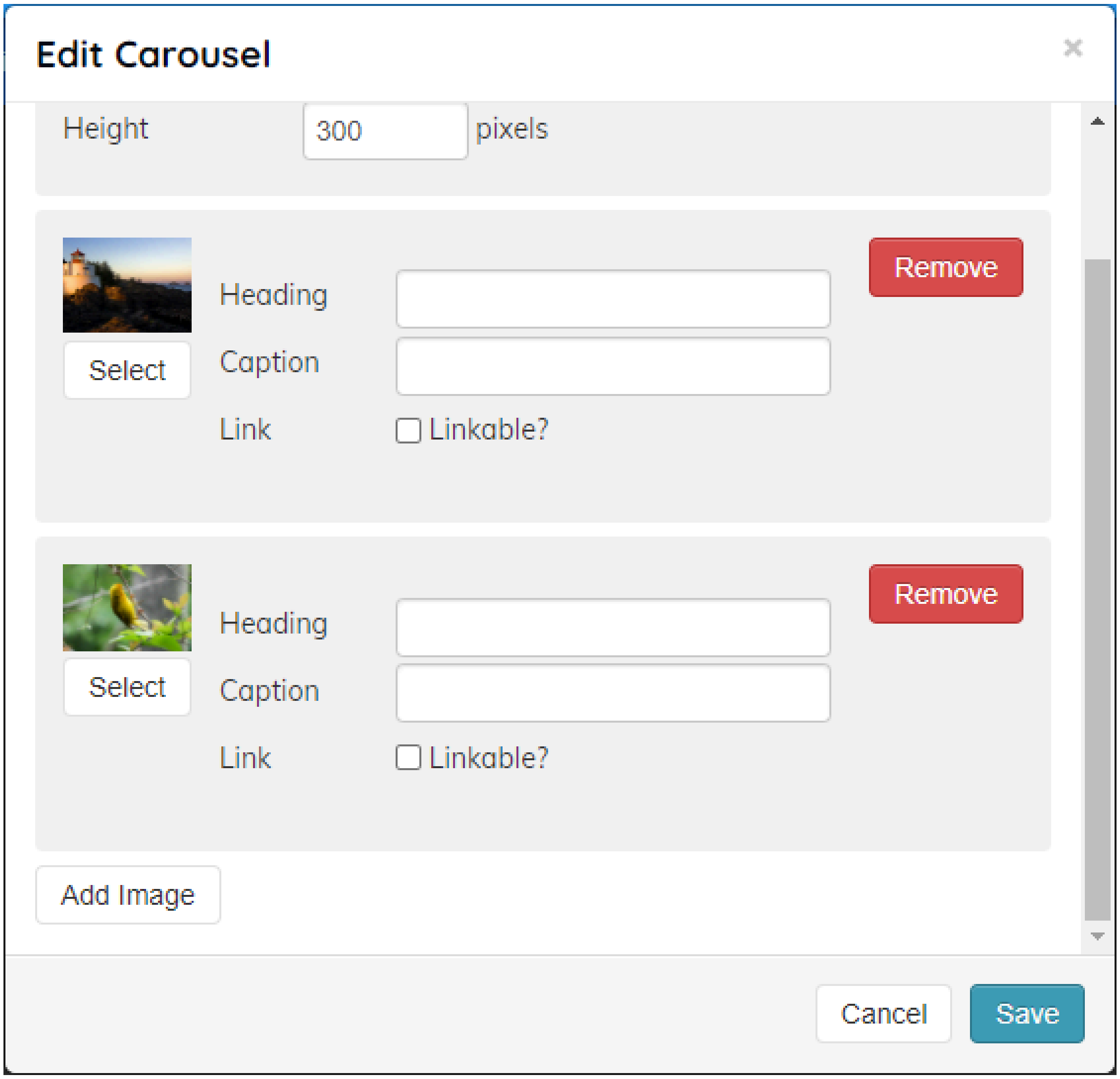
1. On the page that you'd like to add the carousel cell to, click the edit tab to turn on edit mode.
2. On a cell that you'd like to turn into a carousel cell, click the gear icon, and click "Edit cell type"
3. In the window that appears, on the Cell Type drop list, choose "Carousel", and then click the "Change" button. Any content that was in this cell previously will be erased.



Adding Images to a Carousel Cell:

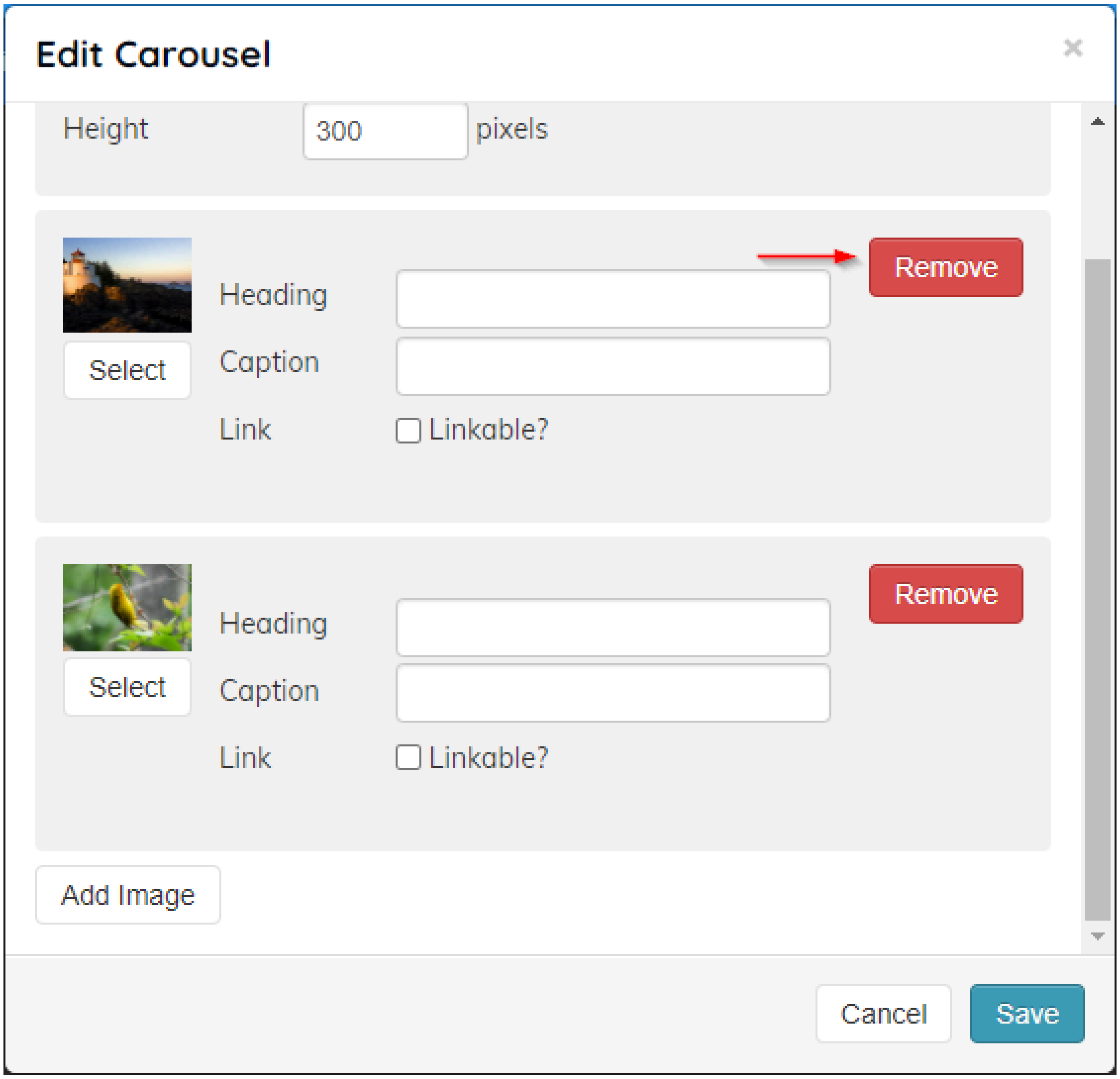
1. On the page that you have a carousel cell, click the edit tab to turn on edit mode.
2. In the cell that contains the carousel cell, click the pencil icon.
3. In the animation section, if you'd like to have the cell advance automatically, check the box for "Auto-advance every *blank* seconds". If you check the box, fill in a number in the blank to set the number of seconds the carousel will advance after.
4. In the height section, set how many pixels tall you want your carousel to be.
5. Click the Add Image button to add a slot to add an image to your carousel.

6. Click the select button to bring up your image selector in that slot. You can select any images you've already uploaded to Church360° Unite or you can click the upload button to select a new image from your computer.
7. If you want to apply a heading (text at the top of the image) or a caption (text at the bottom of the image), type what you want to appear in the heading and caption in the heading or caption box.
8. If you want to apply a link to this image, check the "Linkable?" box and then choose either the URL option to link to an external website whose URL you fill in in the box that appears below the URL selection, or the Unite Page option, which will let you select another one of your Church360° Unite pages in the drop list below the Unite Page selection.
9. If you have added a link, select if you want the link to open in your current tab or another tab by selecting the appropriate option in the "Link" section
10. Click the green "Add" button to add the image to your carousel
11. Repeat Steps 5-10 to add additional images to your carousel
12. Click the Save button when finished adding images to save your changes to your carousel, and then click the "Save Draft" or "Publish" button in the edit tab.



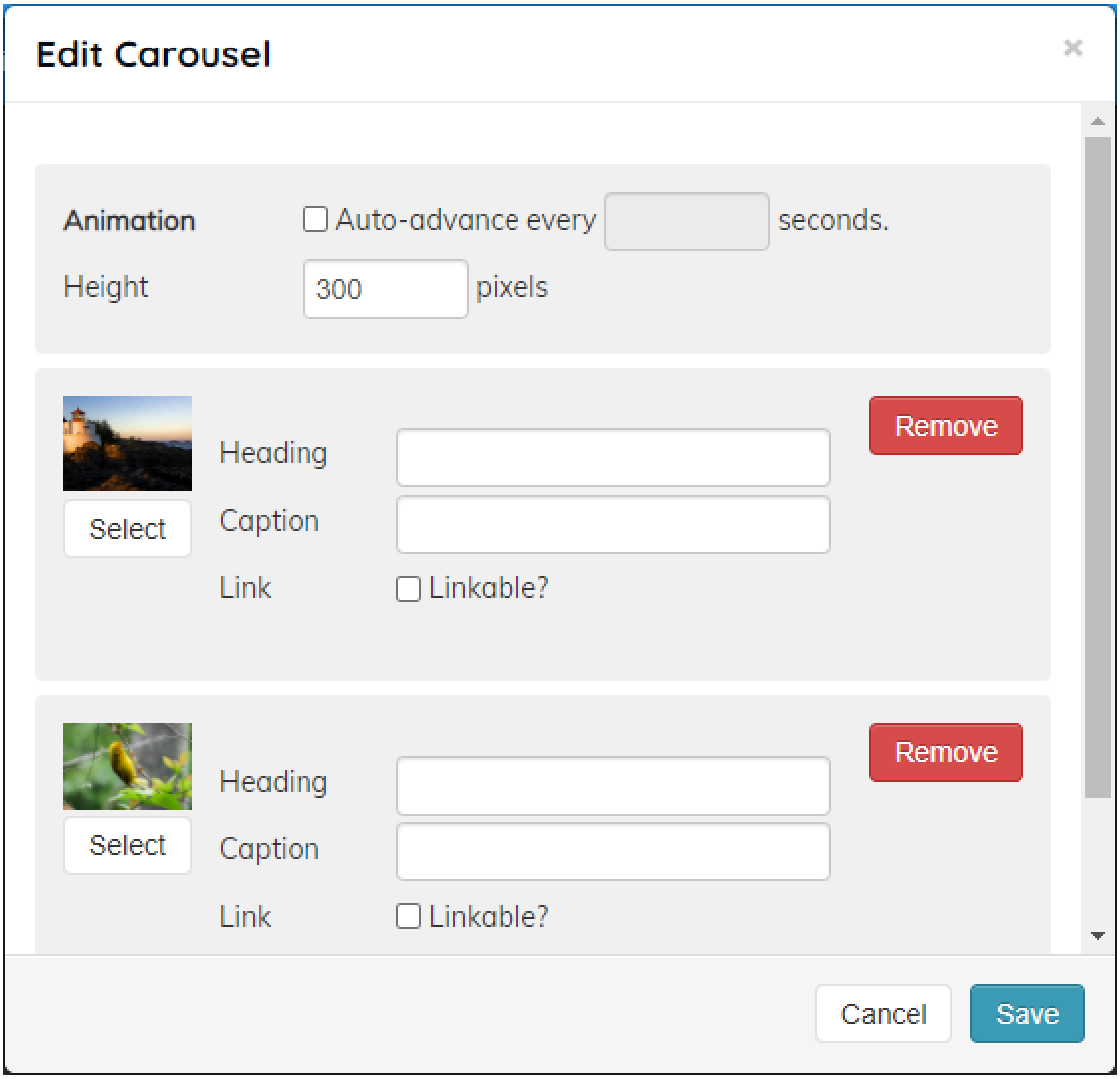
Removing Images from a Carousel Cell:

1. On the page that you have the carousel cell that you want to remove images from, click the edit tab to turn on edit mode.
2. In the carousel cell you want to remove images from, click the pencil icon to edit the cell.
3. You will see a listing of all the images that you have on the carousel. Click the remove button on the image that you want to remove from the carousel.
4. Click the Save button when finished removing images to save your changes to your carousel, and then click the "Save Draft" or "Publish" button in the edit tab



Editing a Carousel Cell:

1. On the page that you have the carousel cell that you want to make changes to, click the edit tab to turn on edit mode.
2. In the carousel cell you want to make changes to, click the pencil icon to edit the cell.
3. This will open the Edit Carousel menu. You can then add additional images, add or remove captions, headings and links from existing images, or change the Animation or Height of your carousel from here.
4. Click the Save button when finished making changes to your carousel, and then click the "Save Draft" or "Publish" button in the edit tab.

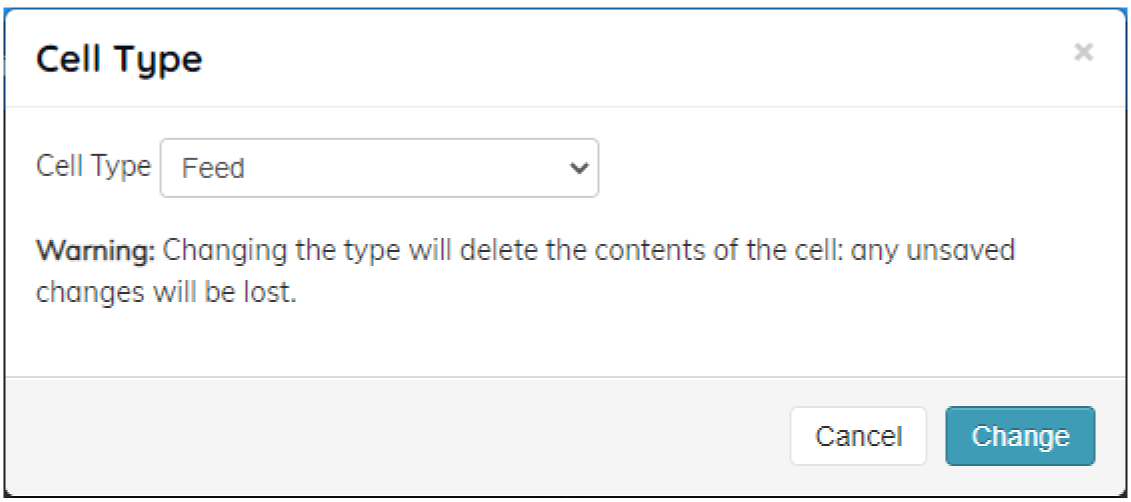

Edit Carousel
Animation
Auto-advance every
seconds.
Height
300
pixels
Remove
Heading
Caption
Link
Linkable?
Select
Remove
Heading
Caption
Link
Linkable?
Select
Cancel
Save

Feed Cells

A feed cell allows you to highlight the latest posts from a particular feed on your site by placing a cell that shows the latest posts from that feed. This can be useful for announcements that you want to place on your homepage or drawing attention to where you have the latest sermons from your church posted.

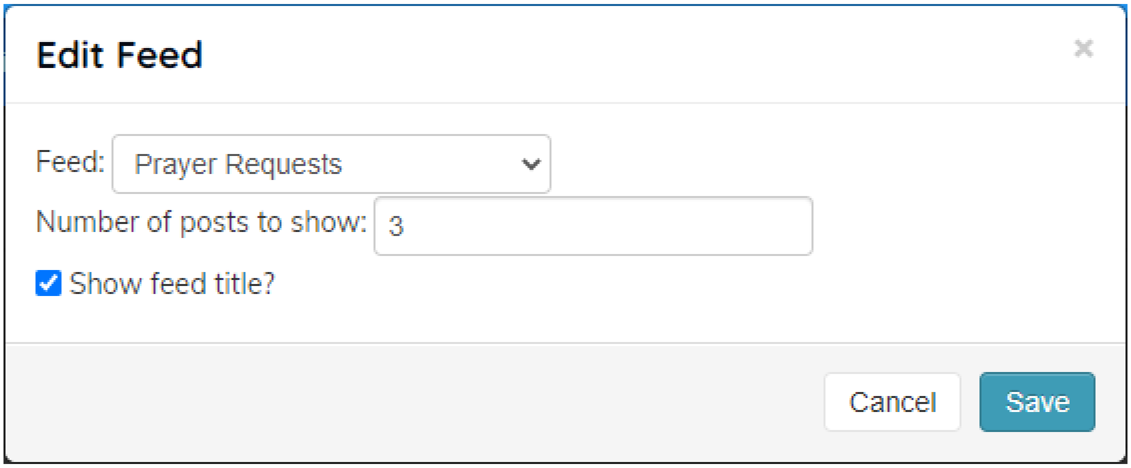
Adding a Feed Cell:

1. Click the edit tab to turn on edit mode.
2. On a cell that you'd like to turn into a feed cell, click the gear icon and click "Edit cell type".
3. In the window that appears, on the Cell Type drop list, choose "Feed", and then click the "Change" button. Any content that was in this cell previously will be erased.



Setting up a Feed Cell:

1. Click the edit tab to turn on edit mode.
2. In the cell that contains the feed cell, click the pencil icon.
3. In the Edit Feed Window that appears, select which feed you'd like to appear in this feed cell
4. Select the number of posts you would like to show within this cell. This will show the latest number of posts you select.
5. If you want the title of the feed to appear at the top of the Feed Cell, make sure the "Show feed title?" box is checked.
6. Click the "Save" button to save your changes.

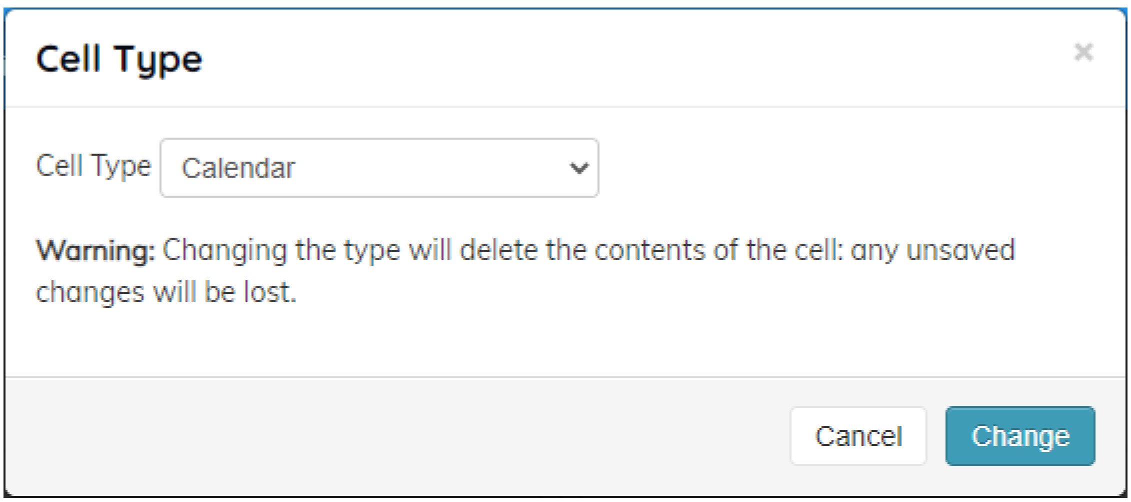

Edit Feed
×
Feed:
Prayer Requests
Number of posts to show:
3
Show feed title?
Cancel
Save

Calendar Cells

A calendar cell will allow you to place a cell on a page that will highlight the events that are occurring this week at your church. You can include one, or multiple calendars within this cell. Calendar cells are a good way to bring attention to what's happening at your church for visitors to your church's website.

Adding a Calendar Cell:

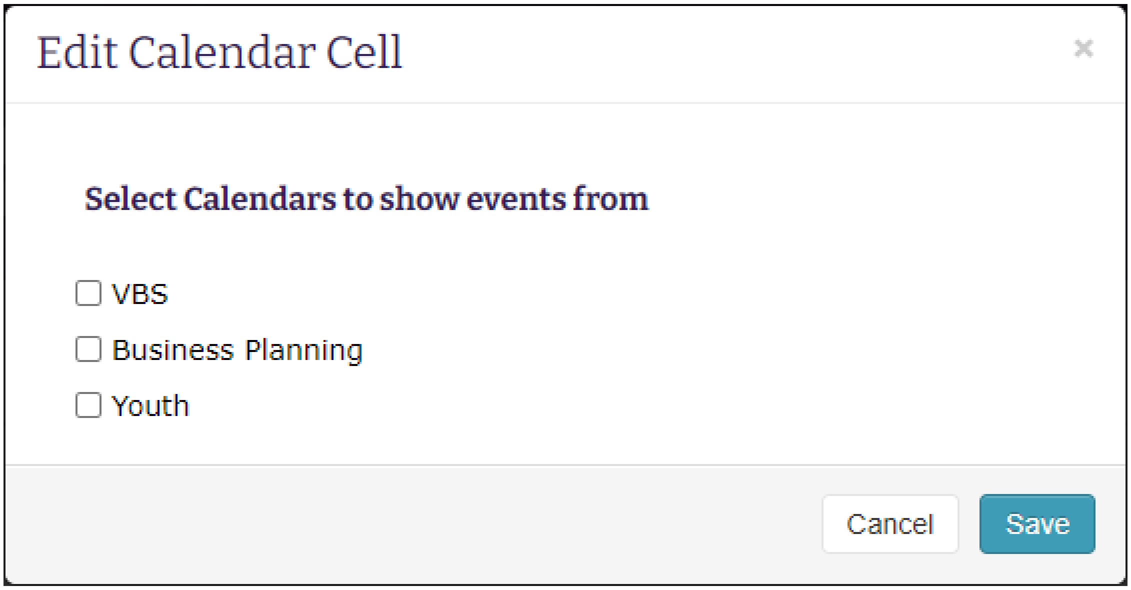
1. On the page that you'd like to add the calendar cell to, click the edit tab to turn on edit mode.
2. On a cell that you'd like to turn into a calendar cell, click the gear icon and click "Edit cell type".
3. In the window that appears, on the Cell Type drop list, choose "Calendar", and then click the "Change" button. Any content that was in this cell previously will be erased.



Selecting Calendars for a Calendar Cell:

1. On the page that you have a calendar cell, click the edit tab to turn on edit mode.
2. In the cell that contains the calendar cell, click the pencil icon.
3. In the window that appears, check the boxes for each calendar that you would like to show the events for within the calendar cell.
4. Click the "Save" button to save your changes.

Note: You can only show calendars whose visibility has been set to "Everyone".


Edit Calendar Cell
×
Select Calendars to show events from
VBS
Business Planning
Youth
Cancel
Save

Edit Mode

Edit Mode allows you to edit text, links, and pictures on pages and posts on your website. After editing, make sure you hit the "Publish" (or Save Draft button if your page is still in draft mode) to finalize any edits you have made, otherwise your changes won't be saved!

The Editor bar is the toolbar that appears when you click in a cell while in Edit Mode. It contains many features for editing text and formatting as well as adding additional content, such as videos or audio files.

To make any changes to your page, including content and layout changes, Edit mode must be turned on.

To do this, click on the edit tab on the left side of the page. This will extend the edit tab to the left side of the screen.

If cells shrink or disappear when the Edit tab is extended, please email support at support@360unite.zendesk.com and we will get to the problem quickly.

Add/Edit/Delete Rows and Cells

In order to create the layout of your page, you can utilize Rows and Cells to create the exact layout you want. This system of rows and cells allows you to arrange cells of information on different rows. These cells can then contain the content and information on your page. Each blank page will start with one cell, and there are different types of cells that contain different content.

Add cells:

1. Click the Edit tab on the left side of the page to turn on Edit Mode
2. Above, below and to the right of the first cell on your page, there will be buttons with a plus sign in them. Click one of these buttons to add a cell above, below, or to the right of the cell the button is adjacent to.
3. You can have up to 4 cells in one row.

Edit cells:

1. To change the width of a cell, it must be in the same row as at least one other cell. Move your mouse between the two cells, and a gray line will appear. You can click and drag to move this line to change the width of those cells
2. Height is adjusted automatically as content is added to cells
3. To change which row a cell is in, click and drag the cell to the row you want it in. If you want to move a cell to a new row, you must first add a cell for that row, and then you can drag the cell you want to move into place.

Delete cells:

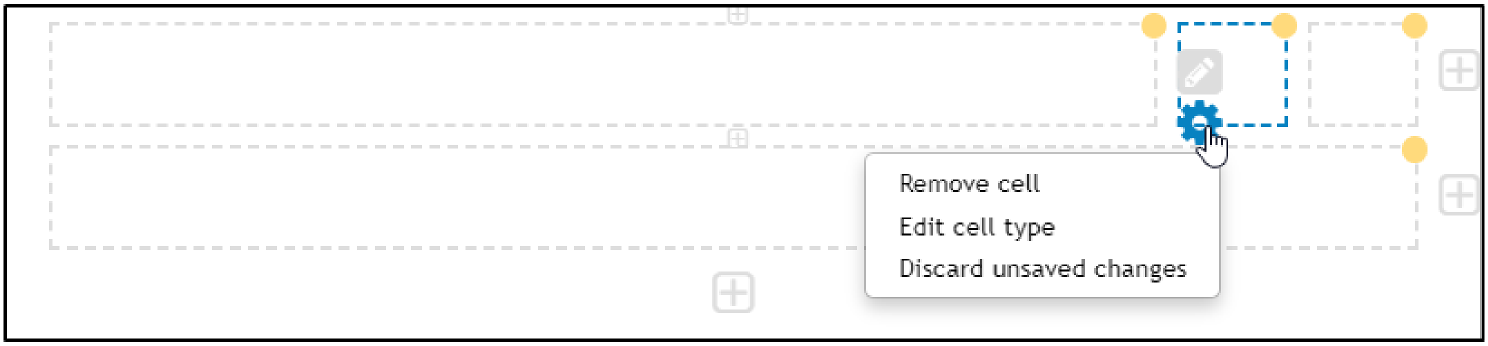
1. To delete cells, click on the gear icon in the top right corner of the cell
2. Click "Remove Cell" to delete the cell. The cell and its contents will be deleted from the page.

Note: You cannot delete the top-left most cell from a page.

Change cell type:

1. To change what type a cell is, click on the gear icon in the top right corner of the cell
2. Click "Edit Cell Type"

3. Choose from the drop list which type of cell you would like the selected cell to be.



Editor Bar

The Editor bar is used to make changes to your selected page.

There are several different options to work with, including:

- **Paragraph Format Styles**—changes the font size.
- **Bold**—allows you to bold the font.
- **Italic**—allows you to italicize the font.
- **Underline**—allows you to underline text.
- **Strike-through**—strikes a line through the text.
- **Alignment** - choose the alignment for the paragraph
  - **Align Left**—left aligns your text.
  - **Align Center**—center aligns your text.
  - **Align Right** right aligns your text.
  - **Justify**—allows you to justify the text.
- **Insert/Remove Bulleted List**—allows you to add/remove a bulleted list.
- **Insert/Remove Numbered List**— allows you to add/remove a numbered list.
- **Block Quote**—allows you to add block quote (solid bar) to text.
- **Decrease Indent**—decreases the indent (only works with bulleted/ numbered lists).
- **Increase Indent**—increases the indent (only works with bulleted/numbered lists).
- **Undo**—allows you to undo changes that you have made while editing your page.
- **Redo**—allows you to redo changes that you have made while editing your page.
- **Link/Unlink**—used for linking/unlinking different items.
- **Insert Horizontal Line**—adds a horizontal line on the page.
- **Insert Asset**—allows you to add an asset to your page
  - **Image**—used to add an image to your page.

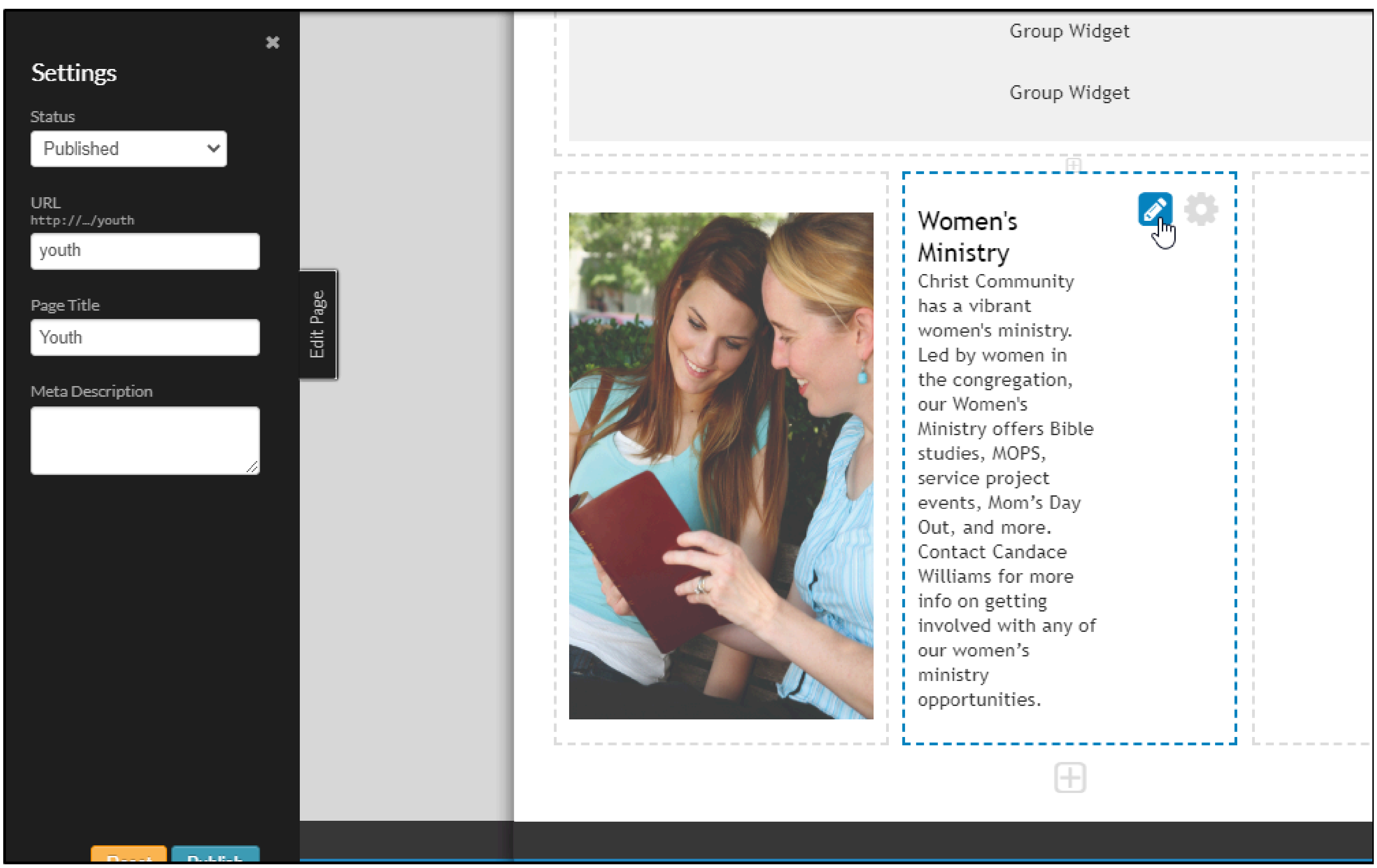
- **Audio**—used to add audio files to your site (MP3 is recommended).
- **Video**—used to upload video files to your page (MP4 is recommended).

- **Insert Media**—allows you to embed a media's URL to your page
- **Insert Table**—allows you to add a table into your page.
- **Add Group**—used to add links to created groups
- **HTML Block**—allows you to add HTML code to the page

Edit Text in a Cell

You can add or edit text to a cell already published in a post or a page on your Church360° Unite site.

1. Click the Edit Page tab on the left hand side of the screen to enter Edit Mode.
2. Go to the cell where you'd like to edit.
3. When you hover over the cell, two symbols should appear in the upper right hand corner of the cell. Click the Pencil icon to make changes inside of the cell.
4. Add, edit, or delete the text you want to change.
5. Click the Check mark icon to close the cell.
6. Click Publish in the Edit Page tab to publish your changes.
7. Click Reset in the Edit Page tab to undo all changes in cells marked with a yellow dot in the upper right hand corner.



Upload an Image

You can upload photos onto pages or posts in your Church360° Unite site.

1. Click the Edit Page tab on the left hand side of the screen to enter Edit Mode.
2. Go to the cell where you'd like to add the image.
3. When you hover over the cell, two symbols should appear in the upper right hand corner of the cell. Click the Pencil icon to make changes inside of the cell.
4. Click where you want to insert the photo. The Editor bar should appear.
5. Click the icon of a photograph on the Editor bar to Insert an asset.
6. Choose Image.
7. In the Upload window, you may see a list of assets uploaded to the current page or other pages. You can browse and choose one of these assets to insert them or click the Upload button to find an image on your computer.

   Note: typical image file formats like JPG, JPEG, JFIF, PNG, GIF can be uploaded to a web page

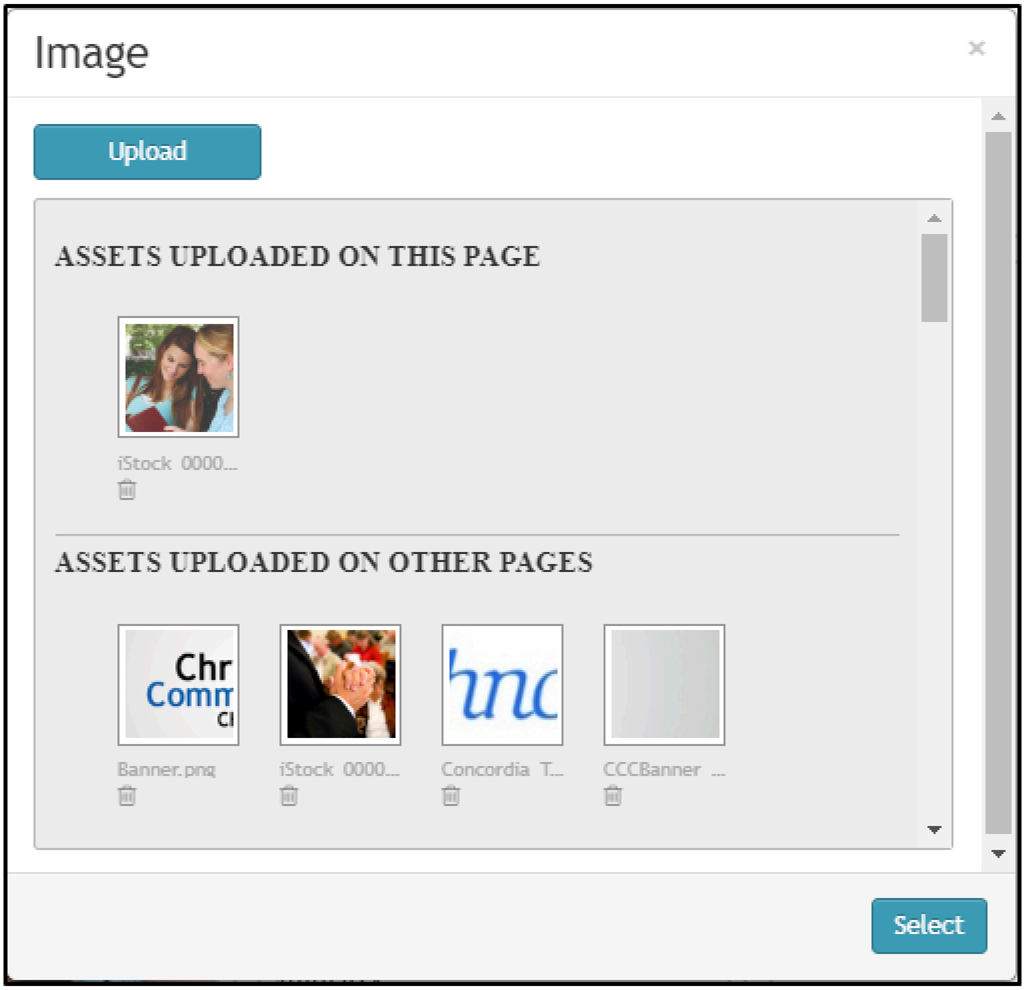
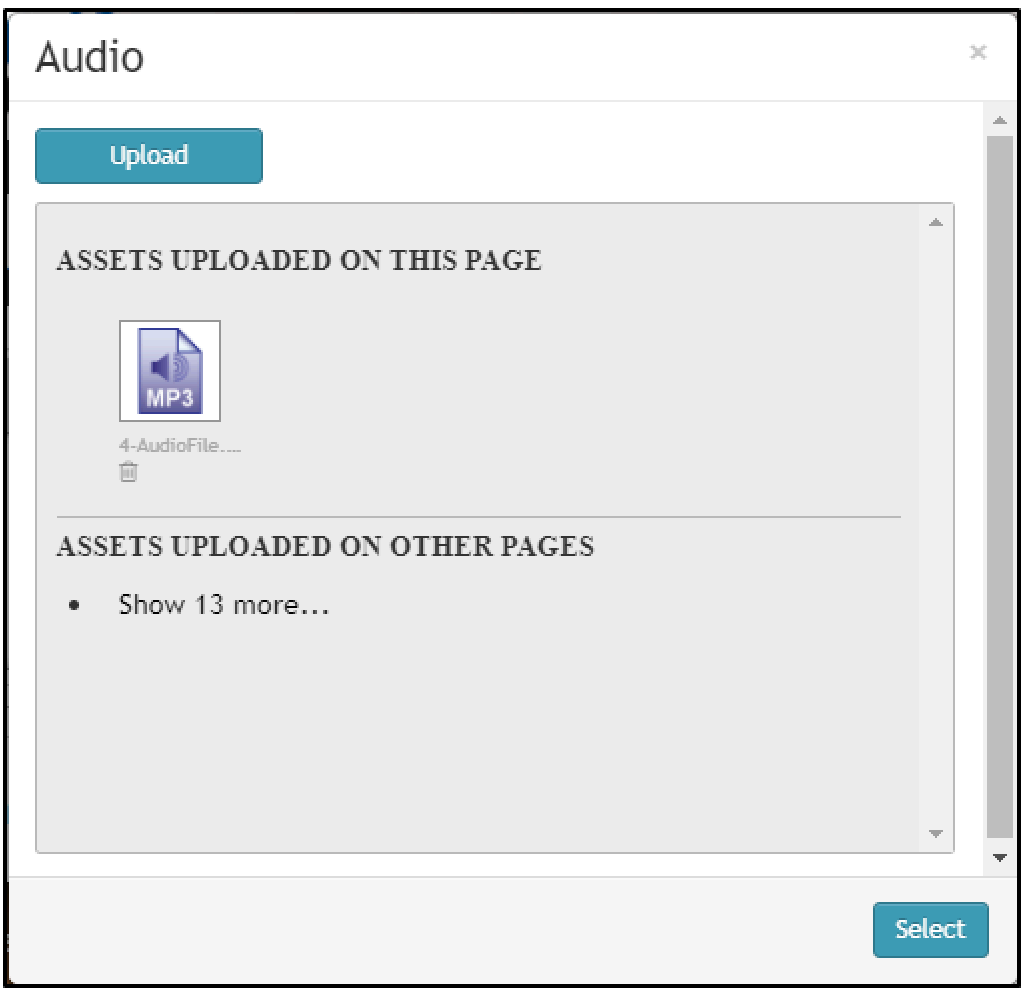


Image
Upload
ASSETS UPLOADED ON THIS PAGE
iStock_0000...
ASSETS UPLOADED ON OTHER PAGES
Banner.png
iStock_0000...
Concordia_T...
CCCBanner_...
Select

Upload an Audio File

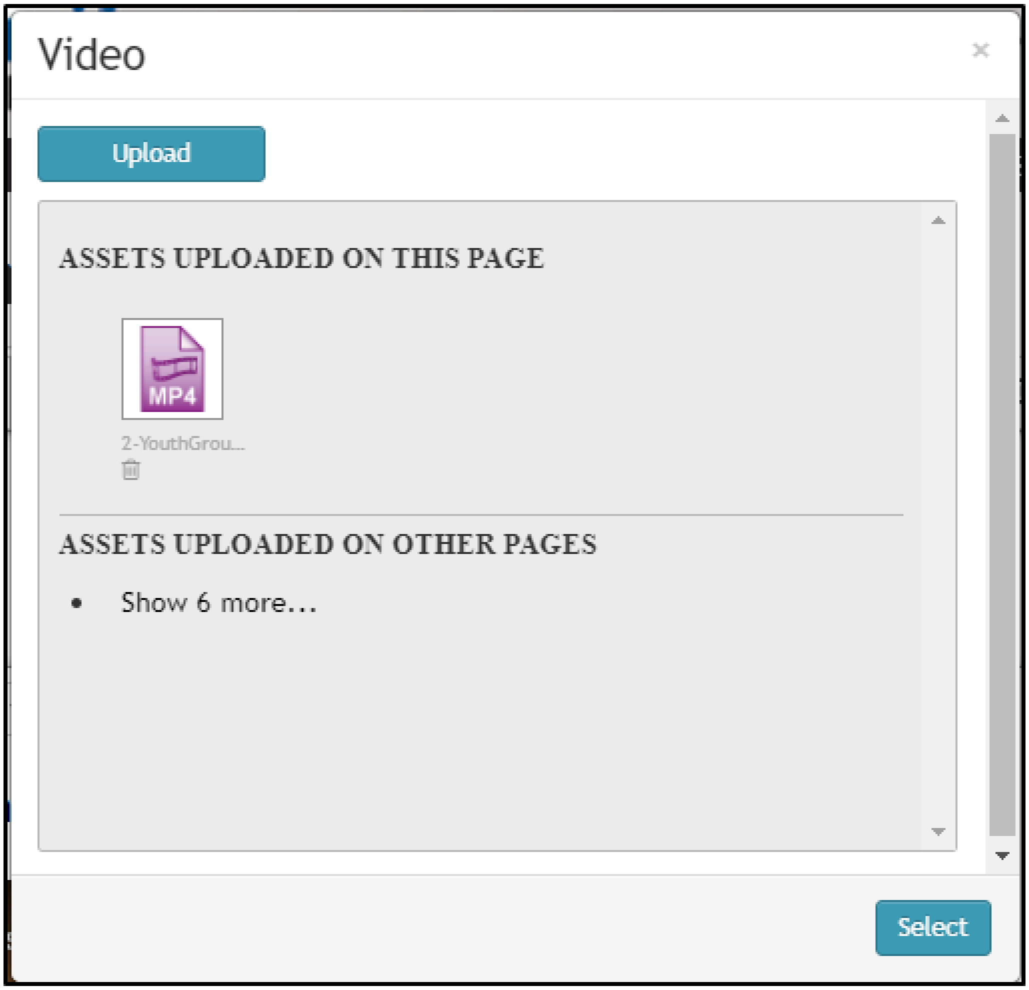
1. Click the Edit Page tab on the left hand side of the screen to enter Edit Mode.
2. Go to the cell where you'd like to add the audio file.
3. When you hover over the cell, two symbols should appear in the upper right hand corner of the cell. Click the Pencil icon to make changes inside of the cell.
4. Click where you want to insert the audio file. The Editor bar should appear.
5. Click the icon of a photograph on the Editor bar to insert an asset.
6. Choose Audio.
7. In the Upload window, you may see a list of assets uploaded to the current page or other pages. You can browse and choose one of these assets to insert them or click the Upload button to find an audio file on your computer.



Upload a Video

1. Click the Edit Page tab on the left hand side of the screen to enter Edit Mode.
2. Go to the cell where you'd like to add the file.
3. When you hover over the cell, two symbols should appear in the upper right hand corner of the cell. Click the Pencil icon to make changes inside of the cell.
4. Click where you want to insert the video. The Editor bar should appear.
5. Click the icon of a photograph on the Editor bar to insert an asset.
6. Choose Video.
7. In the Upload window, you may see a list of assets uploaded to the current page or other pages. You can browse and choose one of these assets to insert them or click the Upload button to find a video file on your computer.

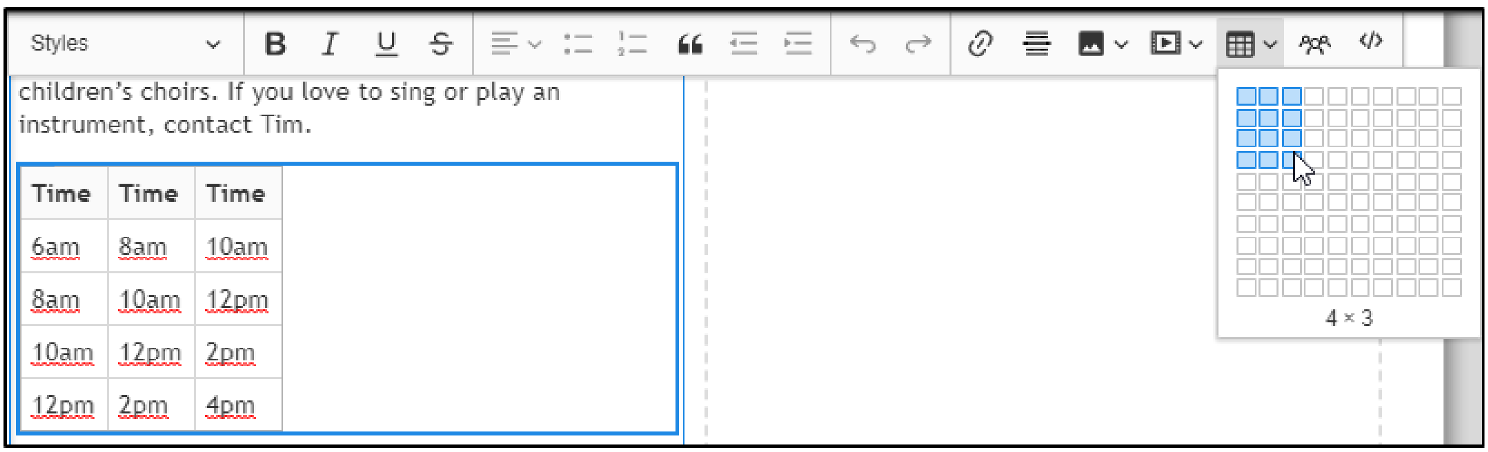
NOTE: There is a 100Mb limit to every video file uploaded to your website.


Video
Upload
ASSETS UPLOADED ON THIS PAGE
MP4
2-YouthGrou...
ASSETS UPLOADED ON OTHER PAGES
Show 6 more…
Select

Add a Table

Tables organize information, making complicated data easy to read. These can be added to your Church360° Unite pages.

1. Click the Edit Page tab on the left hand side of the screen to enter Edit Mode.
2. Go to the cell where you'd like to add the table.
3. When you hover over the cell, two symbols should appear in the upper right hand corner of the cell. Click the Pencil icon to make changes inside of the cell.
4. Click where you want to insert the table. The Editor bar should appear.
5. Click the icon of a table / graph on the Editor bar to insert a table.
6. Select how many columns and rows you would like and click to confirm.

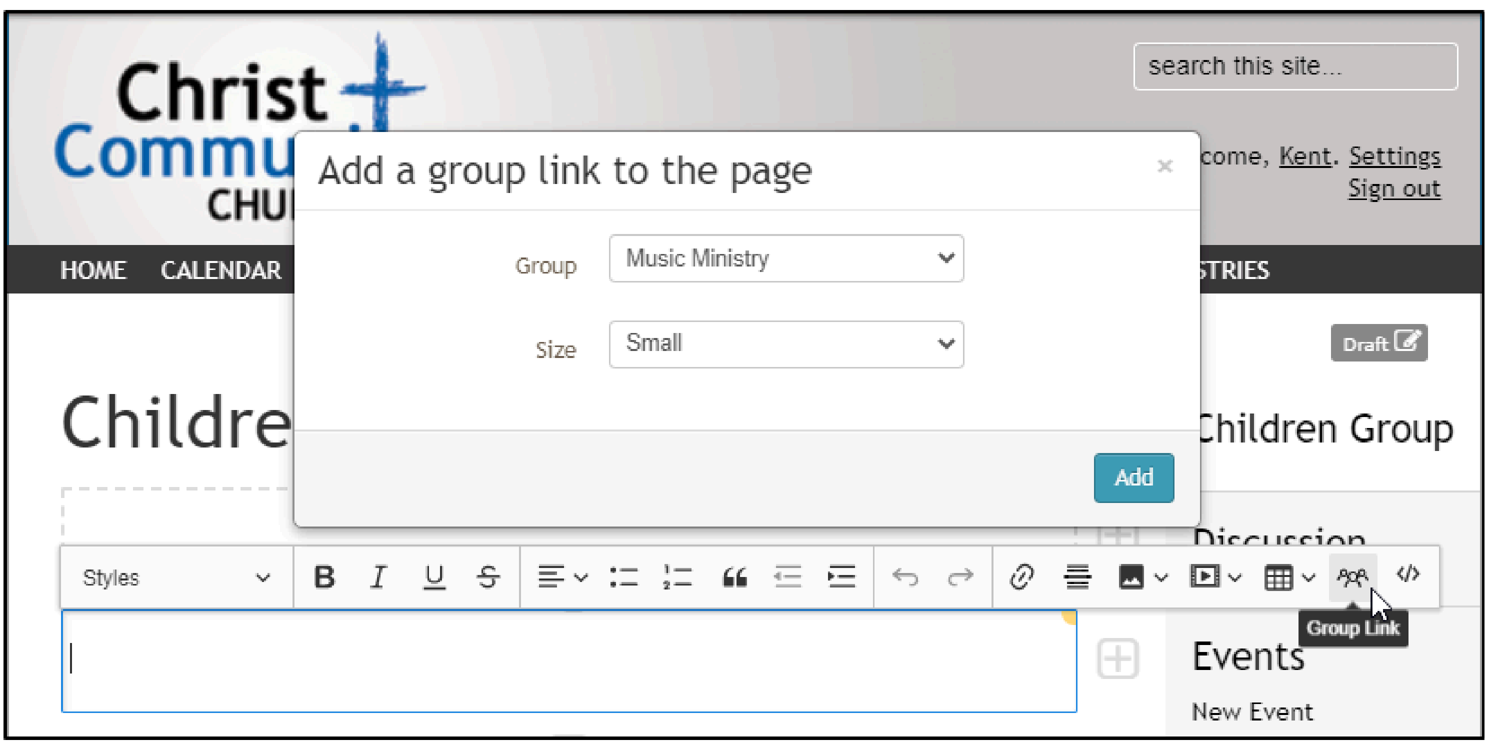


Add a Group Link

If you want to put a link to your group's page on another page in your website, you can insert a link to that page without hyperlinking text.

1. Click the Edit Page tab on the left hand side of the screen to enter Edit Mode.
2. Go to the cell where you'd like to add the table.
3. When you hover over the cell, two symbols should appear in the upper right hand corner of the cell. Click the Pencil icon to make changes inside of the cell.
4. Click where you want to insert the table. The Editor bar should appear.
5. Click the icon of three people on the Editor bar.
6. In the window that appears, use the drop down menus to choose the group and what information to show about the group.

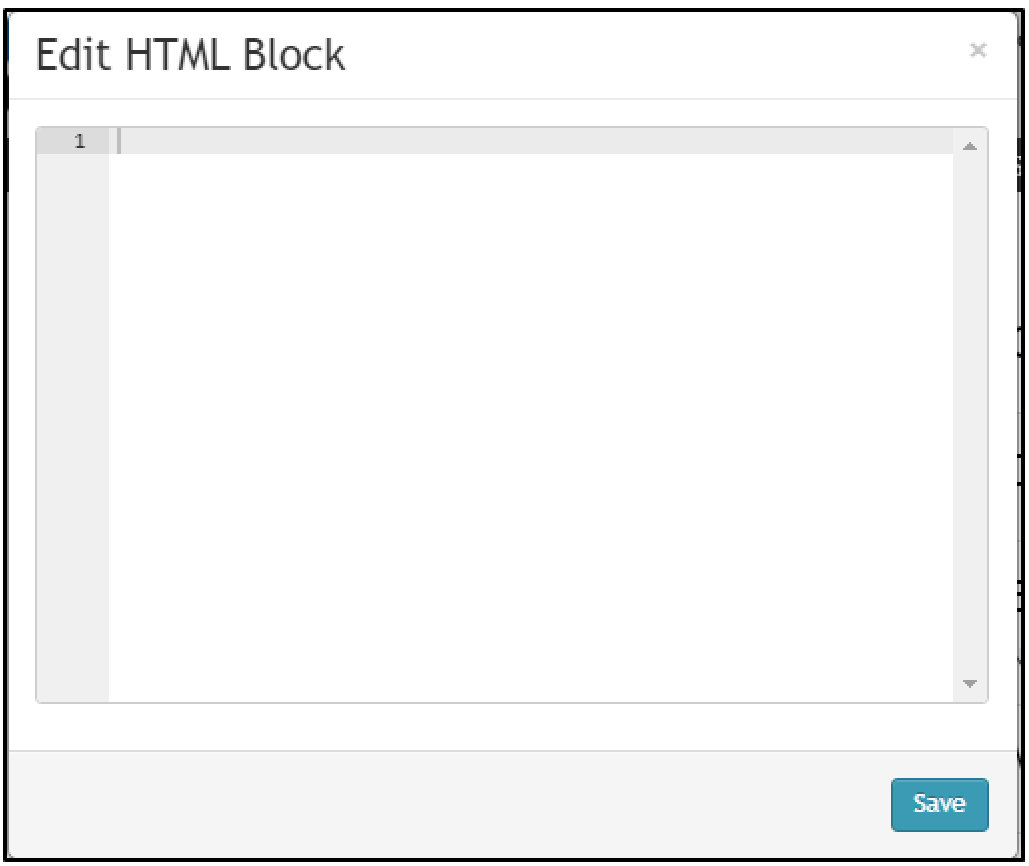
- **Small** only shows the Group Name.
- **Medium** shows the Group Name and the Description.
- **Large** shows the Group Name, Description and the Group Leader.



Insert an HTML block

If you have knowledge of HTML, you can edit the code of the text and images in a cell.

1. On the page you want to edit, click on Edit Page to turn edit mode on.
2. Click the Edit Page tab on the left hand side of the screen to enter Edit Mode.
3. Go to the cell where you'd like to edit.
4. When you hover over the cell, two symbols should appear in the upper right hand corner of the cell. Click the Pencil icon to make changes inside of the cell.
5. The Editor bar should appear. Click the '</>' icon on the Editor bar.
6. In the window that appears, add or edit code. **Do not attempt to edit the code if you do not have experience working with HTML.**
7. Click "Save" to finalize your changes.

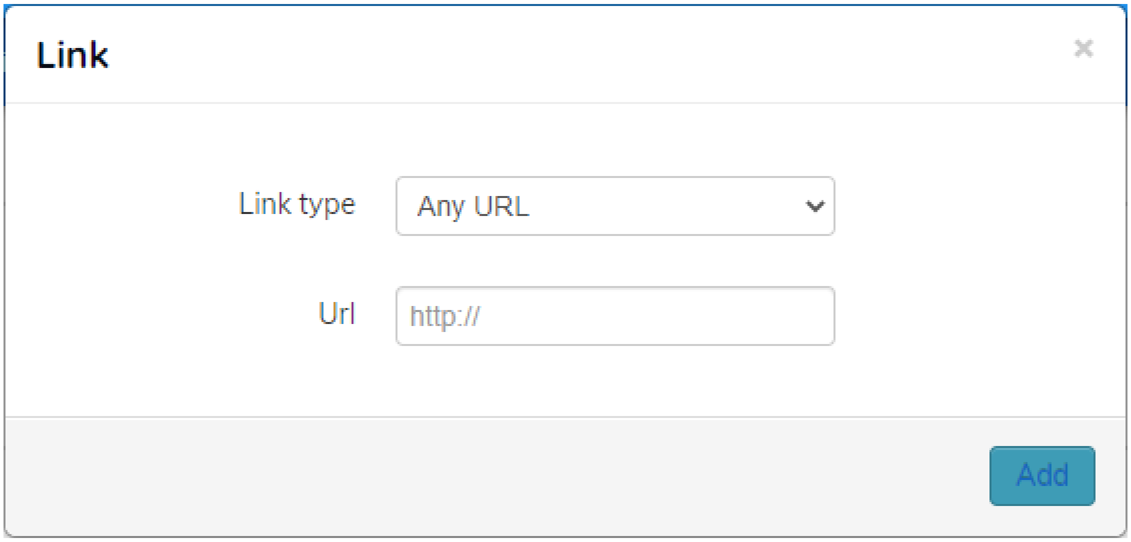


Add a Website Link

At times, you may wish to create a link to a website that exists outside of your Church360° Unite site. A good example of this would be linking to your church's denomination website. Church360° Unite allows you to place such a link on your pages, using the instructions below:

1. Click the Edit Page tab to the left on your screen.
2. Click the pencil in the cell where you want the website link to go.
3. Type some text to attach the website link to.
4. Select the text by clicking and dragging over it to highlight the text.
5. Click the "Link to" button in your tool bar.
6. Choose "Any URL" from the "Link type" drop list.
7. In the URL box, fill in the full website address you want to link to. Make sure to include http://www. before the address of the website you want to link to.
8. Click the "Add" button in the lower right. You will be directed back to your page. The text you selected will be highlighted.
9. Click the check-mark in the upper right corner of your cell to lock the cell.
10. Click the link to ensure it links to the website you want to link to.
11. Once this is confirmed, click Publish from the Edit Page tab in Unite to complete your updates.

Note: If you want to link to another page within Church360° Unite, instead, use the "A page or feed in my site" option.

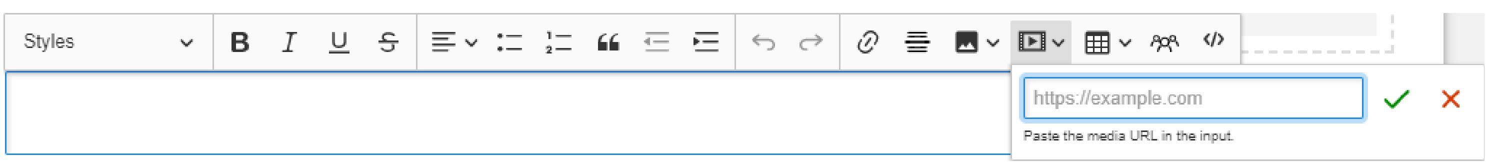

Link
×
Link type
Any URL
Url
http://
Add

Insert Media

There are times that you may wish to include video or audio from an external source, instead of uploading these files directly to Church360° Unite. There are many benefits to including media from these sources, as some video or audio players may offer some more robust options, such as closed captioning that aren't included within the video and audio players within Church360° Unite. The Insert Media feature of Church360° Unite allows you to include the video and audio players from these external sources, for you to use on your church website.

Note: The maximum file size for any file uploaded directly to Church360° is 100MB. Using the insert media feature by uploading your video or audio to an external source will help you include these larger video an audio files.

1. Click the Edit tab on the left side of the page to turn on Edit Mode
2. Within the cell that you want to add the video/audio to, hover over the cell, and click the pencil icon that appears to start editing that cell.
3. Click within the cell, and on the editor bar, click the "Insert Media" button. This button looks like a filmstrip with a play button on it.
4. The insert media window will appear. Copy the URL (website address) for the video or audio that you want to insert. Click the green checkmark to place the media within your cell.

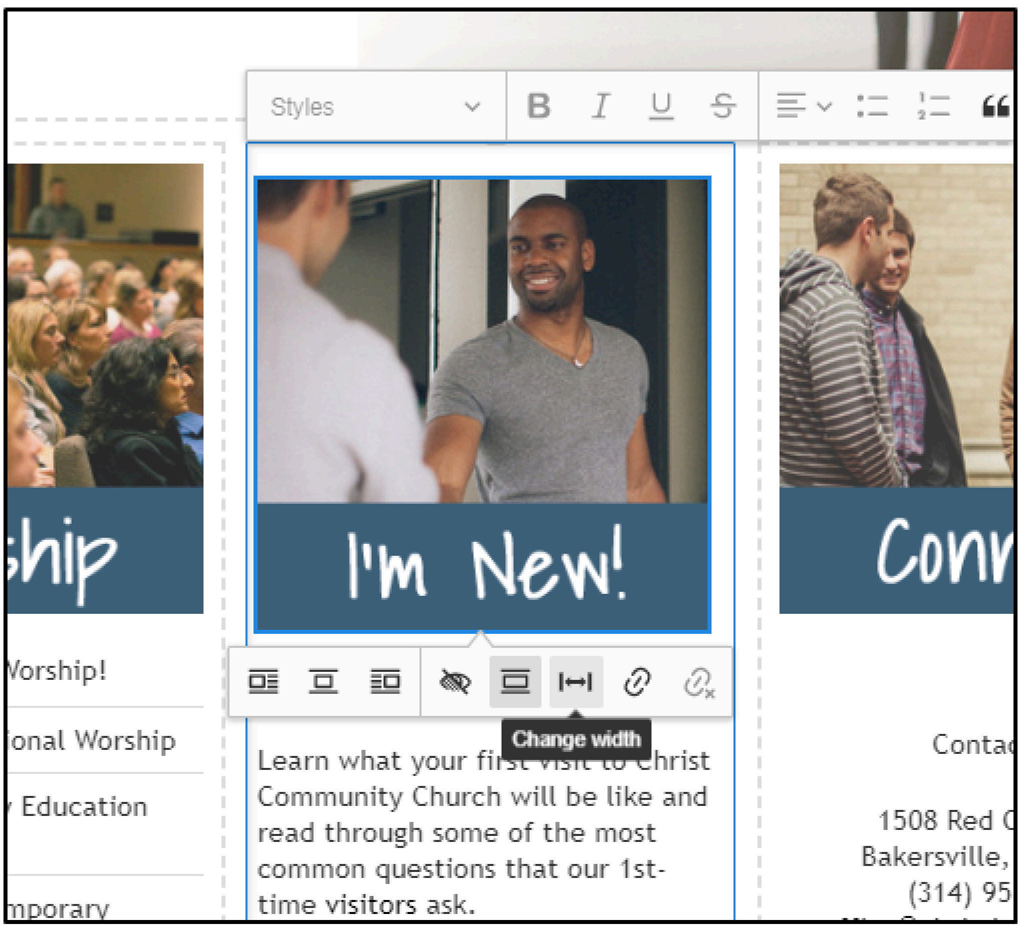


Edit an Asset

Once an image, audio file, or video has been uploaded to your website, you can edit it in order to make some changes to it.

To edit an asset,

1. Find the asset on your website and click on Edit Page to turn edit mode on.
2. When you hover over the cell, two symbols should appear in the upper right hand corner of the cell. Click the Pencil icon to make changes inside of the cell.
3. Click the asset you want to edit. The main Editor bar should appear above the image in addition to a smaller Editor bar below the image.
4. On this smaller Editor bar, you can align the asset to the left, right, or center, edit an asset's Alternative Text, make the asset full-size, adjust the Width and add or remove a link to the asset.



Left aligned asset - This aligns the asset to the left side of an asset.

Centered asset - This aligns the asset to the center of an asset

Right aligned asset - This aligns the asset to the right side of an asset

Change asset text alternative - The alt attribute provides alternative information for an image if a user for some reason cannot view it (because of slow connection, an error in the src attribute, or if the user uses a screen reader

Full size asset -

Change width - This allows you to determine the width of the asset. The aspect ratio will automatically alter the height accordingly. Be sure to type "px" after the numeric unit, i.e. "100px" to set the size of the images in pixels, or if you type "%" after your image, it will set the width of the image to take up that percentage width of the cell that it is in.

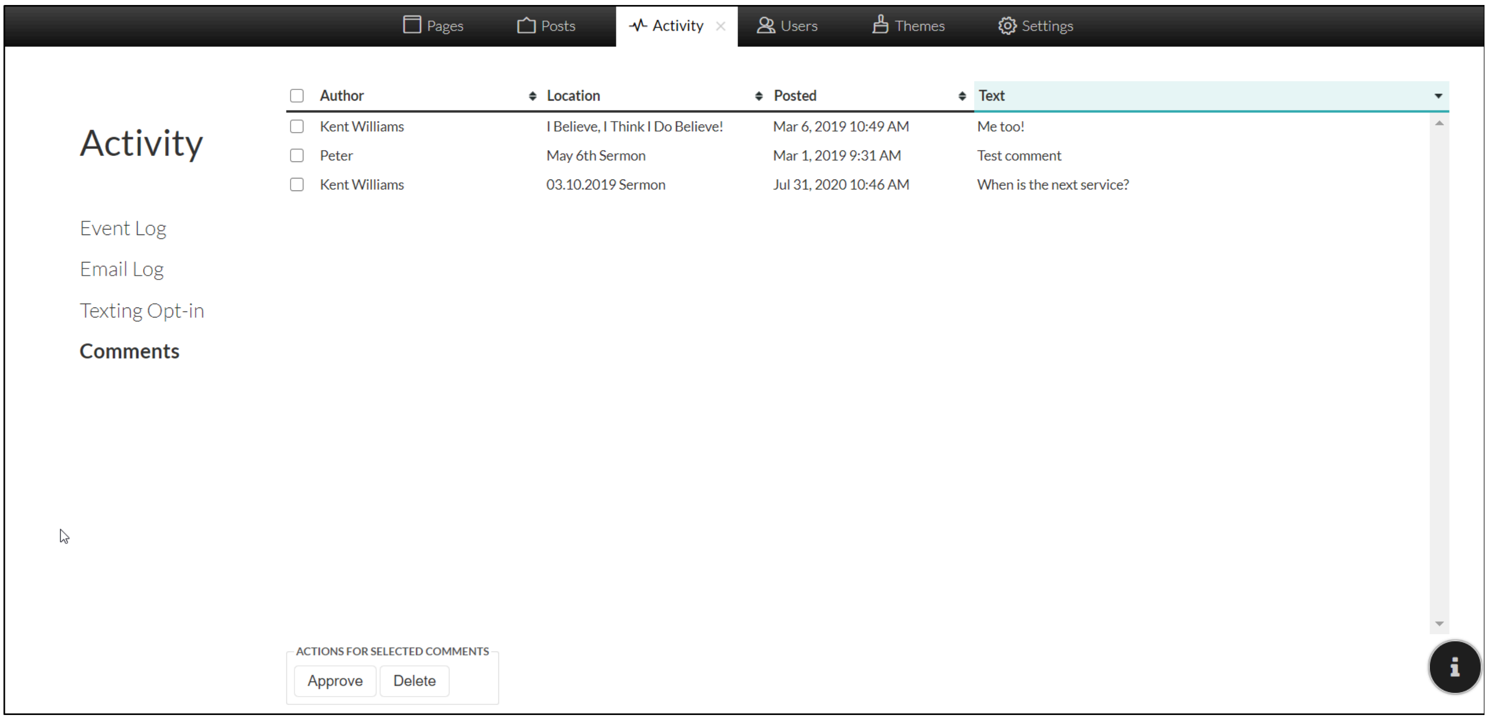
Change image link - This allows you to change what the asset links to.

Remove image link - This removes the hyperlink completely from the asset.

Comments

Comments allow users to post questions, opinions, or feedback on posts on your website. You can reply to comments, allowing you to start a dialogue with visitors to your site.

Administrators can manage comments. Administrators can also decide whether or not comments in Church360° Unite must be approved before they publicly appear on your website.



Moderate Comments

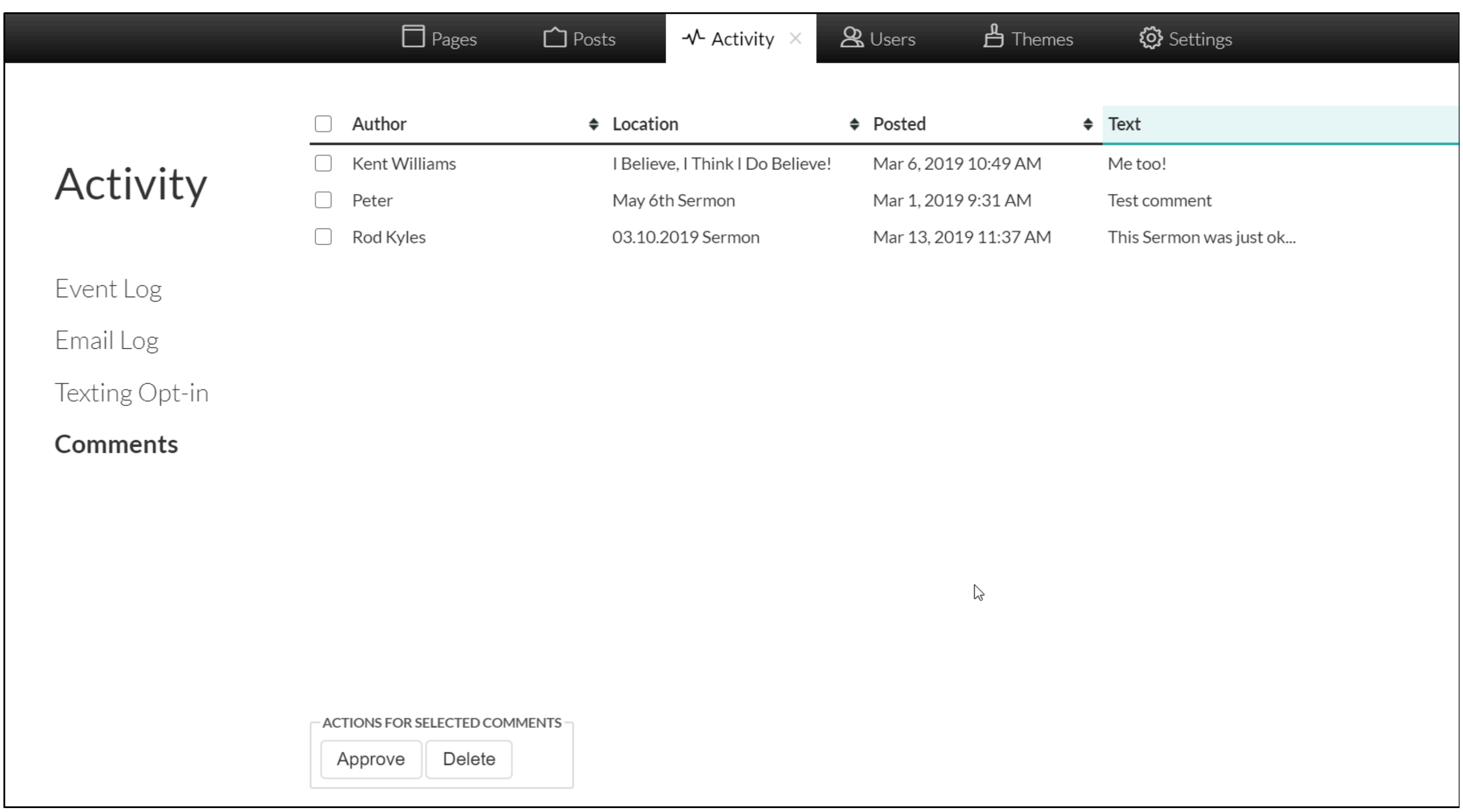
Administrators can decide whether or not comments in Church360° Unite must be approved before they appear on your website. The Moderate Comments feature helps filter spam comments and allows you to approve only the comments you want visitors to see.

Additionally, if someone posts a comment that you don't want to appear on your website, you can delete the comment.

These options can be turned on or off from your selected feed page, within the Edit Page tab, under "Rules for this feeds posts".

To moderate comments,

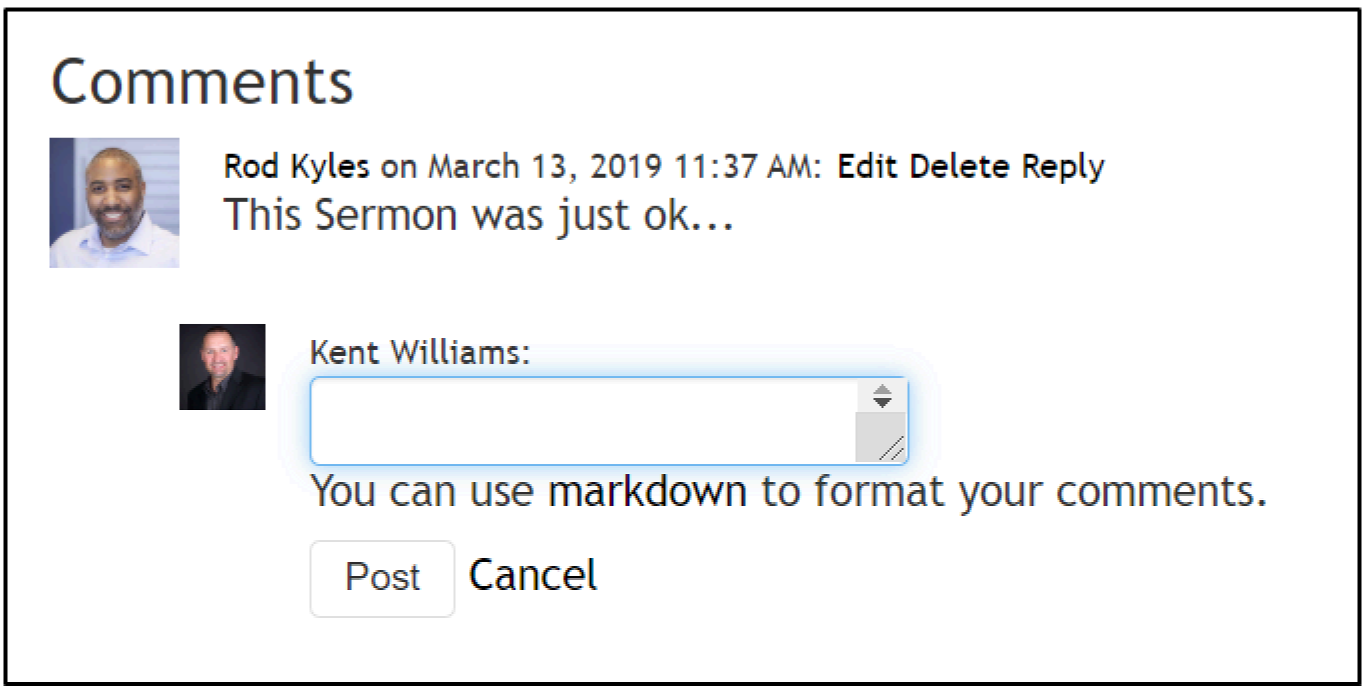
1. Click "Comments" on the admin bar.
2. Select the comment that you want to moderate.
3. Click the appropriate action (Approve or Delete) to moderate the comment.
4. After all comments have been moderated, click "Close" to save the changes.



Edit or Reply to Comments

You can reply to a specific comment on a post, allowing you to engage in discussion with visitors to your site.

1. Go to the page where the comment you want to reply to is located.
2. Click the "Reply" link on the comment to open a text box.
3. Type your response, and click the "Post" button when finished.
4. Even if you are an administrator on Church360° Unite, you will have to approve your comment reply (this applies to Feed pages only if you have moderate comments turned on). To do this, click "Posts" in the Admin bar located at the top of the screen.
5. Check the box next to your comment reply, and click the "Approve" button.



Event Log

The Event Log is used by Administrators to see what actions have been taken within the application. Currently tracked items include the following:

- Adding / editing / removing of people
- Adding / editing / removing of phone numbers
- Adding / editing / removing of email addresses
- Adding / editing / removal of mailing addresses
- Listing / unlisting of addresses
- Listing / unlisting of phone numbers
- Listing / unlisting of email addresses
- Event updates (changes to the date or time for example)
- Cancellation of events

The "Search" box will allow you to search for changes that have been made. You can search for data that appears under User, Record and Description.

To access the Event log,

1. Click on Activity on the Admin Bar located at the top of the page.
2. Click on Event Log. This will bring up the event log and show the changes that have been made.

Pages Posts Activity Users Themes Settings

Search

Activity

Event Log

Email Log

Texting Opt-in

Comments

When	User	Record	Description
Feb 24 10:13 AM	Kent Williams	Kira Belton	Kent added the email address beltonk@bohackpharmacy.com to Kira Belton
10:11 AM	Kent Williams	Kira Belton	Kent added the email address dave.farnham@cph.org to Kira Belton
10:10 AM	Kent Williams	Kira Belton	Kent removed the email address dave.farnham@cph.org from Kira Belton
10:09 AM	Kent Williams	Kira Belton	Kent removed the email address beltonk@bohackpharmacy.com from Kira Belton
Feb 20 10:47 AM	Kent Williams	Tina Abbott	Kent removed the email address sister@mother.con from Tina Abbott
10:46 AM	Kent Williams	Tina Abbott	Kent added the email address sister@mother.con to Tina Abbott
Feb 17 10:00 AM	Kent Williams	David Alexander	Kent removed the email address dave.farnham@cph.org from David Alexander
Jan 21 12:24 PM	Rod Kyles	Hank Belton	Rod removed the email address ctscommunity@cph.org from Hank Belton
Jan 21 12:24 PM	Rod Kyles	Hank Belton	Rod added the email address ctscommunityz@cph.org to Hank Belton
12:23 PM	Rod Kyles	Troy Allen	Rod removed the email address t.allen43@icloud.com from Troy Allen
12:23 PM	Rod Kyles	Troy Allen	Rod added the email address t.allen43z@icloud.com to Troy Allen
Oct 4 10:22 AM	Kent Williams	Dave Abbott	Kent changed the cell phone number (314) 958-8944 to (314) 958-8945 for Dave Abbott
Oct 3 10:52 AM	Rod Kyles	Jimmy Wilson	Rod added Jimmy Wilson
Aug 27 4:19 PM	CTS	Matt Wilson	CTS deleted Matt Wilson
4:19 PM	CTS	Nancy Wilson	CTS deleted Nancy Wilson
4:18 PM	CTS	Jack Wilson	CTS deleted Jack Wilson
4:18 PM	CTS	Stephanie Smith	CTS deleted Stephanie Smith
3:16 PM	CTS	Stephanie Smith	CTS deleted Stephanie Smith
3:12 PM	CTS	Stephanie Smith	CTS added Stephanie Smith
3:10 PM	CTS	Matt Wilson	CTS added Matt Wilson
3:10 PM	CTS	Nancy Wilson	CTS added Nancy Wilson

Start

Failed Email Delivery

When looking at the Email Log, you may notice that some emails have failed to get to their recipient.

Email failures will fit into one of two categories.

- **Temporary Fail** - The email was not received the first time it was sent. The relay will try to resend the email every fifteen minutes to attempt to resolve the problem. After a set amount of times, the failure will be listed as permanent.
- **Permanent Fail** - The email was rejected by the recipient's email server.

Permanent fails typically happen for one of three different reasons, and the reason will be listed by permanent fail.

suppress-bounce

This means that there was something wrong with the receiving email address at some point when an email was being delivered from Church360 Unite.

This may mean that the receiving email inbox was full at the time of delivery, or there may have been an outage in the email service.

Regardless of what the reason may be, we ask that an administrator of your Church360 Unite send the user an email outside of Church360 Unite, asking the owner of the email address to send a message from their address to support@cts.cph.org, asking for a technician to lift their suppression.

Once the address owner receives confirmation from CTS Support, they will be able to receive emails again.

suppress-unsubscribe

This message means that the user of the receiving email clicked the link that appears at the bottom of each email sent out from Church360 Unite to unsubscribe them from receiving future emails from Church360 Unite that your church sends out.

If a user of that email address would like to resubscribe, please ask the owner of that email address to log in to Church360 Unite and open their personal settings.

From here, there is a section titled "Email Subscription Preferences", and they can toggle which emails they would like to receive from the church.

suppress-complaint

This message means that the user, or the email service they use has marked a message that came from Church360 Unite as spam.

Sometimes, this is something that an email service will do automatically.

To fix this, and prevent it in the future, we ask that the user of the email address whitelist the relay.360unite.com domain.

For instructions on how to do this for some of the most popular email providers, check out our article on Email Whitelisting.

Email Log

The Email Log will help to track which of your emails have been delivered and which have failed.

1. Log into your church's account as an administrator.

2. Click on the Activity tab and select the Email log.

3. Once there, you will see a list of all the email activity that has taken place in Church360° Unite through your account.

Status Bar in Email Log

If you have sent any emails through Church360° Unite, you may notice a status bar on the right hand side of the screen. The bar represents what portions of your emails have been, accepted, delivered, or failed to deliver. To learn more about which specific emails have been delivered, accepted, or failed, click on the arrow next to the bar to expand your selection.

Stored

When an email request is first received by our relay service, it is initially marked as stored in the status column. After an email is marked as stored, our relay service works with Church360° Unite to identify the specific group of email addresses where you will be sending your message.

Accepted

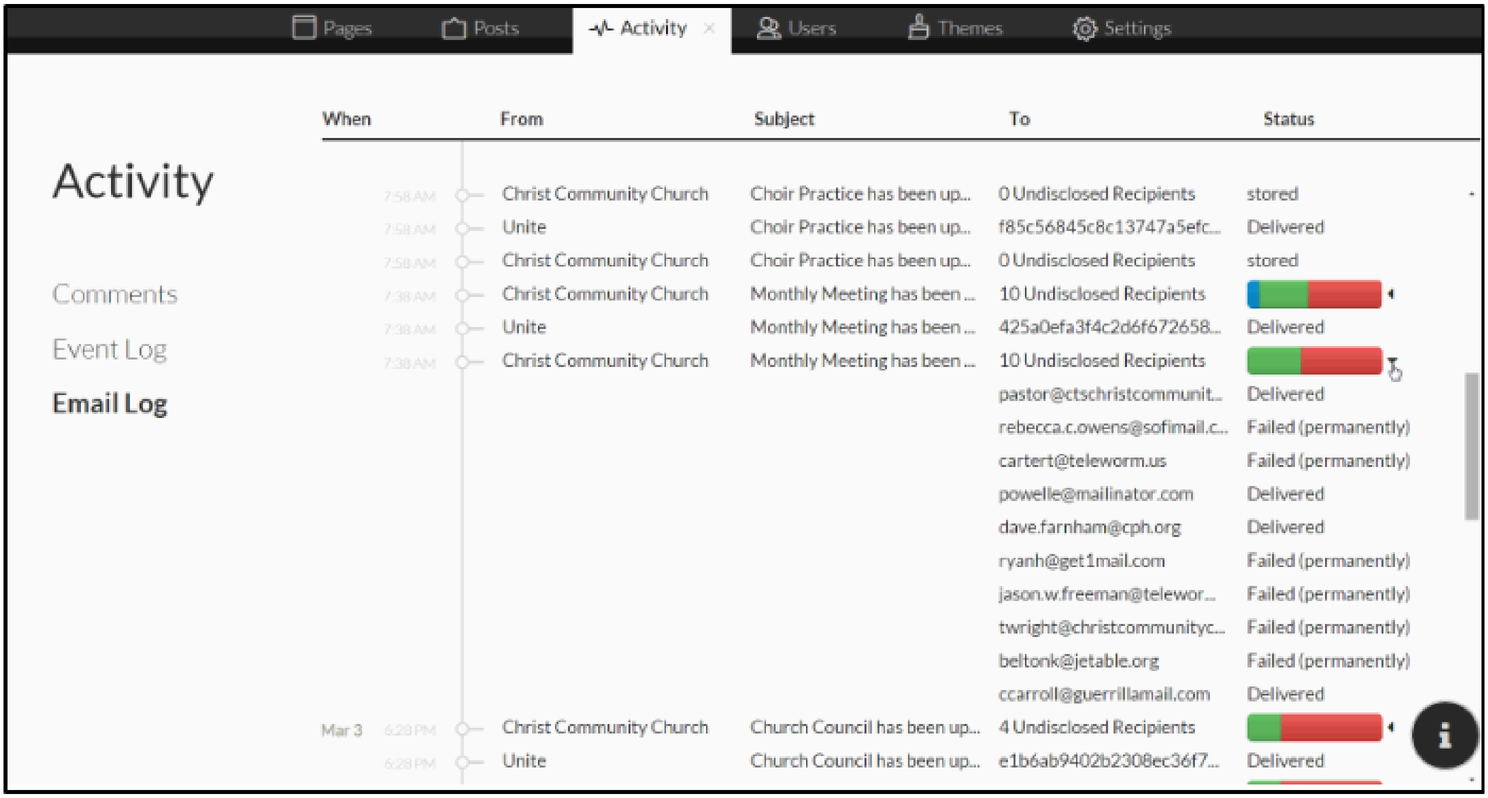
Once those addresses have been identified and the emails are ready to be sent, their status will change to accepted. The accepted status means that the individual message is in queue, waiting to be sent out. Emails that have been accepted will appear blue in the status bar.

Delivered

Once the email reaches your recipient's inbox, it will be marked as delivered. This means that the next time your recipient opens their email, the message will be waiting for them! Emails that have been delivered will appear green in the color bar.

Failed

Failed emails are represented in the red portion of the progress bar. Failed emails will fit into one of two categories. A temporary fail means that the email was not received the first time it was sent. Our service will try to resend the email every fifteen minutes to attempt to resolve the problem. A permanently failed email is one that was rejected by the recipient's email server. Permanent fails typically happen for one of three different reasons, and the reason will be listed by permanent fail.



Texting Opt-In

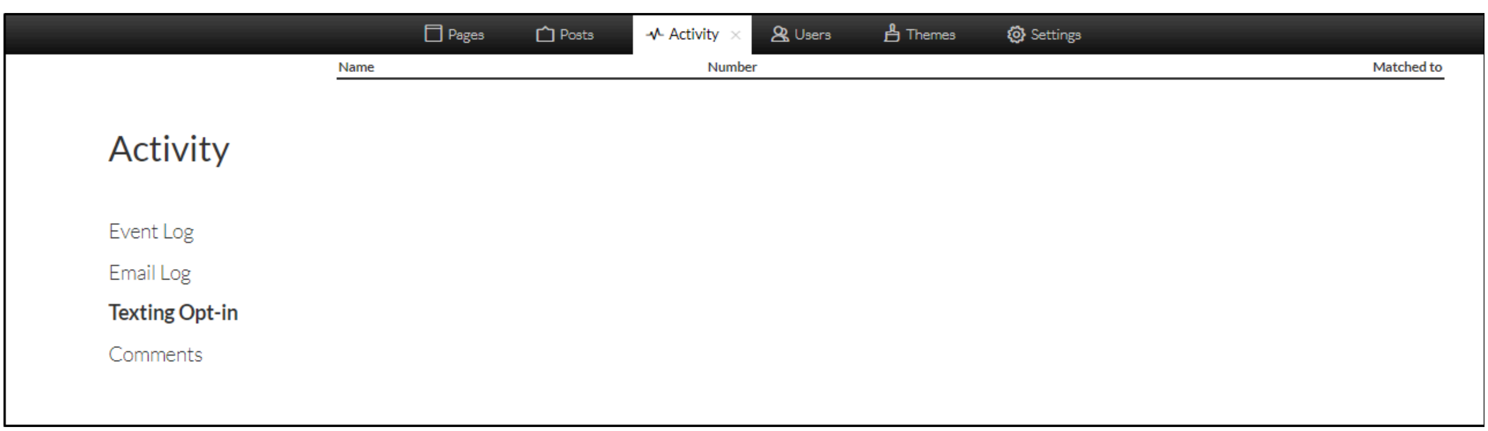
The Texting Opt-In screen is where you can see the people within your congregation who have accepted the invitation to receive text messages, and the phone numbers they have responded from.

The Texting Opt-In screen consists of three columns.

- The first is the name the person responded under when responding to the invitation email.
- The next column is the phone number they chose to have the confirmation text message sent to from their invitation email.
- The final column shows what person record this information is synced up with in Church360 Unite. If there is nothing filled in under the third column, the phone number the person entered doesn't match the data you have entered for a person's cell phone in their profile, and will need to be matched manually.

To link a member to an opted-in number,

1. Click on the Activity Tab, and select "Texting Opt-In"
2. On the record that needs to be synced, in the third column, click on the dash where there should be a name for that record
3. In the drop list, select the person record this information should be matched up with.
4. Click the "Link" button.



Users

Users are members who have access to your site.

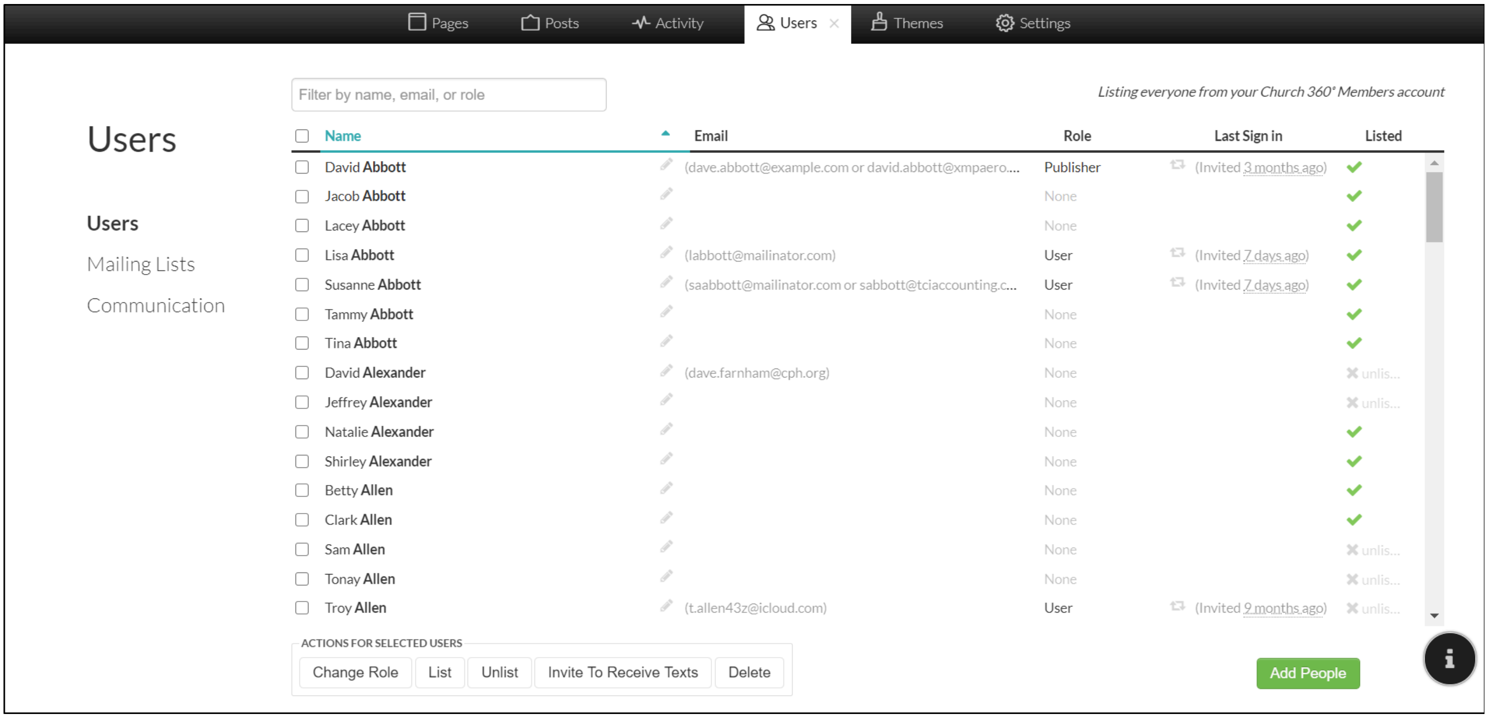
If you have Church360° Members, your list of members will be imported.

If you have Shepherd's Staff, you can sync your church members to bring them into Church 360° Unite.

If you do not have Church360° Members or Shepherd's Staff, you can create new users and assign them roles, allowing them to edit or manage information on your site.

On this page you can:

- Invite people to create a login for your website
- Change a person's role (Administrator, Publisher, User or None).
- List or Unlist people on the Member's page
- Invite people to receive text messages
- Delete a person from the website
- Add people
- Edit a person's name


Pages
Posts
Activity
Users
Themes
Settings
Filter by name, email, or role
Listing everyone from your Church 360° Members account
Users
Users
Mailing Lists
Communication
Name
Email
Role
Last Sign in
Listed
David Abbott
(dave.abbott@example.com or david.abbott@xmpaero....
Publisher
(Invited 3 months ago)
Jacob Abbott
None
Lacey Abbott
None
Lisa Abbott
(labbott@mailinator.com)
User
(Invited 7 days ago)
Susanne Abbott
(saabbott@mailinator.com or sabbott@tciaccounting.c...
User
(Invited 7 days ago)
Tammy Abbott
None
Tina Abbott
None
David Alexander
(dave.farnham@cph.org)
None
unlis...
Jeffrey Alexander
None
unlis...
Natalie Alexander
None
Shirley Alexander
None
Betty Allen
None
Clark Allen
None
Sam Allen
None
unlis...
Tonay Allen
None
unlis...
Troy Allen
(t.allen43z@icloud.com)
User
(Invited 9 months ago)
unlis...
ACTIONS FOR SELECTED USERS
Change Role
List
Unlist
Invite To Receive Texts
Delete
Add People

Add People in Users

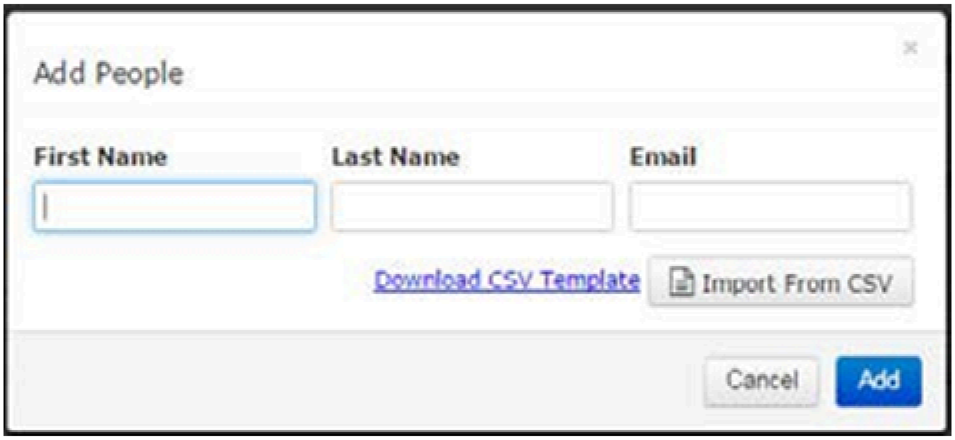
The Add People button is used to add a person to your website that will appear on the Members Page. We have two options of getting these people added to the site. Option one is to enter the person’s First Name, Last Name and Email and option two is to use Import from CSV.

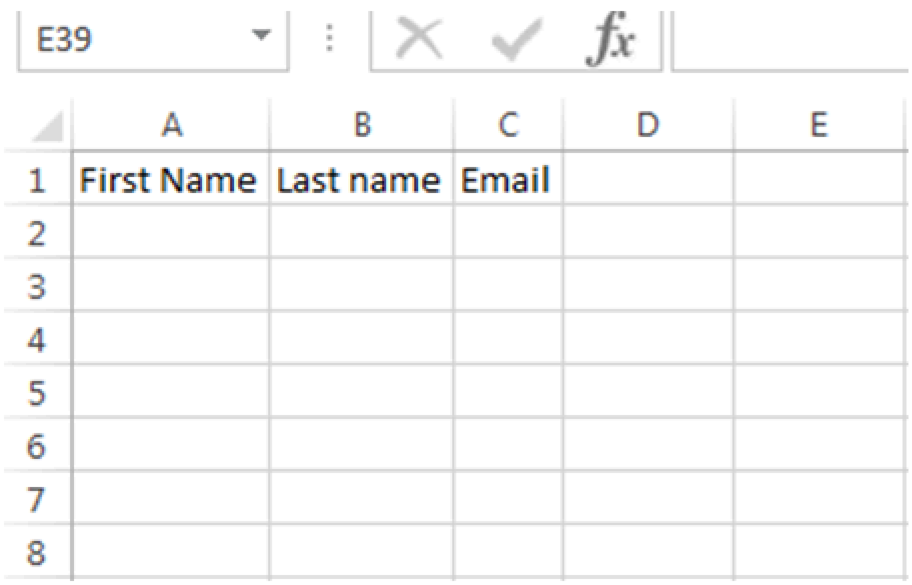
To add a person manually,

1. Click on Users then click on Add People
2. Once the window opens type in the person's First Name, Last Name and Email. Press the enter key.
3. Enter in the next person or click Add to add the person into the system

To add a person using Import from CSV,

1. Click on Users then Add People
2. Click on Download CSV Template to download the import file
3. Open the file and add in the people that you wish to invite. Once you have that done save the file.
4. Back in Unite click on Import From CSV and select the CSV file that you just saved and click on Open. This will add all the people to the User List.
5. Click on Add to add them into the system.


Add People
First Name
Last Name
Email
Download CSV Template
Import From CSV
Cancel
Add


E39
fx
A
B
C
D
E
1
First Name
Last name
Email
2
3
4
5
6
7
8

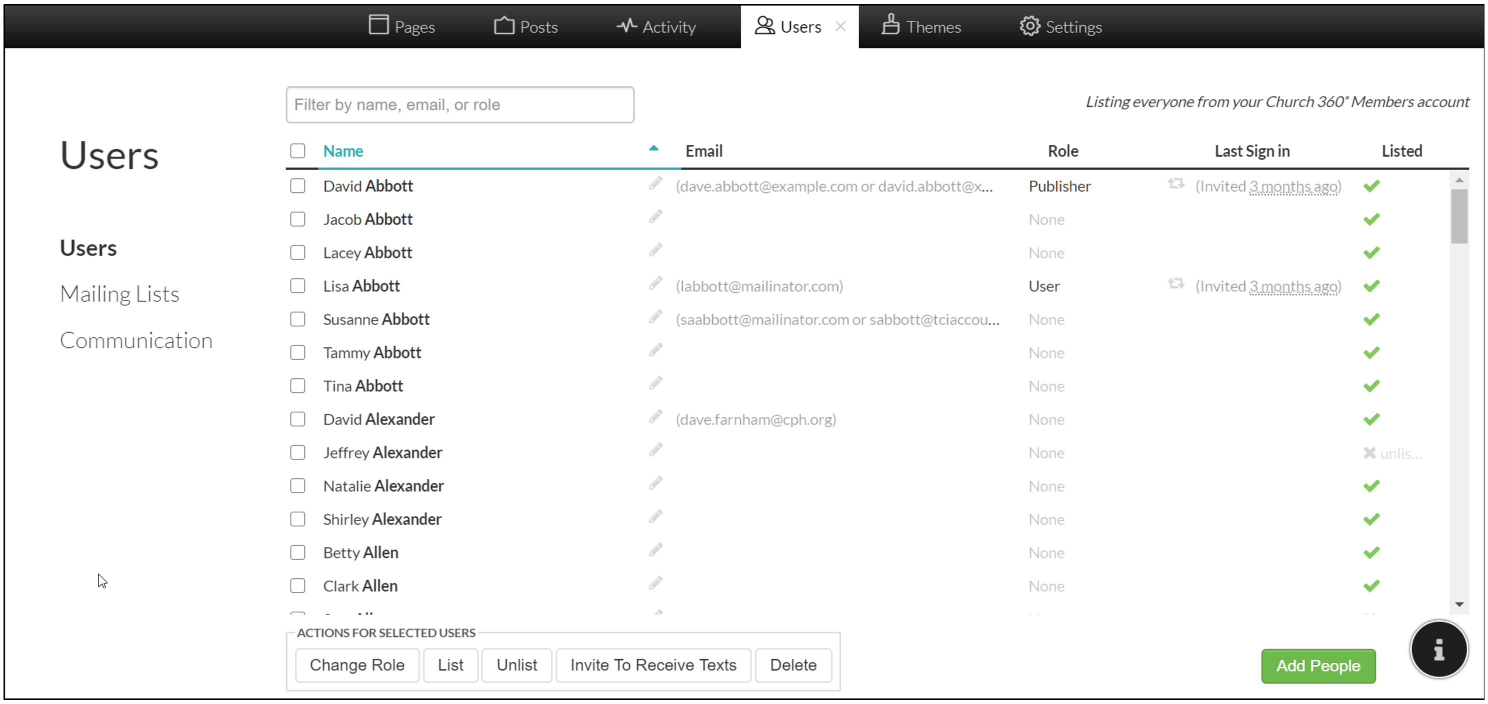
Manage Users

The “Users” link in the admin bar displays the current users in the system. The user’s name, email, role, last sign in date, and whether they are listed on your Members Page. Each column can be sorted by clicking on the column heading.

1. Click “Users” on the admin bar.
2. Select the user(s) that you want to modify by clicking the box next to their name. Select the appropriate action for the user(s) (change role, list, unlist, or delete).
3. Once all changes have been made, click “Close” to exit the Users page.

Actions for Selected Users include:

- **Change Role**—changes the user’s role (user, publisher, or administrator)
- **List**—chooses whether or not a person is displayed on the Members Page
- **Unlist**—Removes a person from the Members Page
- **Delete**—deletes the user from the system
- **Add People**—adds new users to the site (Note: if you are using Shepherds Staff or Church360° Members, add the person to your church management software first, then add the user to your Church360° Unite website (automatic for Church360° Members; run the Sync process for Shepherds Staff).

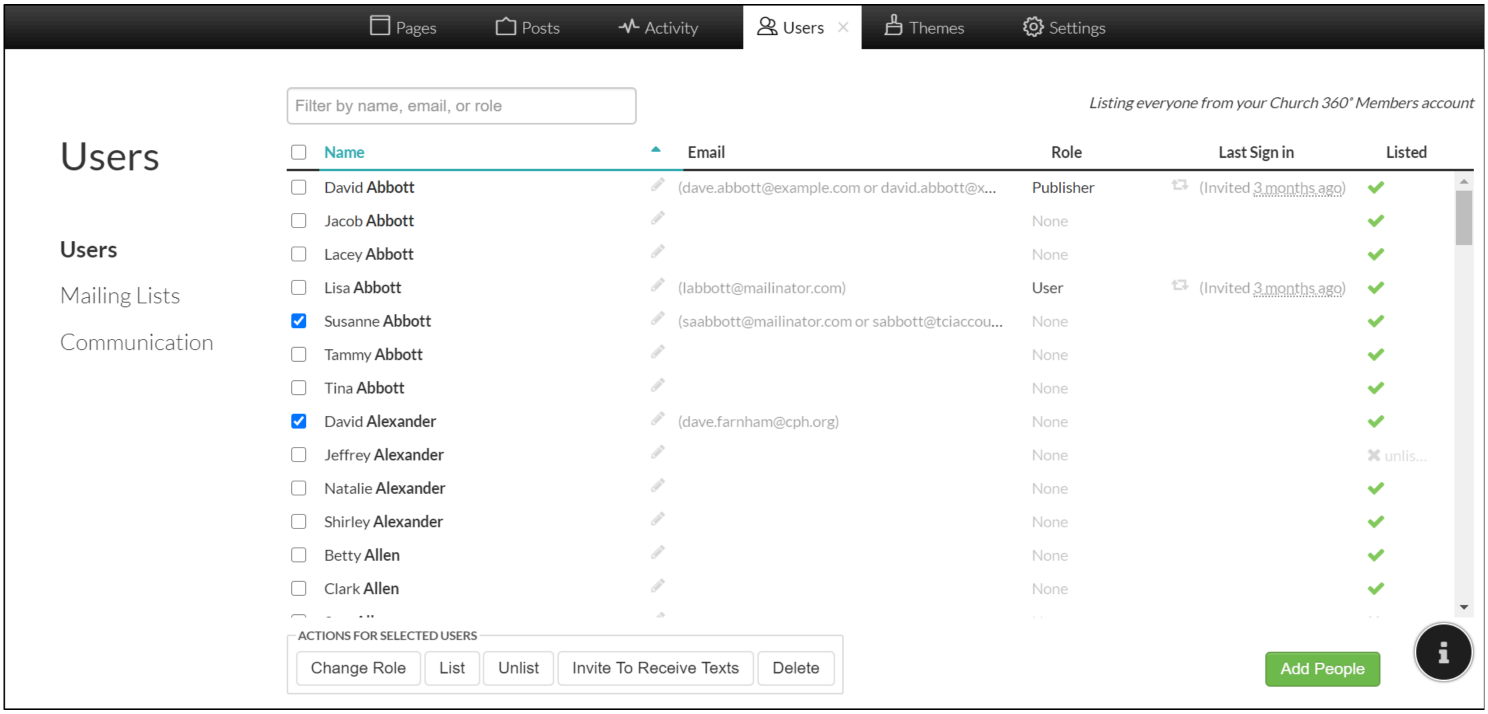

Pages
Posts
Activity
Users
Themes
Settings
Filter by name, email, or role
Listing everyone from your Church 360° Members account
Users
Users
Mailing Lists
Communication
Name
Email
Role
Last Sign in
Listed
David Abbott
(dave.abbott@example.com or david.abbott@x...
Publisher
(Invited 3 months ago)
Jacob Abbott
None
Lacey Abbott
None
Lisa Abbott
(labbott@mailinator.com)
User
(Invited 3 months ago)
Susanne Abbott
(saabbott@mailinator.com or sabbott@tciaccou...
None
Tammy Abbott
None
Tina Abbott
None
David Alexander
(dave.farnham@cph.org)
None
Jeffrey Alexander
None
unlis...
Natalie Alexander
None
Shirley Alexander
None
Betty Allen
None
Clark Allen
None
ACTIONS FOR SELECTED USERS
Change Role
List
Unlist
Invite To Receive Texts
Delete
Add People

Invite Users to Access your Website

The "Users" page allows you to invite people to become users of your site or update their role within your site.

To invite a user to your site,

1. Click "Users" on the admin bar.
2. Select the User(s) that you want to invite.
3. If the person that you wish to add is not in the list or you do not have a Church360° Members account, you can click the "Add People" button.
    - To create a user this way, you will need to enter their first name, last name, and email
    - If you want to add more than one user, use the Import From CSV option available in the "Add People" popup window.
4. Select the users whose role you want to edit by checking the box to the left of their name.
5. Click "Change Role" to open the list of roles.
6. Choose the appropriate role for the individual(s) that you are inviting. If you have users that do not have an email address, you can enter that information here.
7. Once you have made your changes, click the "Update" button to send an email to each user that has a valid email address.


Pages
Posts
Activity
Users
Themes
Settings
Users
Users
Mailing Lists
Communication
Filter by name, email, or role
Listing everyone from your Church 360° Members account
Name
Email
Role
Last Sign in
Listed
David Abbott
(dave.abbott@example.com or david.abbott@x...
Publisher
(Invited 3 months ago)
Jacob Abbott
None
Lacey Abbott
None
Lisa Abbott
(labbott@mailinator.com)
User
(Invited 3 months ago)
Susanne Abbott
(saabbott@mailinator.com or sabbott@tciaccou...
None
Tammy Abbott
None
Tina Abbott
None
David Alexander
(dave.farnham@cph.org)
None
Jeffrey Alexander
None
unlis...
Natalie Alexander
None
Shirley Alexander
None
Betty Allen
None
Clark Allen
None
ACTIONS FOR SELECTED USERS
Change Role
List
Unlist
Invite To Receive Texts
Delete
Add People

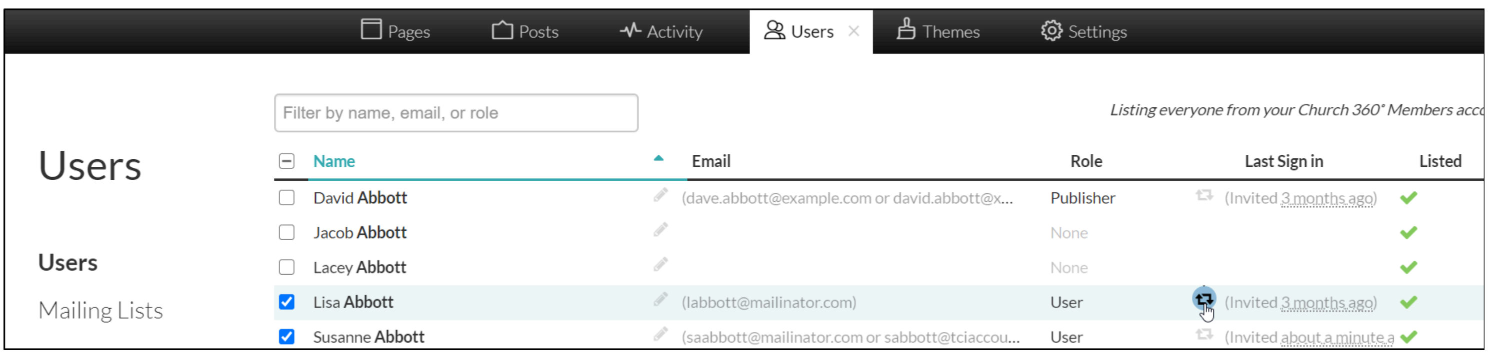
Reinvite a user

If a user has not received the initial invite email, Unite allows you to re-invite them to join.

To reinvite a user who did not receive the initial invite email,

1. Click "Users" on the admin bar.
2. Using the search box, type in the name of the person who you need to resend the invite to.
3. Once the person's name appears, you will see an icon of two arrows in the "Role" Click the icon to resend the invite email.

Note: Make sure the user checks their spam/ junk folder for the invite email before resending the invite.



Multi-Factor Authentication Update

What's Changing?

To enhance security, multi-factor authentication (MFA) 🔐 will now be required for every login to your Church360° Unite site.

How It Works:

1. Enter your username or email address and password on the login page.
2. You'll receive an email with a one-time-use code from **noreply@cph.org** (subject: *Church360° Unite One-time Code*).
3. Enter the code within 5 minutes to complete your login.

Missed the 5-minute window?

No problem—enter the expired code anyway, and the system will automatically send you a new one.

Important Reminders:

- Make sure your email address is up to date in your **User Settings**.
- Administrators should notify their church office about this change.
- If you receive a code but didn't try to log in, someone may have attempted to access your account. ***Reset your password immediately.***

MENU **The Big Church**

Email Address or Username

Password

••••••••••••

One-time Code

Remember me

Sign in [Forgot your password?]

Sign in with Google

GET IN TOUCH

3558 S Jefferson St St. Louis, MO 63118

rod.kyles@cph.org

3142681315

The Big Church

Dear Kimberly,

Use the code below to verify your sign-in request to Church360º Unite. The code will be valid for **5 minutes**.

663179

Remember, never share your code with anyone.

If you weren't expecting this email, your account is still protected, as the above code is required to log in. As a best practice, you can update your password in your Account Settings in Church360º Unite.

Need help? Our support team is here if you need it.

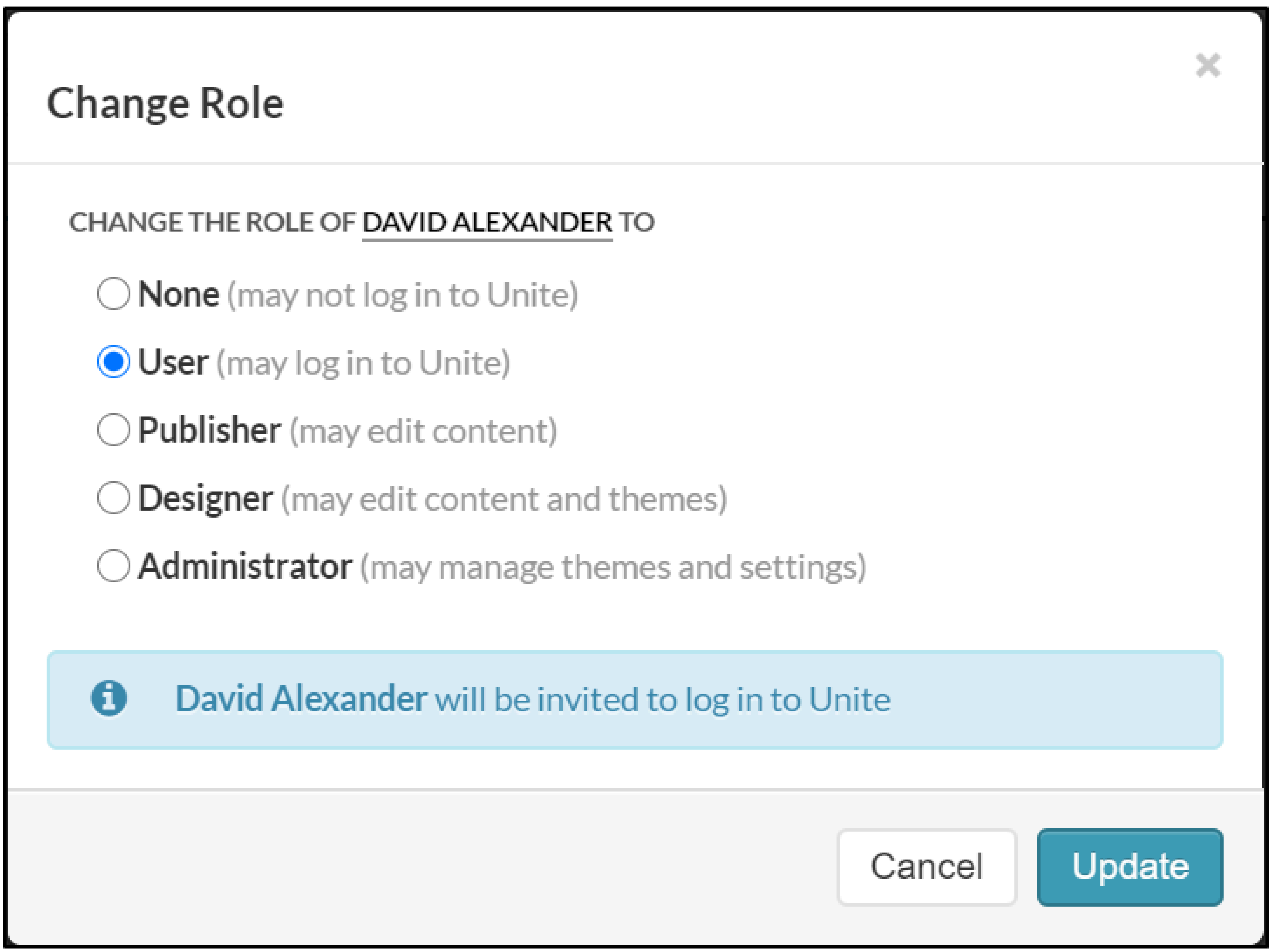
Blessings,
The Church360º Unite Team
support@cts.cph.org
800.346.6120

Change Role

The “Users” page allows you to edit the roles of users who are already members of your site.

To change a users role,

1. Click “Users” on the admin bar.
2. Select the users whose role you want to edit by checking the box to the left of their name.
3. Click “Change Role” to open the role selection list.
4. Choose the appropriate role for the individual(s) that you are changing.
5. Click the “Update” button to save your change.



Invite Users to Receive Texts

People in your congregation must opt-in to receive text messages from your church but first they need to be invited to do so. You can invite them from the Users screen in Church360 Unite.

Note: Before you can invite users to receive text messages, you must enable texting on your Church360 Unite site. See the article on Setting up Texting for more information.

1. Log in as an administrator.
2. Click on the Users Tab to see a list of all your users.
3. Check the box next to each person you'd like to invite to receive text messages.
4. Click the Invite to Receive Texts button

Note: The people you select must have an email address listed in the email address column of the Users screen, as they will receive their email asking them to opt-in for text messages there.

List / Unlist / Delete

These options allow you to select whether or not an individual is going to show on the Members Page or it will allow you to delete the person from the site all together.

To Delete a person or List or Unlist them,

1. Click "Users" on the admin bar.
2. Use the search box to find the individual that you wish to make changes to. Click the box to the left of their name to select them.
3. Choose the appropriate option for this user (list, unlist or delete). When you click on the selection, the system will make the change for you.
4. Click "Close" to exit the Users Page.

Note: If you choose the delete option, there will be a verification window to approve the change. There is no undo feature for a deletion.

Mailing Lists

Mailing Lists are used to send emails to large groups of individuals or groups within your Church360° Unite site. From the Mailing List page, you will be able to add new mailing lists as well as delete lists that you no longer need.

Mailing Lists are accessible under the "Users" tab and is only available to those who have the Administrator role. Multiple email lists can be emailed at the same time.

The system automatically creates a default mailing list called “Everyone”. This will email out only those individuals who have been sent an invite to sign in to your site. The users do not have to complete the process, it only needs to have been sent.

There is no limit to the number of mailing lists that you can create nor the number of people that you can add to a list.

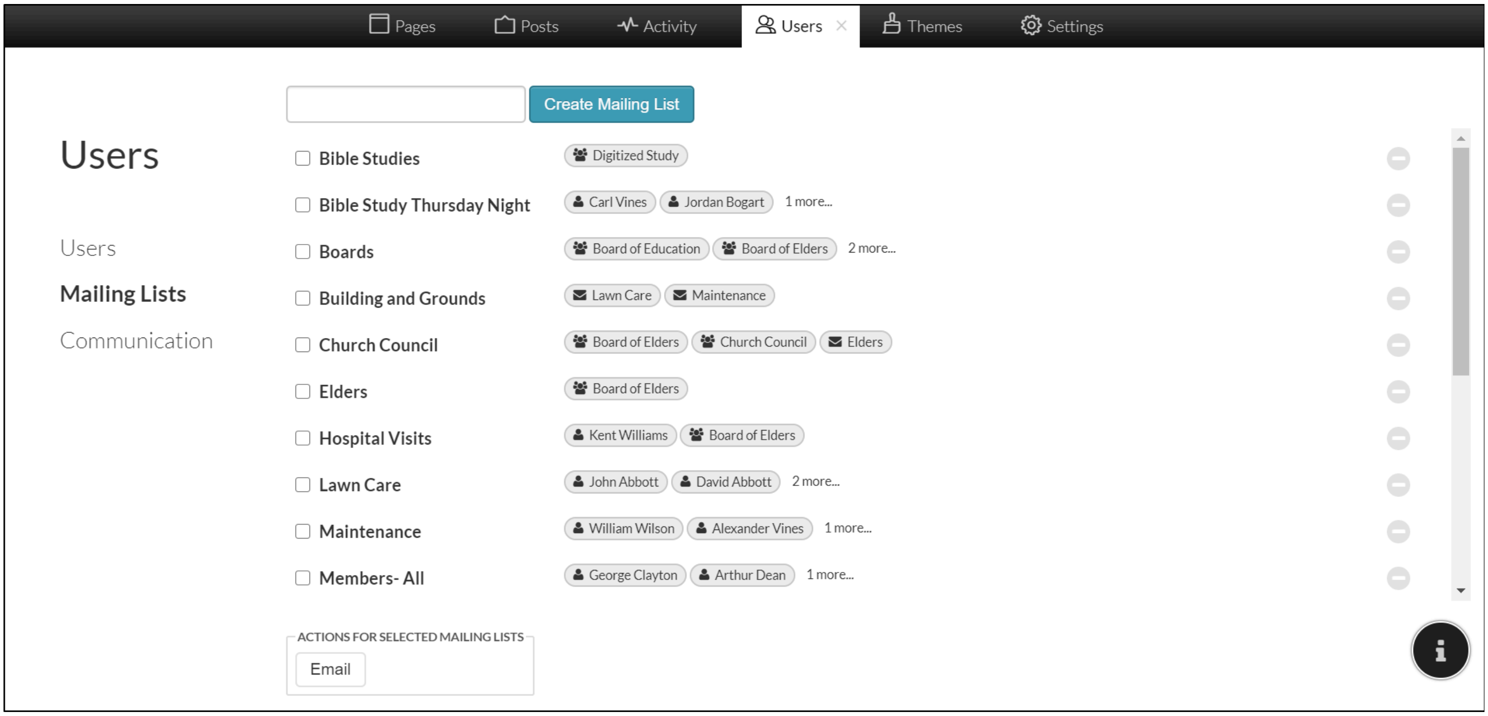
To create a new mailing list,

1. Click on Mailing Lists on the Admin bar. This will open the mailing list window.
2. Type in the name of the mailing list that you wish to create.
3. Click on Create Mailing List.

Note: this only creates the shell of the mailing list. You will need to go into that mailing list to add contacts.

To add people into a mailing list,

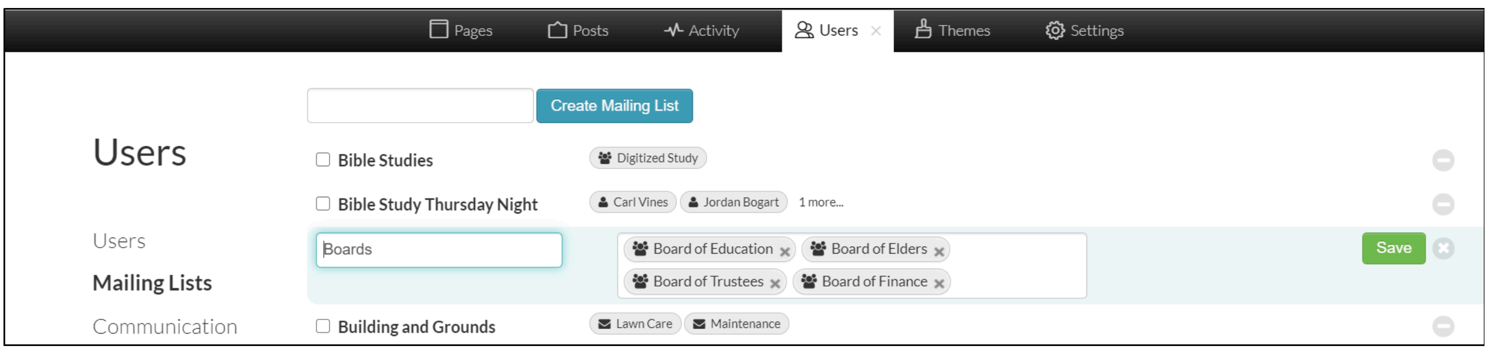
1. Click on Mailing Lists on the Admin bar and click the mailing list that you need to add people to.
2. Next type in name of the person, group or existing mailing list that you wish to add. Continue this process until you have everyone listed that you need.
3. Click on “Save” to save the mailing list.


Pages
Posts
Activity
Users
Themes
Settings
Create Mailing List
Users
Users
Mailing Lists
Communication
Bible Studies
Digitized Study
Bible Study Thursday Night
Carl Vines
Jordan Bogart
1 more...
Boards
Board of Education
Board of Elders
2 more...
Building and Grounds
Lawn Care
Maintenance
Church Council
Board of Elders
Church Council
Elders
Elders
Board of Elders
Hospital Visits
Kent Williams
Board of Elders
Lawn Care
John Abbott
David Abbott
2 more...
Maintenance
William Wilson
Alexander Vines
1 more...
Members- All
George Clayton
Arthur Dean
1 more...
ACTIONS FOR SELECTED MAILING LISTS
Email

Edit a Mailing List

After a mailing list has been created, you can edit it to add or delete individuals or groups.

1. Click "Users" on the Admin Bar located at the top of the screen.
2. Click "Mailing Lists" to open the mailing list view.
3. Select the mailing list you want to edit by clicking on the mailing list name. Type in the name of an individual or group and select it from the drop-down menu, or scroll through the menu and select the name to add it to the list. To delete an individual or group from the mailing list, click on the "x" next to the name.
4. Once your changes have been made click the "Save" button to finalize your mailing list.



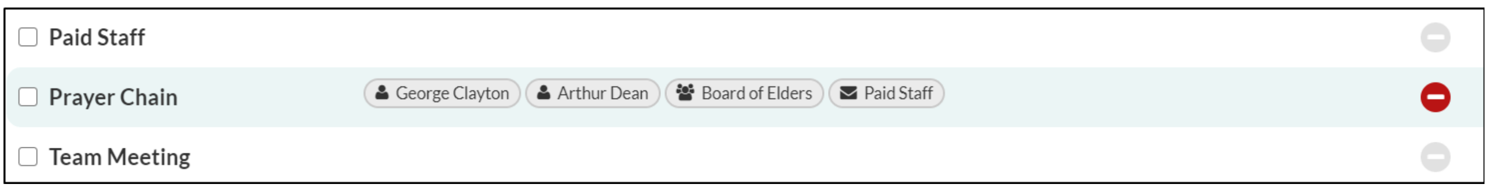
Delete a Mailing List

You can delete mailing lists that are no longer in use or are no longer applicable.

To delete a Mailing List,

1. Click “Mailing Lists” on the admin bar.
2. Find the Mailing List that you wish to delete and click the minus sign to the far left of the list.
3. Click Delete to permanently delete the mailing list.

Note: Deleting a mailing list only deletes the mailing list. It does not delete any of the people in the mailing list.



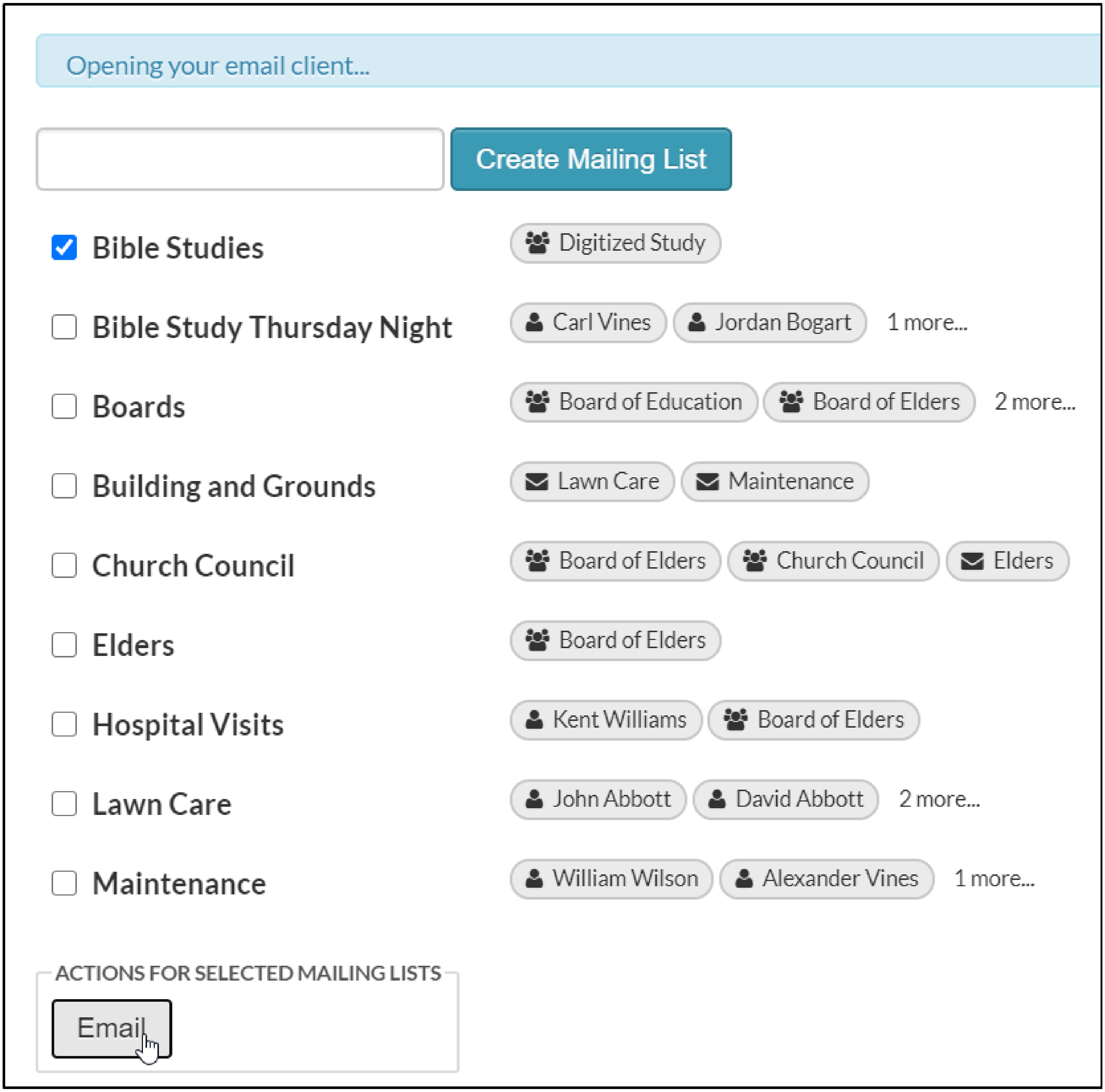
Emailing a Mailing list

When emailing email lists you will have the option to email a single list or multiple lists.

To send an email to a Mailing List

1. Click on Mailing Lists on the Admin bar.
2. Click the checkbox to the left of the mailing list you wish to email
3. Once you have selected the mailing lists that you wish to email click on Email
4. An information line will appear that says "Opening your email client...". Shortly there after your email program should launch to allow you to type your email.

Note: If your email window does not launch check your default programs in the Control Panel to see what program is set as your default and update it to the correct program. If you are having issues contact your local IT administrator to help you set your default email provider.


Opening your email client...
Create Mailing List
Bible Studies
Digitized Study
Bible Study Thursday Night
Carl Vines
Jordan Bogart
1 more...
Boards
Board of Education
Board of Elders
2 more...
Building and Grounds
Lawn Care
Maintenance
Church Council
Board of Elders
Church Council
Elders
Elders
Board of Elders
Hospital Visits
Kent Williams
Board of Elders
Lawn Care
John Abbott
David Abbott
2 more...
Maintenance
William Wilson
Alexander Vines
1 more...
ACTIONS FOR SELECTED MAILING LISTS
Email

Email Whitelisting

Sometimes, emails from Church360 Unite may be blocked automatically by your users' email provider, due to automated spam filters. In order to get around this, your users can whitelist the domain that the Church360 Unite Email Relay uses. Whitelisting a domain lets the automatic spam filters an email service uses know that emails from the whitelisted domain should be received. Below, we've listed four of the most popular email services, and how you can whitelist the Church360 Unite email relay domain.

AOL

To whitelist a domain in AOL, you need to add an email address from that domain as a contact. To do this log in to your AOL account at aol.com and go to Contacts in the left navigation bar of your inbox screen. Then, click the New Contact icon on the top bar, and add the new contact. The email domain you want to allow is relay.360unite.com. Once you've filled out all the required contact information, click "Add Contact" at the bottom of the window.

Gmail

To whitelist a domain in Gmail, log in to Gmail at gmail.com and click on the settings gear in the top right corner of the window, and choose settings. Select the Filters and Blocked Addresses tab. Then, click the link titled "Create a new filter". If you already have multiple filters, you may need to scroll to the bottom of these first before you can see this option. In the From field that appears, type in @relay.360unite.com. Once that is done, click "Create filter" and this will set up the filter. Then, once the filter is created, you'll need to tell Gmail what to do with it. Make sure the only box checked is "Never send it to Spam." This will then whitelist the domain.

Outlook.com / Hotmail

To whitelist a domain on Outlook.com or Hotmail, you can add a domain to your "Safe Senders" list. To accomplish this, after you're logged in at outlook.com, go to settings, then choose options. In the left pane, choose Junk Email, then Safe Senders. In the box, enter the domain relay.360unite.com, and then click the Add button.

Yahoo

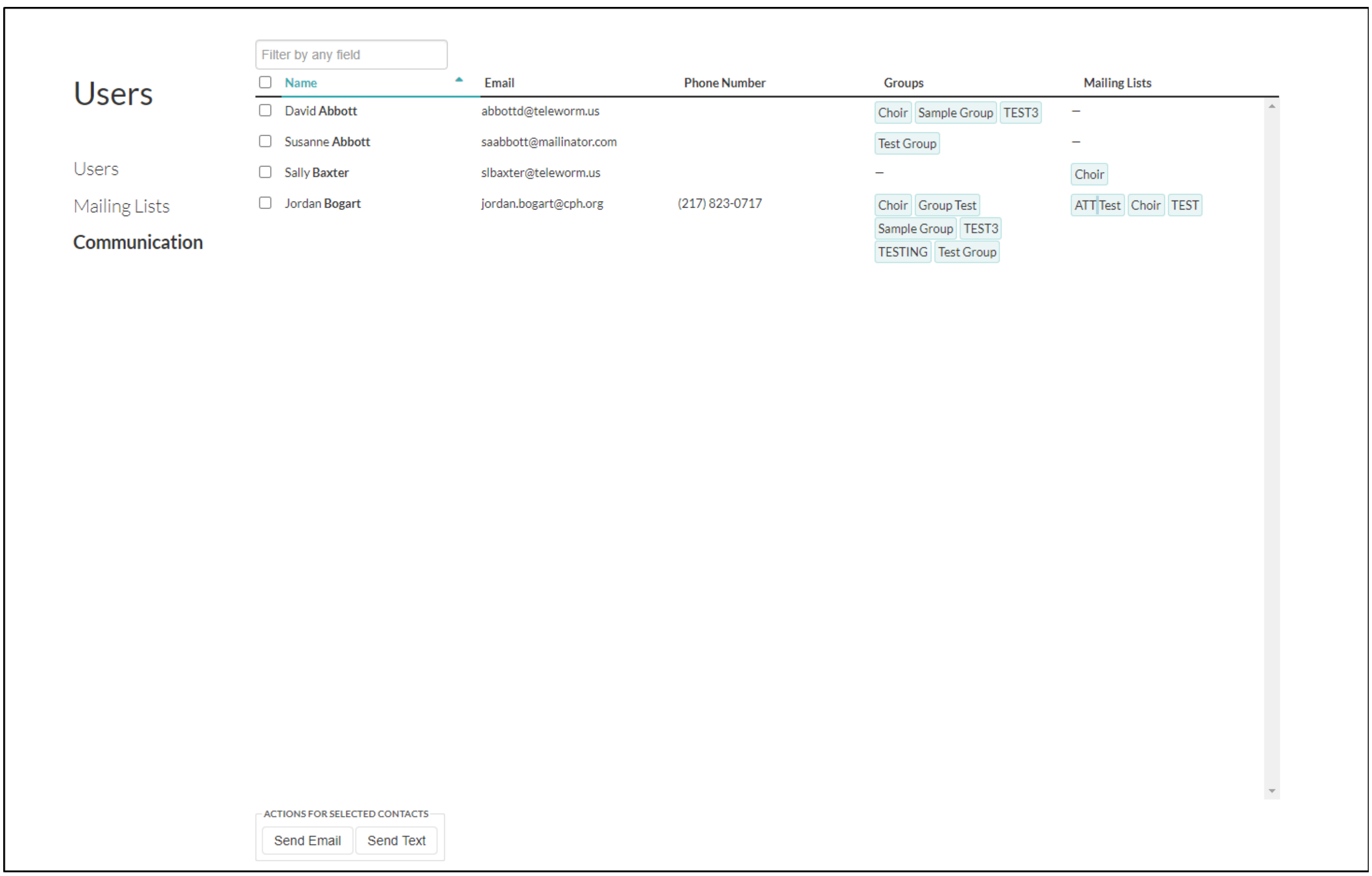
To whitelist a domain an address on Yahoo, you can create a filter. To do this, log in to your email at yahoo.com click the gear icon in the top right corner of the page. Then, select "More Settings", and then "Filters". Select "Add new filters". You will need to name your filter, but this name isn't important, just make it something that is recognizable so you'll remember what it's being used for. Under the Set Rules section, select "From" as the rule and "contains" as the criterion for the filter. Then, input the domain relay.360unite.com. Under "Choose a folder to move to" select "Inbox", and then click save. This adds the domain to the whitelist.

If you have further questions, or any trouble setting up whitelisting with your email service, give our support line a call at 1-800-346-6120 and one of our technicians will assist you.

Sending Emails

You may, at times, wish to send out emails to a selected group of just a few people, instead of making a list that you would use over and over again, such as communicating with a group of a few people who are serving at your church on a particular day about a change to the service they may need to be aware of. In this case, the Send Email feature in the Communication section is perfect for this task.

1. Log in as an administrator to your site.
2. Click on the Users tab, then click on the Communication tab in the window that appears.
3. Here, you'll see all users on your site who have created their login. Check the box next to each person that you'd like to send an email to.
4. Click "Send Email" at the bottom of the window.
5. Your email client will open with a blank message, with the To: line showing a number of Undisclosed Recipients. Fill in your message, and click send, and this will be sent out to all people that you checked off.

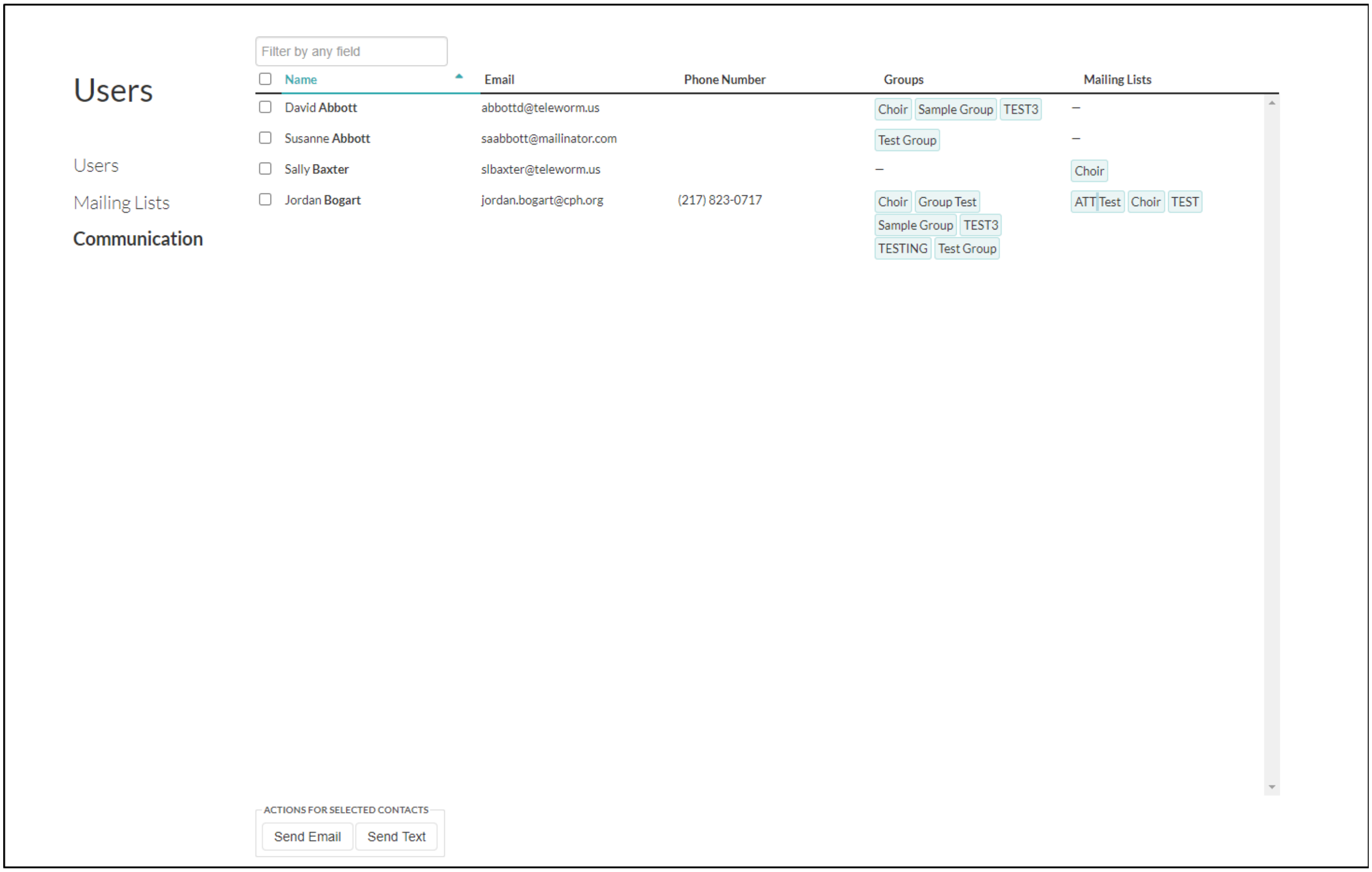


Sending Texts

Sending text messages is a great way to communicate with members of your church. For example, you may need to let your members quickly know about an event cancellation due to bad weather, and text messaging is often the fastest way to reach your congregation. Once you have set up Church360 Unite for texting and you've invited people to receive texts and they've opted-in, you're ready to send text messages from Church360 Unite.

1. Log in as an administrator to your site.
2. Click on the Users tab, then click on the Communication tab in the window that appears.
3. Here, you'll see all users on your site who have created their login. Check the box next to each person that you'd like to send a text message to. If they've opted in for text messaging, you'll see their phone number on this window.
4. Click "Send Text" at the bottom of the window.
5. In the window that appears, choose what type of message you'll be sending out. and then type out your message in the Enter Text Message field
6. Click "Send Text" to send out your text message

Note: Text messages have a 160 Character limit


Users
Users
Mailing Lists
Communication
Filter by any field
Name
Email
Phone Number
Groups
Mailing Lists
David Abbott
abbottd@teleworm.us
Choir
Sample Group
TEST3
Susanne Abbott
saabbott@mailinator.com
Test Group
Sally Baxter
slbaxter@teleworm.us
Choir
Jordan Bogart
jordan.bogart@cph.org
(217) 823-0717
Choir
Group Test
Sample Group
TEST3
TESTING
Test Group
ATT Test
Choir
TEST
ACTIONS FOR SELECTED CONTACTS
Send Email
Send Text

Unsubscribe from Texts

If one of your users wishes to unsubscribe from receiving text messages from your church, then on their device that they opted-in from, reply "STOP" to the last text they received from your church. This will unsubscribe them from text messages from your church.

Mobile Friendly Themes

Each Church360° Unite theme has a responsive design, which means the website will render on a variety of screen sizes and devices. However, some themes appear better than others on mobile devices. These themes are better designed for smaller screens, with drop-down menus containing pages and categories and text fields that do not require horizontal scrolling.

These themes are the most mobile friendly:

- Material
- Module
- Wonderful Cross

If you are purposefully creating a mobile-friendly site, we recommend using one of these themes.

Browse Themes

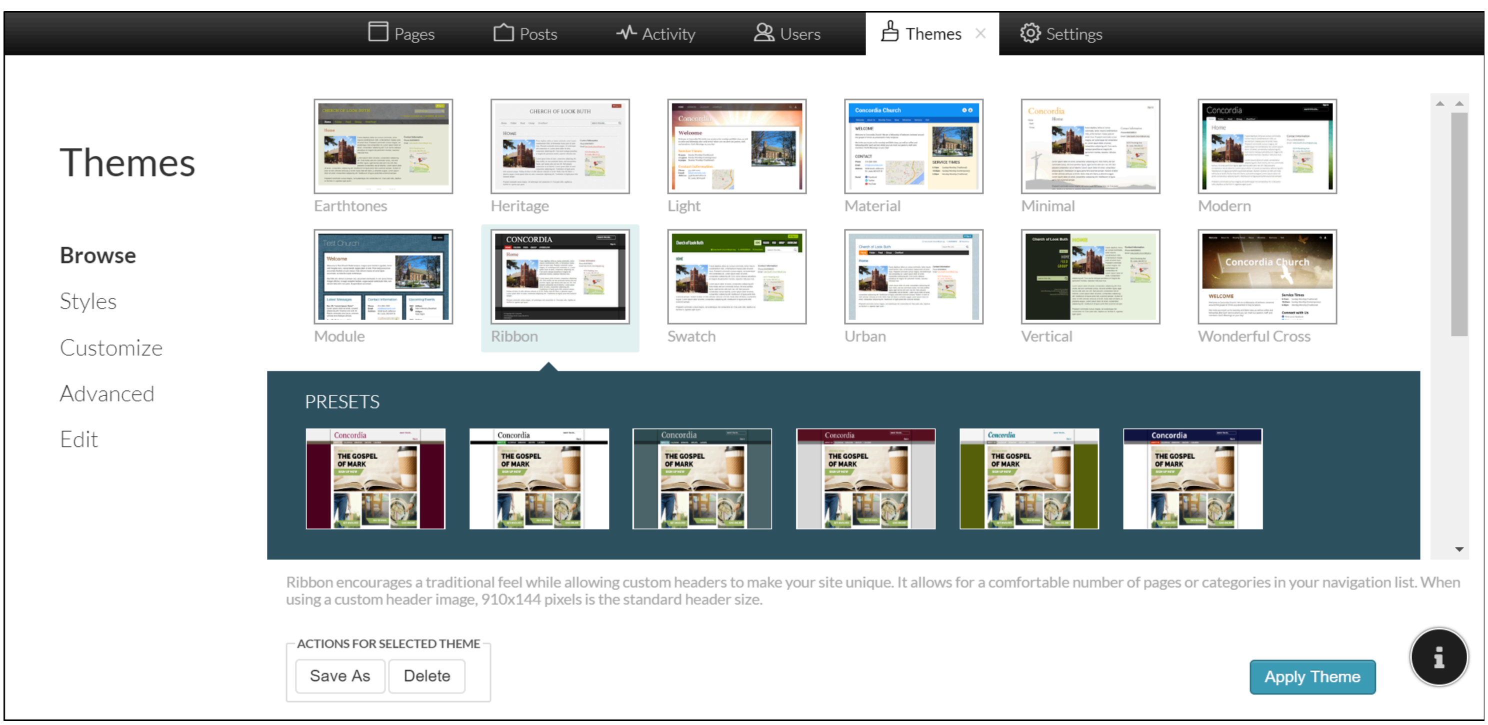
The “Themes” link displays a list of the current themes that are available as well as actions for selected themes. We currently have 12 themes available for selection.

- **Browse** - is used to select a theme for your Church 360° Unite Website. There are also “Actions For Selected Themes”. These include “Save As” and “Delete”.
- **Save As** - this will allow you to save a theme for customization (gives you access to edit)
- **Delete** - allows you to delete any themes that you have saved. You will not be able to delete any of the default themes.

To select / update your website theme,

1. Click “Themes” on the admin bar.
2. Select the “Browse” tab on the left side of the window.
3. Select the theme you want to use.
4. Click the “Apply Theme” button to start using the new theme.

Note: The Minimal and Vertical themes do not support sub navigation (categories).



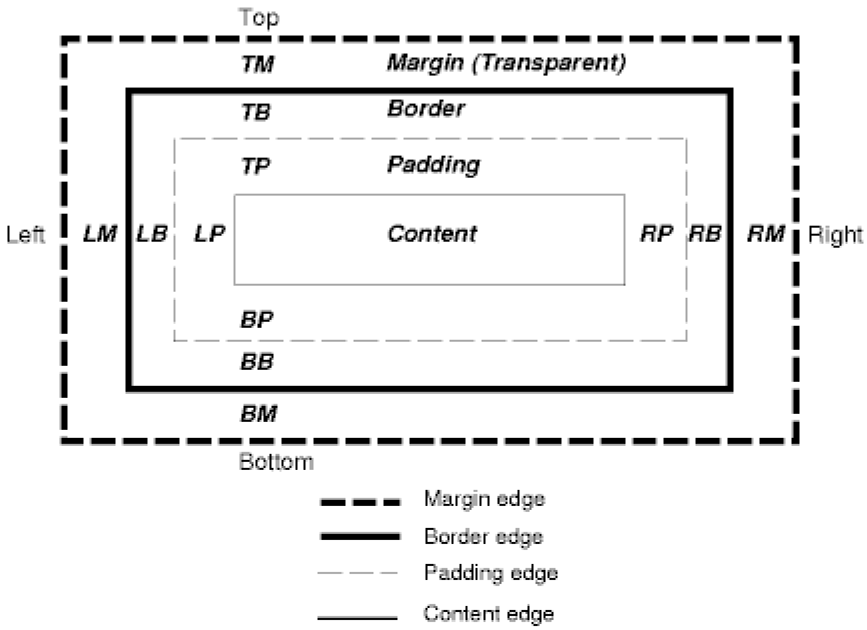
Styles

Church 360° Unite gives you the ability to use styles to transform your website. Under the Themes tab, you will be able to edit existing styles or create brand new ones.

You will find various options to customize your style.

While editing your theme, keep in mind that Heading 1 through 6 and normal are already being used by your website so any changes made to these will affect your entire site.

- **Block Styles** - This style makes changes to an entire paragraph
- **Inline Styles** - This style will only effect a few words in a paragraph.
- **Font Family** - This allows you to choose from a wide selection of fonts.
- **Font Style** - This allows you to change the text to be Normal, Normal Italic, Bold and Bold Italic.
- **Font Size** - This gives you the ability to choose from a range of font sizes.
- **Text decoration** - Additions to text include None, Underline and Line Through.
- **Color** - This color option allows you to select the color of your choice. You have a few different ways of selecting your color. You can use the RGB values, the Hex value or the HSL value.
- **Background color** - Only available if you are using the Block option, this option allows you to use RGB values, Hex values or HSL values to decide on a background color for your text.
- **Margin** - With this option, you are able to adjust the Top, Right, Bottom and Left area outside the border. See image below for reference.
- **Padding** - This option will update the Top, Right, Bottom and Left space between the content and the border. See image below for reference.
- **Border** - This option will adjust the Top, Right, Bottom and Left limits surrounding the content. See image below for reference.


Top
TM
Margin (Transparent)
TB
Border
TP
Padding
Left
LM
LB
LP
Content
RP
RB
RM
Right
BP
BB
BM
Bottom
Margin edge
Border edge
Padding edge
Content edge

Customize Themes

The "Customize" tab on the left side of the "Themes" window contains options for customizing your website.

Different themes have different available options.

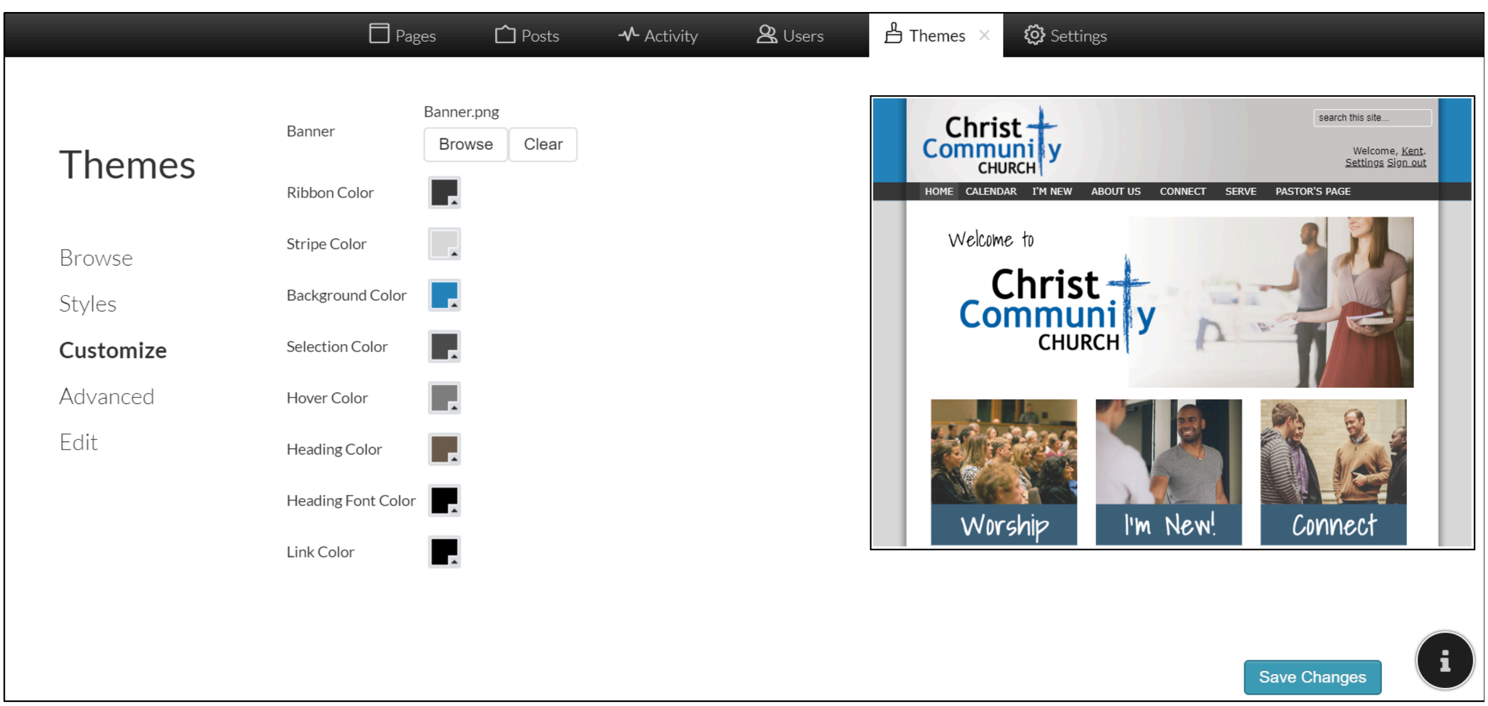
For instance, the Ribbon theme has a banner option, while the others do not. All themes will have preset colors and fonts; however, you have the ability to choose colors and fonts manually.

To customize your theme,

1. Click "Themes" on the admin bar.
2. Select the "Customize" tab on the left side of the window.
3. Click the preset drop-down menu to select a preset color scheme. If
you would rather pick the colors and fonts manually, make your selections in the corresponding boxes. As you make changes, the website preview on the right will update to reflect the changes.
4. Click the "Save Changes" button to save your changes.

Note: Each theme will have its own specific customize options.

Administrators are the only users who are able to make changes to themes.



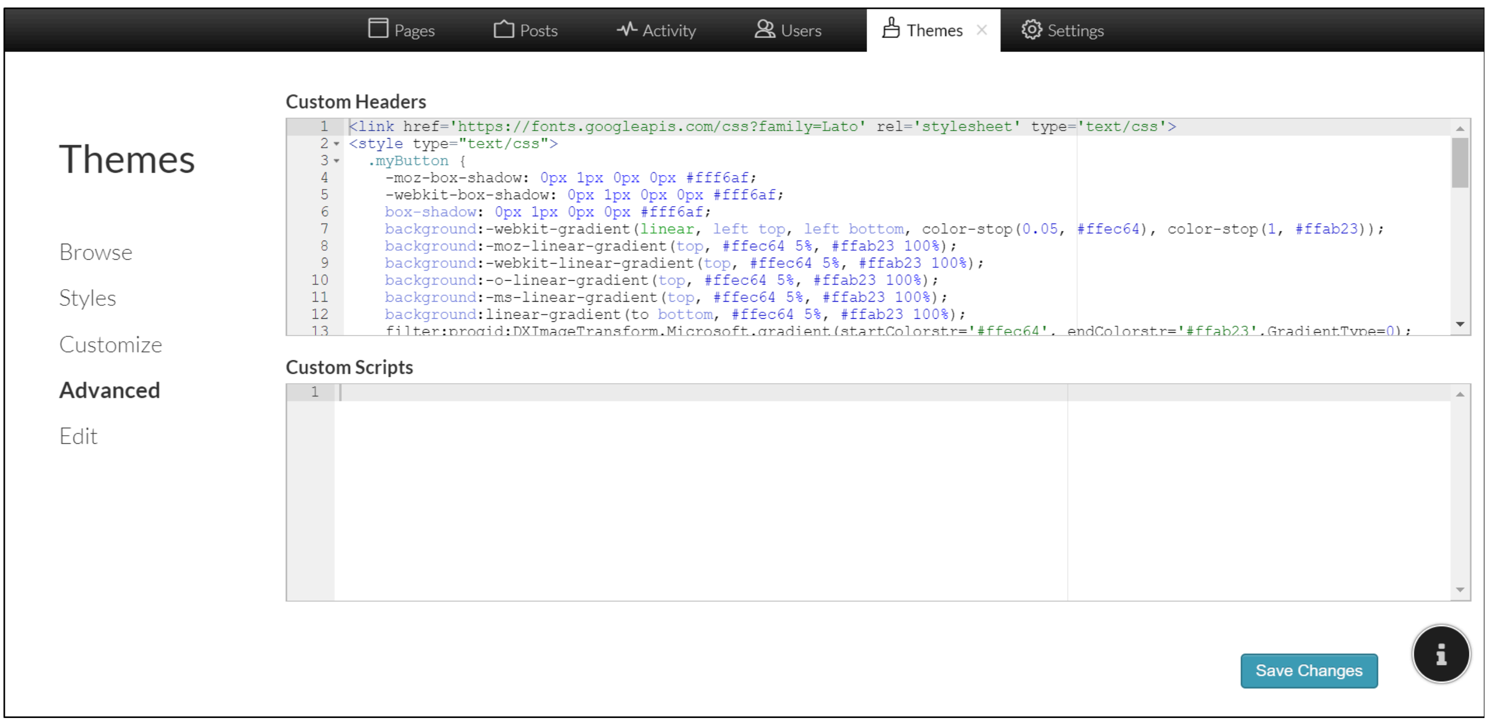
Church360° Unite › Themes › Advanced

Advanced Themes

Advanced Themes allows you to add content into your theme without having to clone the theme. There are a few advantages to making changes this way.

When updates come out for things that make the site responsive if you are using a default theme the updates will be made automatically. If you have a cloned theme then it might be harder for those updates to get installed as it might break the site.

- **Custom Headers** - META data would be an example of code that could be placed here.
- **Custom Scripts** - Java Script would be an example of data that you could add here. For instance, if you were adding a slider to your site the Java script code could be placed here.

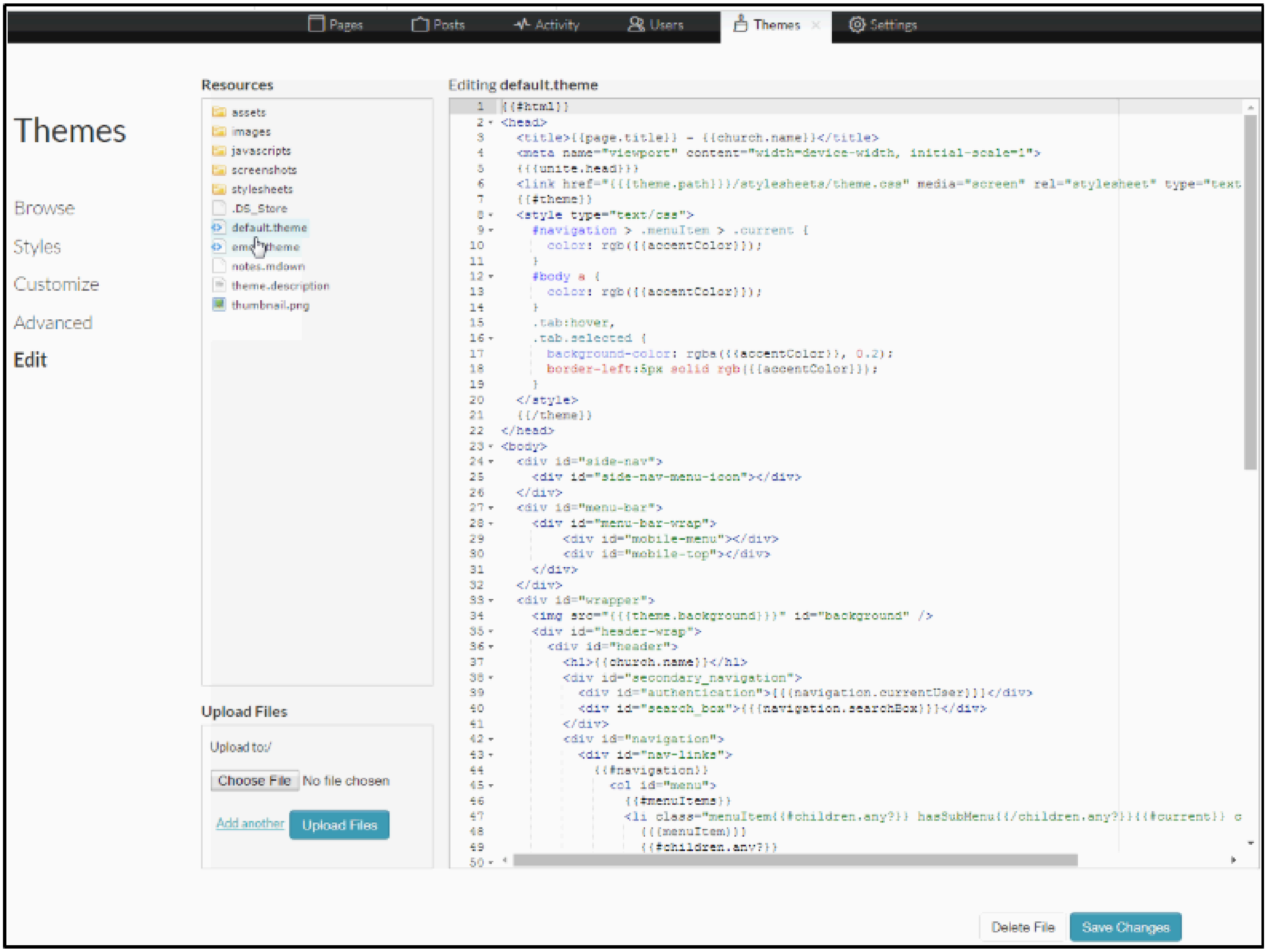


Edit a Theme’s HTML

If you want to customize a preset theme, you can edit the HTML coding of a preset theme or enter your own HTML code.

Making changes to your theme's HTML and CSS files can render your website inoperable. Please proceed with caution.

1. Click “Themes” in the Admin Bar located at the top of the screen, and select the “Edit” link on the left side of the window.
2. If you are using a preset Church360° Unite theme, you will have to clone the theme first to avoid editing the original preset theme. Click the “Clone Theme” button to enable HTML editing.
3. Once the theme has been cloned you will now see the files that you can make changes to.
4. Edit the files as needed.
5. Click the “Save Changes” button to finalize your edits.


Pages
Posts
Activity
Users
Themes
Settings
Themes
Browse
Styles
Customize
Advanced
Edit
Resources
assets
images
javascripts
screenshots
stylesheets
.DS_Store
default.theme
notes.mdown
theme.description
thumbnail.png
Upload Files
Upload to:/
Choose File
No file chosen
Add another
Upload Files
Editing default.theme
{{#html}}
<head>
<title>{{page.title}} - {{church.name}}</title>
<meta name="viewport" content="width=device-width, initial-scale=1">
{{{unite.head}}}
{{#theme}}
<style type="text/css">
</style>
{{/theme}}
</head>
<body>
<div id="side-nav">
<div id="side-nav-menu-icon"></div>
</div>
<div id="menu-bar">
<div id="menu-bar-wrap">
<div id="mobile-menu"></div>
<div id="mobile-top"></div>
</div>
</div>
<div id="wrapper">
<div id="header-wrap">
<div id="header">
<h1>{{church.name}}</h1>
<div id="secondary_navigation">
</div>
<div id="navigation">
<div id="nav-links">
{{#navigation}}
<ol id="menu">
{{#menuItems}}
{{{menuItem}}}
{{#children.any?}}
Delete File
Save Changes

Edit Themes

The “Edit” tab in the “Themes” window allows you to edit your theme’s HTML coding.

If you want to base your website off of a default Church360° Unite theme, you must clone the theme first and then make changes to it.

To clone your theme,

1. Once you have selected your theme, click “Themes” on the admin bar.
2. Select the “Advanced” tab on the left side of the window.
3. Click “Clone ”
4. Type in the name of the new theme.
5. Click “Create ”.
6. A window will appear notifying you that your theme is being copied (this process may take a few seconds). Once the copying is complete, you will be taken back to the last page you were on.
7. Click “Themes” on the admin bar and select the “Advanced” tab to edit your cloned theme.

Note: Once you have made the following changes you will now be able to customize your site. If you make a change that causes your site to display incorrectly, you can always delete the changes.

In the “Edit” tab, you can edit the HTML/ CSS files related to your selected theme. You should only edit HTML/CSS if you have a solid understanding of coding.

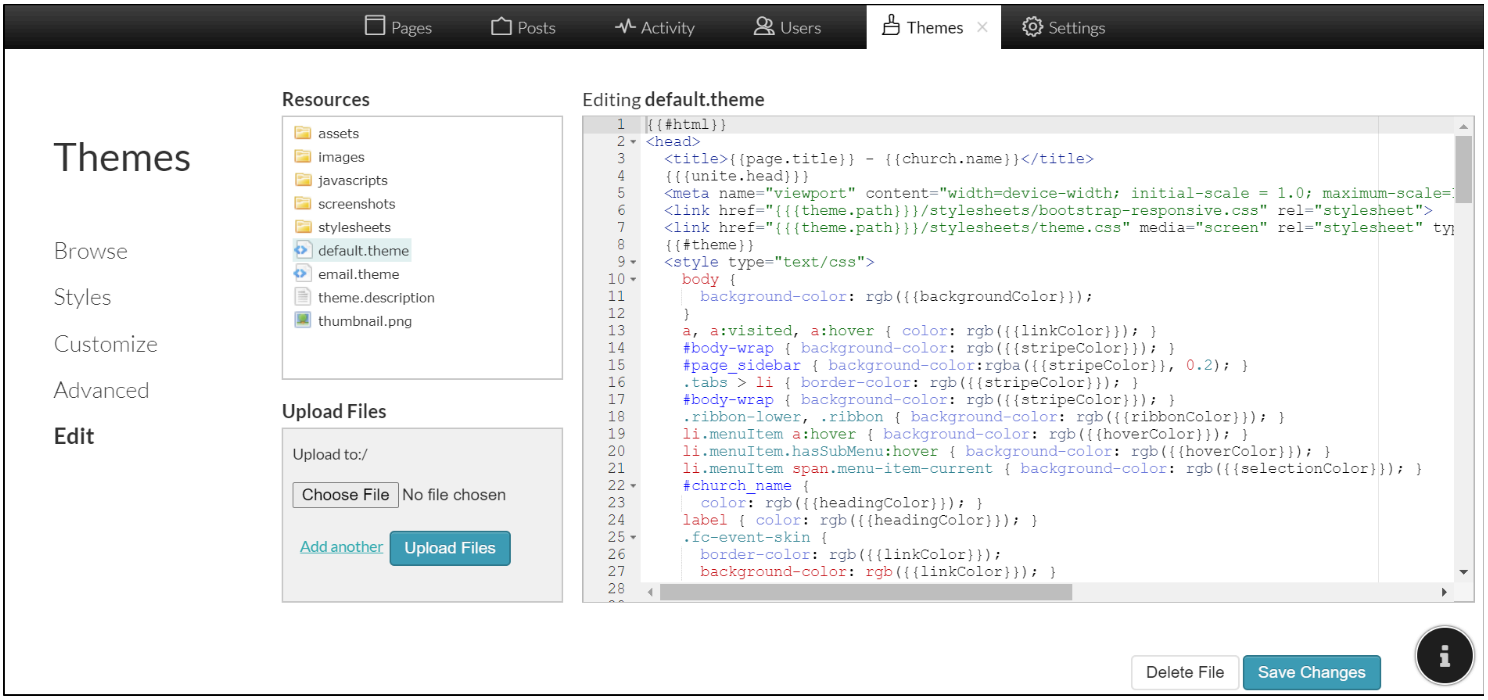
Resources—contains information related to your site. These resources include the following:

- **Assets**—contains images related to your theme.
- **Images**—contains default images that the theme uses.
- **Javascripts**—contains javascript related to your selected theme.
- **Stylesheets**—contains the CSS file related to your selected theme. Changes can be made here.
- **Default.theme**—contains HTML code for your theme. Changes can be made here.
- **Theme.description**—displays basic information about your selected theme

- **Thumbnail.png**—default image of your theme

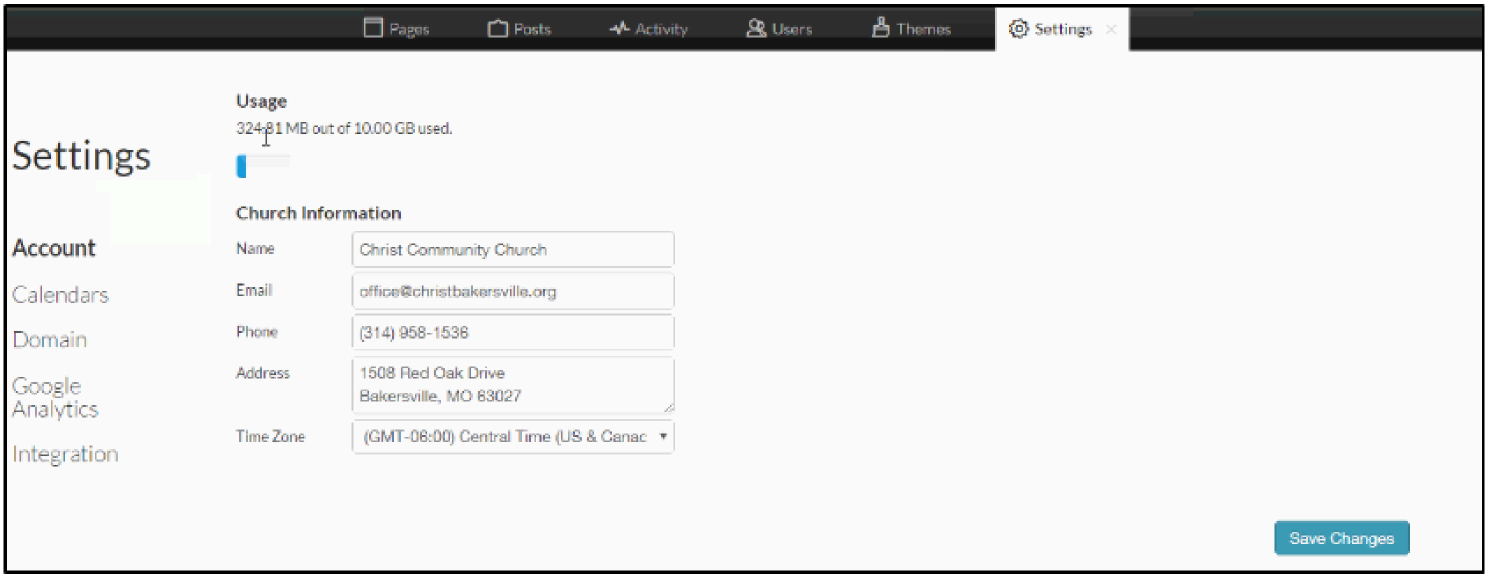
Upload Files—used to upload or delete CSS files or Javascript.

Note: The file types / names will vary depending on which theme you are using



Settings Overview

Settings are accessed by clicking "Settings" in the Admin Bar located at the top of the screen. From here, you can edit your church's information, calendars, and domains; enable Google Analytics; and integrate with Shepherd's Staff.



Help Resources

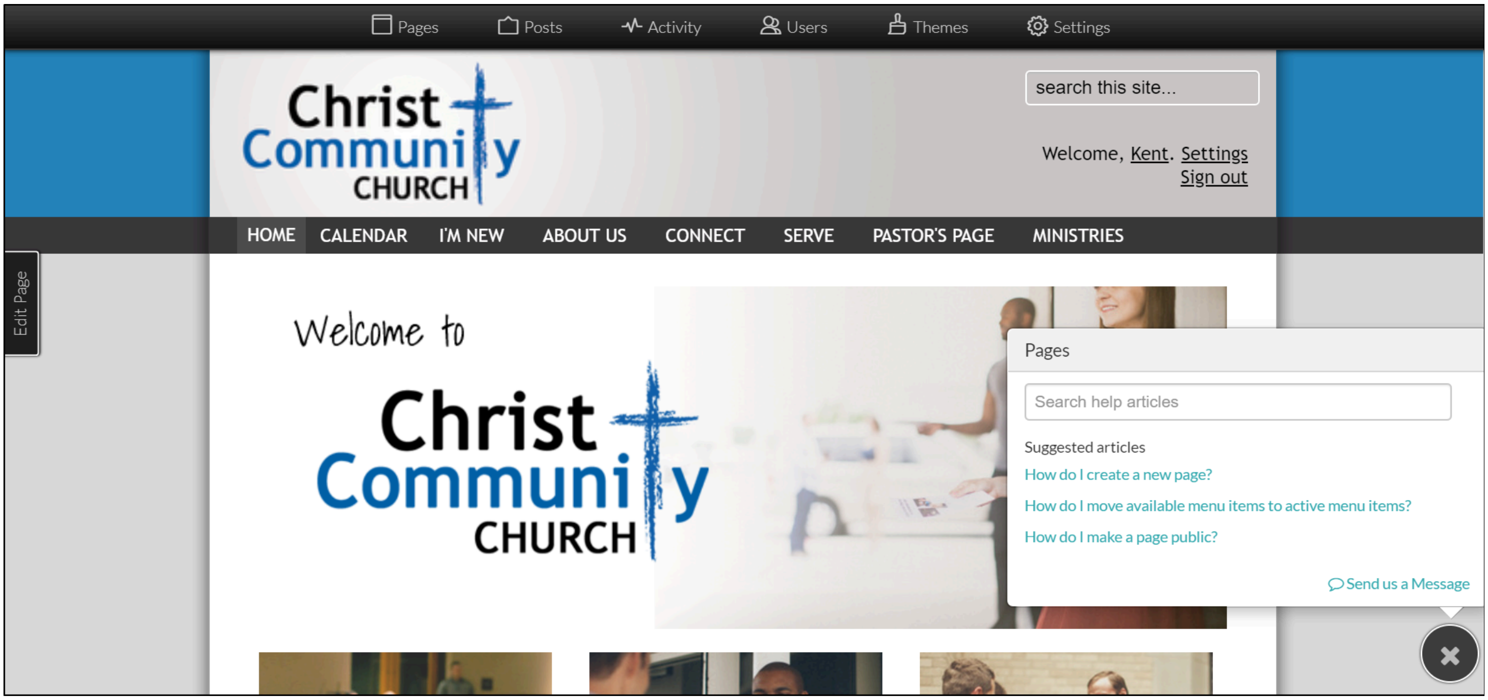
Everyone needs help sometimes and your Unite site offers a few options on finding the information you need.

- The search bar, usually in the upper right hand corner of your site allows you to search for information contained within the site.
- Clicking on the help icon near the bottom right corner of the screen will allow you to search for help articles. Examples include, “How do I create a new page?” or “How do I create a new Calendar”. When you find an article you can click on it to be taken to our help system. Once here you are able to search the entire listing which contains more articles about Church 360° Unite.
- The "Send us a Message" feature will allow you to send a message to software support.

To search for a help article,

1. Once you are signed in you will see the help Icon in the lower right hand corner of the site. Click on this icon to open the help widget
2. Type in what you are looking for. Examples might include, How do I create a new page or How do I add members to a group.
3. Once you type in what you are looking for the results will be displayed as suggested articles. If nothing appears please try your search again.
4. Once you find the article that you are looking for click the link to open the selected article. It will be displayed in the help widget.
5. Once you are done viewing the article click on the “X” to close the help widget.

Note: If you scroll to the bottom of a help article it will contain a link that will allow you to see the article within the help system and allow you to see the other related articles.


Pages
Posts
Activity
Users
Themes
Settings
Christ Community CHURCH
search this site...
Welcome, Kent. Settings
Sign out
HOME
CALENDAR
I'M NEW
ABOUT US
CONNECT
SERVE
PASTOR'S PAGE
MINISTRIES
Edit Page
Welcome to
Christ Community CHURCH
Pages
Search help articles
Suggested articles
How do I create a new page?
How do I move available menu items to active menu items?
How do I make a page public?
Send us a Message

User Settings

The “Settings” link next to your name is used to make changes to your login information.

Here you are able to:

- Change your email address
- Add a username
- Change your login password
- Link your account to Facebook or Google so that you can log in with those accounts
- Update your email preferences for Unite

To update your user settings,

1. Log in to Church360° Unite.
2. Click the “Settings” link under the search
3. From here, you can make changes to your login information. If you choose to link your accounts to Facebook or Google, follow the prompts to setup your account. You will be prompted to login with your credentials for each specific account.
4. Click “Update” to save your settings.

Pages Posts Activity Users Themes Settings

User Settings

Credentials

Email Address

ctscommunity@cph.org

Username *(optional)*

sysadmin

Current Password

New Password *(leave blank if you do not want to change your password)*

Confirm New Password

Update Credentials Back

Email Subscription Preferences

- [x] Subscribe to Direct Emails (messages sent from church administration or group leaders)
- [x] Subscribe to Notification Emails (reminders, updates, discussions, etc.)

Update Preferences Back

Linked Accounts

You have no linked accounts

Church360° Unite › Settings › Account

Account Settings

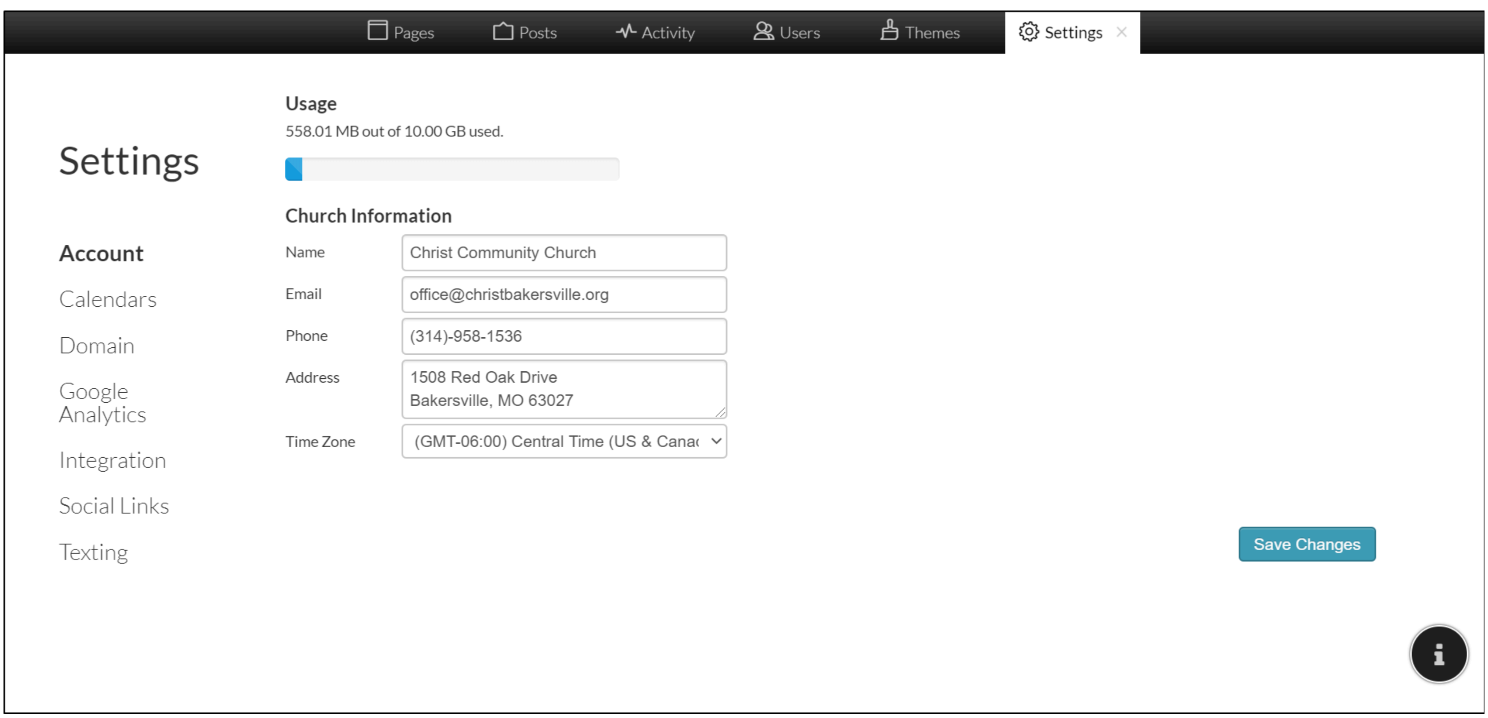
The “Accounts” tab in the “Settings” window shows basic information about your account and is divided into two sections:

- **Usage**—shows the total amount of space that your website is using and how much total space is available.
- **Church Information**—displays basic information about your church (name, email, phone, address, and time zone).

Note: This information is displayed in the footer section of your website and on the homepage, depending on the theme that you are using.

To update your account settings,

1. Click “Settings” on the admin bar.
2. Select the “Account” tab on the left side of the window.
3. Edit the necessary criteria by clicking in the text box.
4. Click the “Save Changes” button to save your changes.



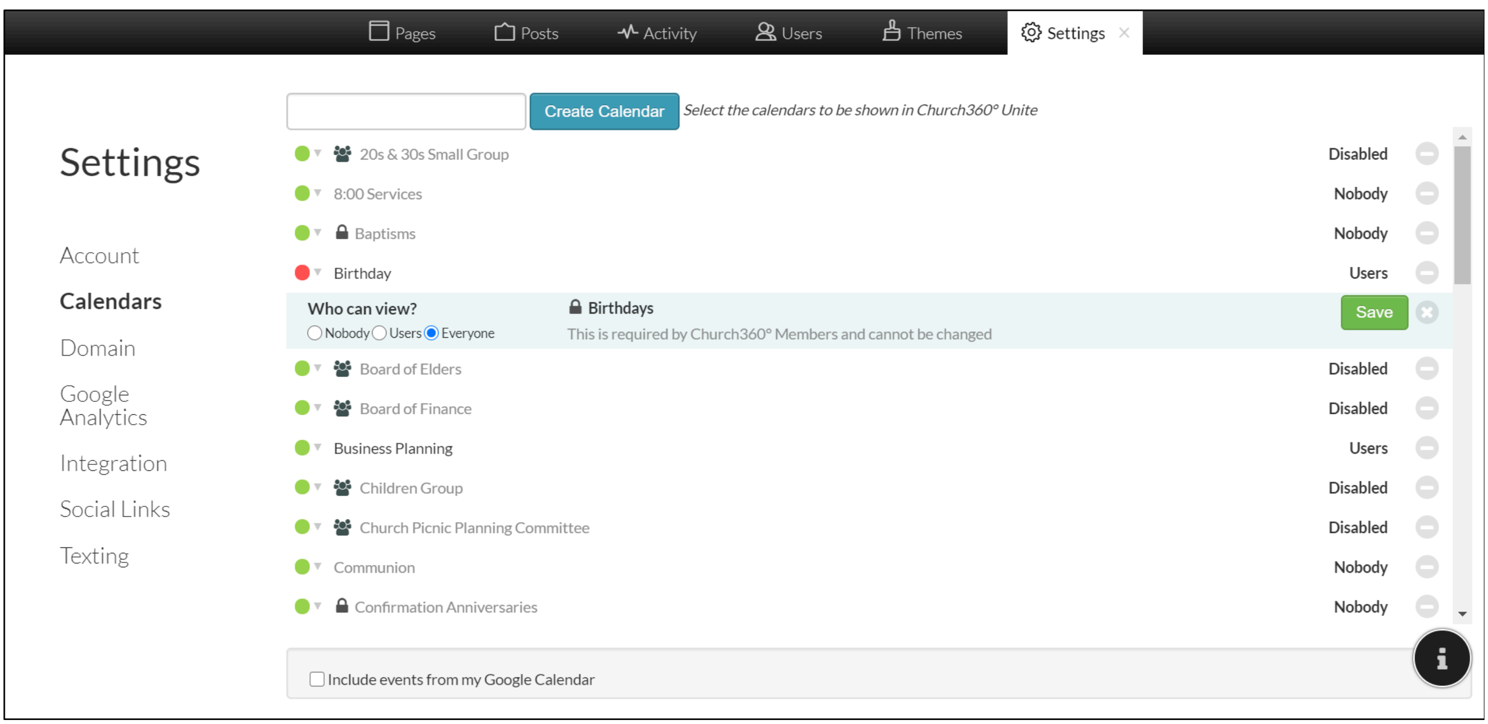
Calendar Settings

The “Calendars” tab in the “Settings” window shows calendars that have been created in Church360° Unite or Church360° Members.

Options on this page include:

- **Create Calendar** - is used to add a new calendar to your site.
- **Calendar Permissions** - allows you to set the permissions on who is able to view the calendar. Options include Nobody, Users and Everyone.
- **Include events from my Google Calendar** - is used to bring in your events that are listed in your Google Calendar account.

Note: Group Calendars will appear on this list but will be managed through the Group Page.



Add/Edit/Delete a Calendar

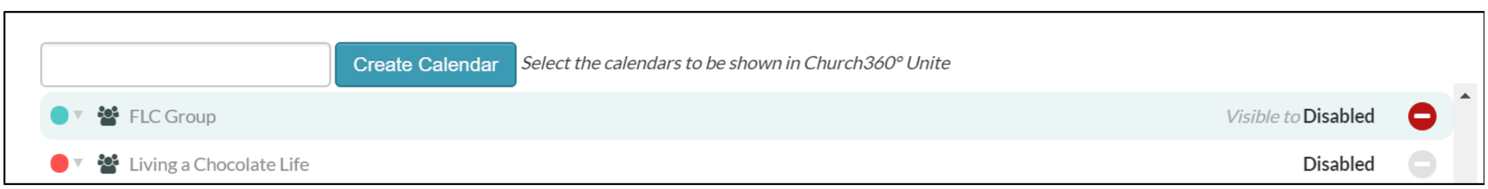
To add a new calendar,

1. Click "Settings" on the admin bar.
2. Select the "Calendars" tab on the left side of the window.
3. Type the name of your new calendar in the text box.
4. Click the "Create Calendar" button to add it to the list.

To Delete or rename a Calendar,

1. Click "Settings" on the admin bar.
2. Select the "Calendars" tab on the left side of the window.
3. Click the calendar that you want to delete/rename to enable editing.
4. Make your changes in the text box. Click the "Save" button.
5. To delete a calendar, click the "Delete" button.
6. Once you have made your changes, click "Close" to exit the Calendar page.

Note: To change a calendar's color, click on the colored circle next to the calendar and choose the new color. Group calendars are denoted with the group icon. Calendars from Church360° Members cannot be changed.



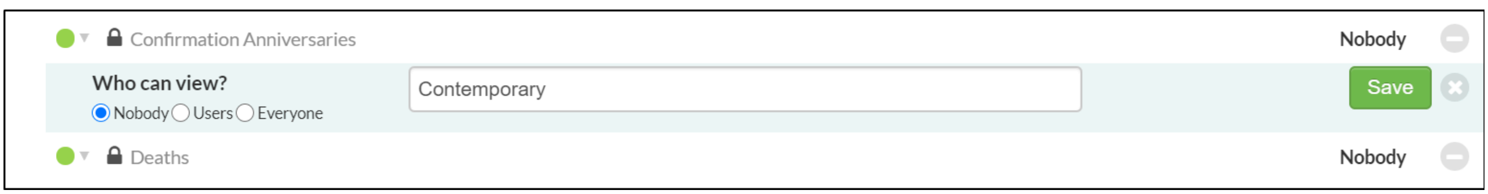
View Calendar Permissions

To view and update a Calendar's Permissions,

1. Click “Settings” on the admin bar.
2. Select the “Calendars” tab on the left side of the window.
3. Click the Calendar that you want to update the view settings for.
4. Choose the appropriate setting (Nobody, Users, Everyone).
5. Click “Save” to save the change.
6. Click on Close to exit the Calendar Settings page

Note: Nobody keeps the calendar hidden from everyone. Users will allow anyone who can sign in to your site the option to view the calendar. Everyone will allow anyone who visits your site to see the event on the calendar.

Note: Permissions for Group Calendars are managed exclusively through the group the calendar is part of. These calendars' permissions will show as "Disabled" on the Calendar view.



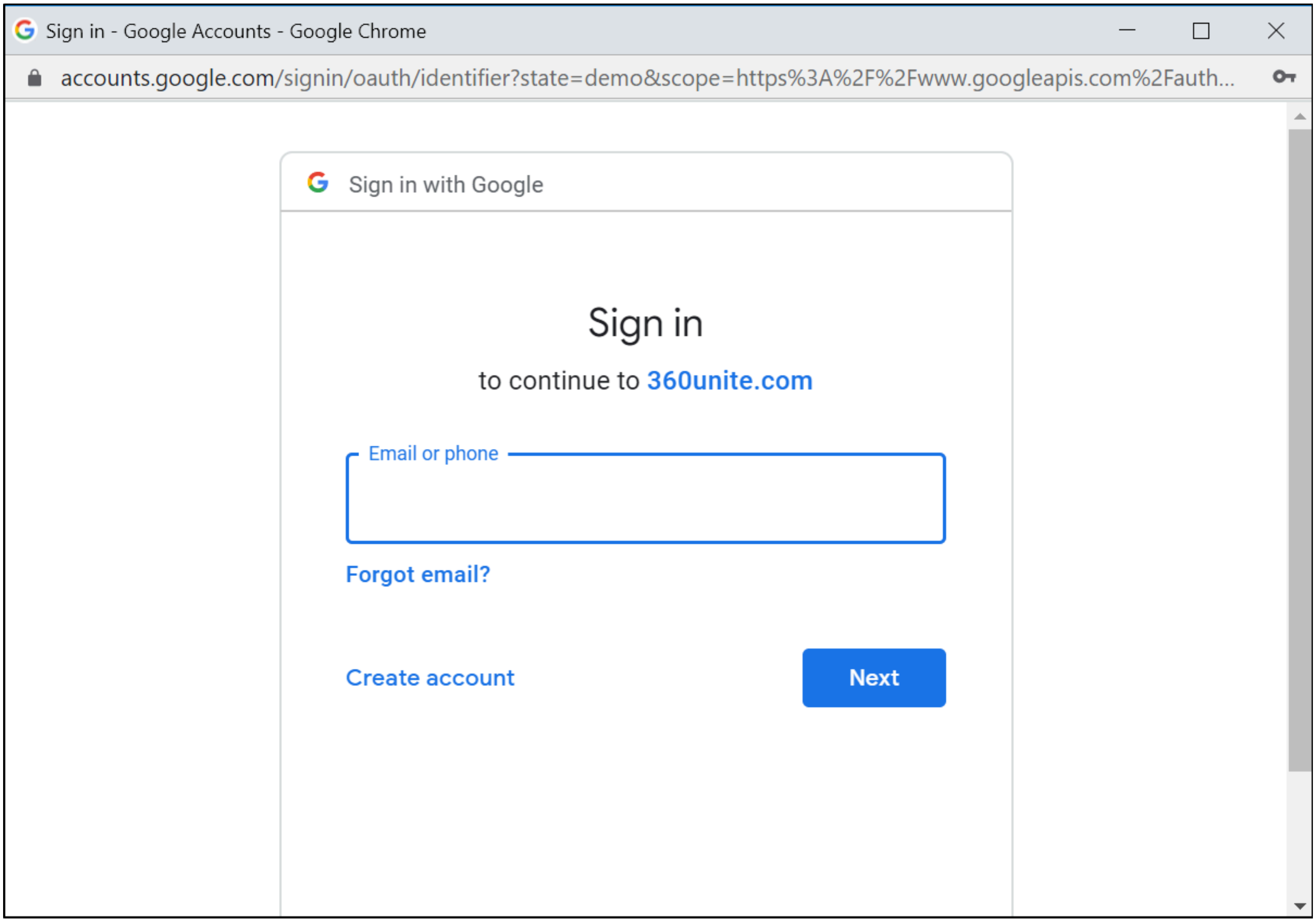
Include Events from Google Calendar

This feature will allow you the option to include your events from your Google Calendars account.

Steps to include your Google Calendars in Church 360° Unite

1. Click “Settings” on the admin bar.
2. Select the “Calendars” tab on the left side of the “Settings” window.
3. Check the box to include Google Calendar events to open a new window where you will have to sign into your Google account. Once you are signed in, you will get a request for permission window that will ask you to give Church360° Unite access to your Google calendar.
4. Click “Allow” to allow Church360° Unite access to your Google Calendars and verify your settings.
5. Once the process is completed, your Calendars page will list your Google Calendars. You will be able to choose which ones show as well.

Note: You cannot edit Google Calendar events from within Church360° Unite.
Your Google Calendars have to be marked as public for them to show up on the Church360° Unite calendar list. You will also need to make sure that your calendar is set to public within Google Calendars.


Sign in - Google Accounts - Google Chrome
accounts.google.com/signin/oauth/identifier?state=demo&scope=https%3A%2F%2Fwww.googleapis.com%2Fauth...
Sign in with Google
Sign in
to continue to 360unite.com
Email or phone
Forgot email?
Create account
Next

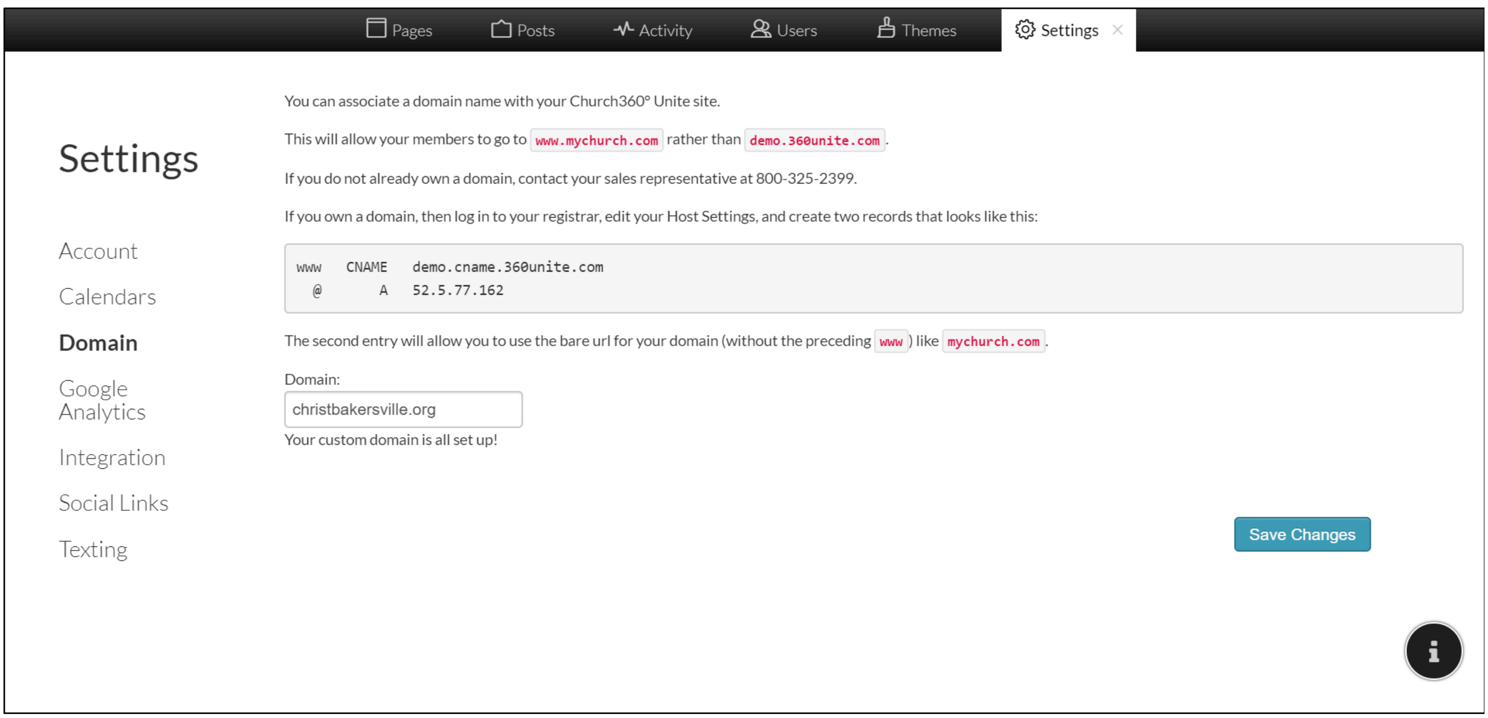
Domain Settings

The "Domain" tab allows you to associate a domain name with your Church360° Unite site. If you do not already own a domain, contact sales to get a domain setup.

To update your domain settings,

1. If your domain is not being provided by CPH, then you will need to log in to your registrar, edit the host settings, and create the CNAME and A records.
2. Once those records have been changed, on your Unite site under Settings>Domain, type the domain name.
3. Click the "Save Changes" button. You will now be able to visit your website using your personal domain.

Note: Domain changes do take some time to propagate across the internet. If you have your domain with Concordia Technology Solutions, you can give our technical support a call at 800-346-6120 and they can help you through this process.



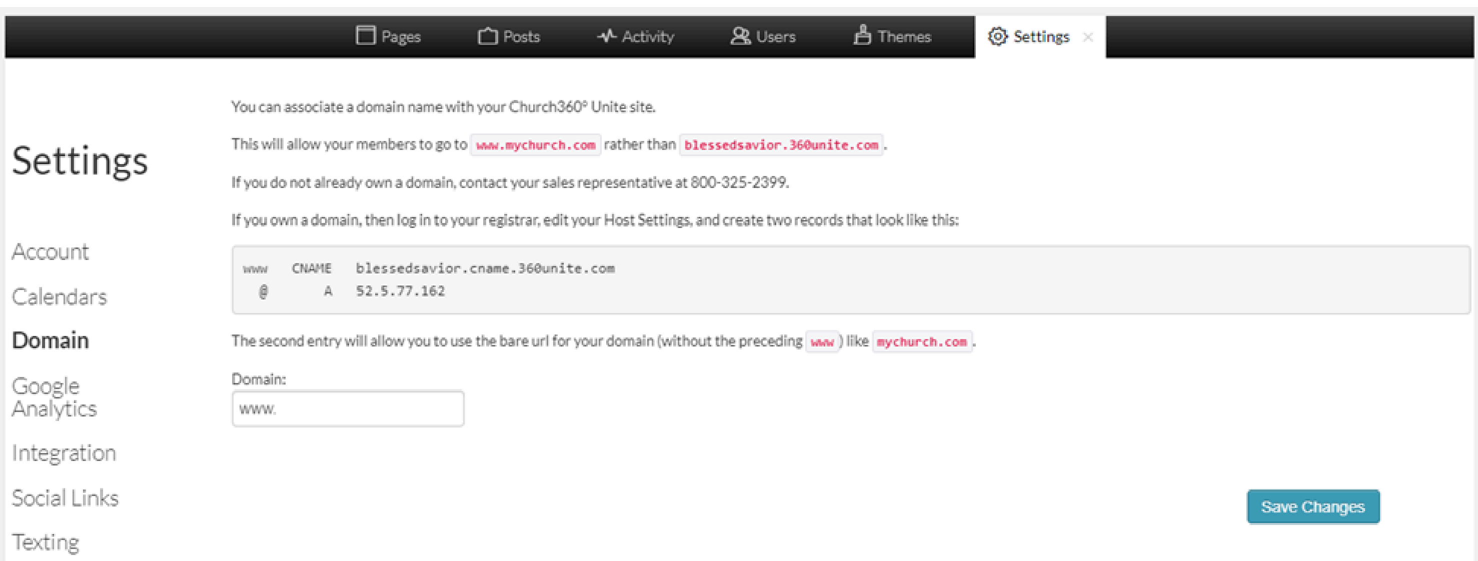
Adding DNS Records for Domains

DNS Records can also be known as host records as well. For your domain's SSL to show as secured you will need to add in these two records:

CNAME Record: subdomain.cname.360unite.com

A Record: 52.5.77.162

For the CNAME record "subdomain" is your church's actual subdomain and you can find out what your church's subdomain is by logging into Church 360° Unite and then under Settings select Domain. Once in Domain you will see your what the CNAME and A record for your church is supposed to be, you can also list your church's domain here if you have one so your domain points towards unite.



To add DNS records to your domain you are first going to need to find out who your domain provider is you can find that information out by going to this website https://www.whois.com/ and typing in your church's Domain.

Once you have found out who your domain provider is you are then going to need to either go to their website and login with your user information or to call the company to see if they can make the change to the DNS records for you. Then after you have logged in depending on who your domain provider is you will need to find where to edit you DNS records it is usually located under Domain on the providers website and there is usually an option to manage DNS or manage host records. The name depends on who your provider is.

Some of the major Domain Providers are GoDaddy, Google, and Tucows Domains as an example. With Tucows Domains it is usually a reseller who you would need to contact to update your DNS records for any domain changes. To find out who your reseller is with Tucows you will need to go to their website https://tucowsdomains.com/ and search for your domain.

Here is how you can edit the DNS records for GoDaddy and Google.

GoDaddy.com:

With GoDaddy what you are going to want to do is first login to their website once there you will then want to find your church's Domain and click on it to access the **Domain Settings**. Once in **Domain Setting** you select **Manage DNS** under **Additional Settings**. Once you have clicked on **Manage DNS** you should now see the DNS records for your church where you will be able to add/edit the CNAME and A records for your Church.

These articles from GoDaddy's help center may be helpful as well https://www.godaddy.com/help/edit-a-cname-record-19237 and https://www.godaddy.com/help/edit-an-a-record-19239.

Google:

With Google you will want to first Login to Google Domains with the account used to purchase the domain name. Once you have logged in you will then want to click on the domain name and then select **Manage DNS** to gain access to the DNS Records. After clicking on Manage DNS you are going to want to go to **Custom resource records** where you will be able to add in the CNAME and A record for your church.

Here is an article https://support.rocketspark.com/hc/en-us/articles/900002319123-How-to-change-your-DNS-settings-in-Google-Domains from rocketspark that give good instructions for adding in DNS records on Google Domain as well.

Google Analytics

Google Analytics is a free tool that helps you serve your site's visitors better. You can see how many people are visiting your site for the first time and understand how well you're reaching out to them by seeing what information they look at most. You can even see what other websites are bringing visitors to your Church360° Unite site so you know to focus your advertising efforts. Google Analytics can also show you how long people are staying on your site and how to make your most important pages even better.

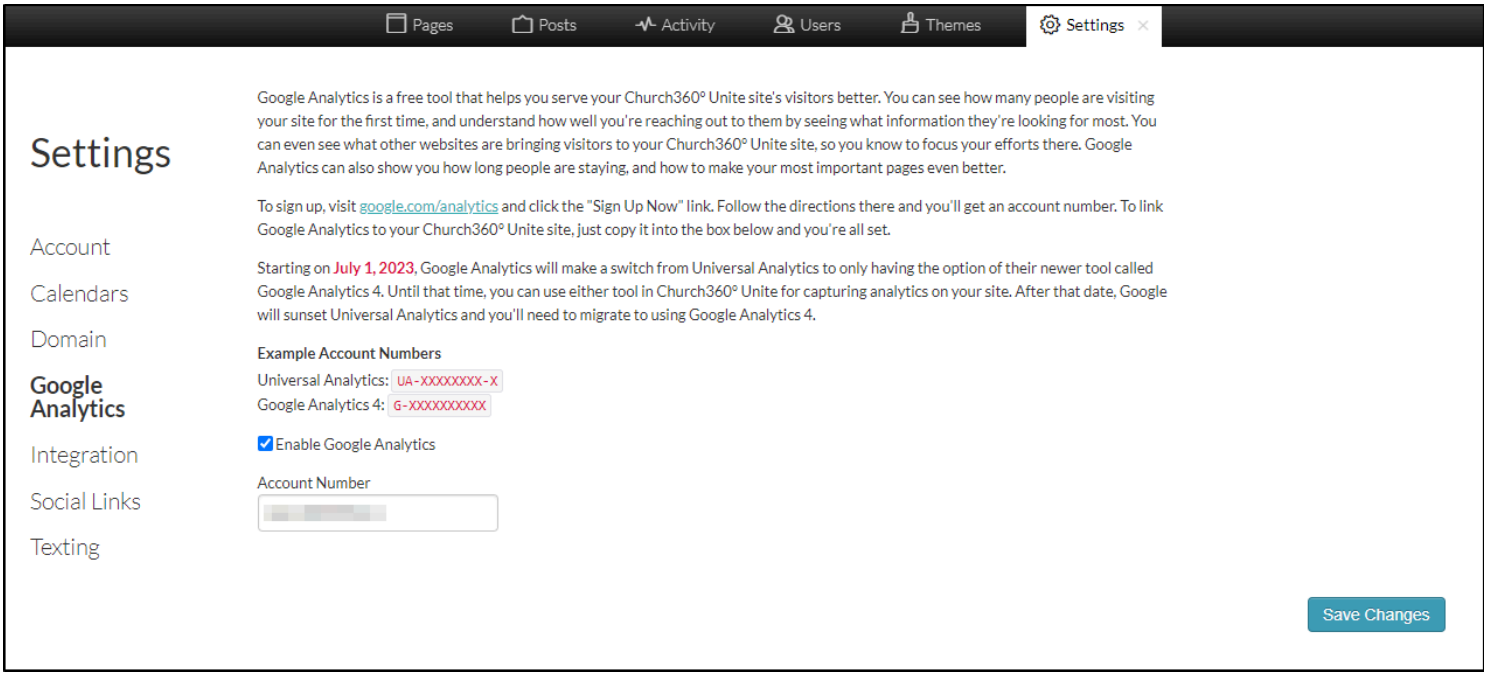
A new revision called Google Analytics 4 will eventually replace the current Universal Analytics tool in mid-2023. Until Universal Analytics is officially sunset on July 1, 2023, your Unite site will be able to accept both tools for capturing analytics for your site. After that date, you will need to migrate your GA account to Google Analytics 4 in order to continue to use its services.

For more information on migrating properties, please visit Google's guide on the topic here.

To set up Google Analytics,

1. Visit google.com/analytics and click on "Sign In" or "Create an Account" (if you already have a Google account, you can sign in using that).
2. Once you get signed in, you will receive a Tracking ID that will be in the format of UA-XXXXXXXX-X or G-XXXXXXXXXX.
3. On your Unite site under Settings, go to the "Google Analytics" tab and enter the Tracking ID number into the "Account Number" text box.
4. Check the box next to "Enable Google Analytics" and click "Save Changes."

As users visit your site, you will be able to see that information within your Google Analytics Account.


Pages
Posts
Activity
Users
Themes
Settings
Settings
Account
Calendars
Domain
Google Analytics
Integration
Social Links
Texting
Google Analytics is a free tool that helps you serve your Church360° Unite site's visitors better. You can see how many people are visiting your site for the first time, and understand how well you're reaching out to them by seeing what information they're looking for most. You can even see what other websites are bringing visitors to your Church360° Unite site, so you know to focus your efforts there. Google Analytics can also show you how long people are staying, and how to make your most important pages even better.
To sign up, visit google.com/analytics and click the "Sign Up Now" link. Follow the directions there and you'll get an account number. To link Google Analytics to your Church360° Unite site, just copy it into the box below and you're all set.
Starting on July 1, 2023, Google Analytics will make a switch from Universal Analytics to only having the option of their newer tool called Google Analytics 4. Until that time, you can use either tool in Church360° Unite for capturing analytics on your site. After that date, Google will sunset Universal Analytics and you'll need to migrate to using Google Analytics 4.
Example Account Numbers
Universal Analytics: UA-XXXXXXXX-X
Google Analytics 4: G-XXXXXXXXXX
Enable Google Analytics
Account Number
Save Changes

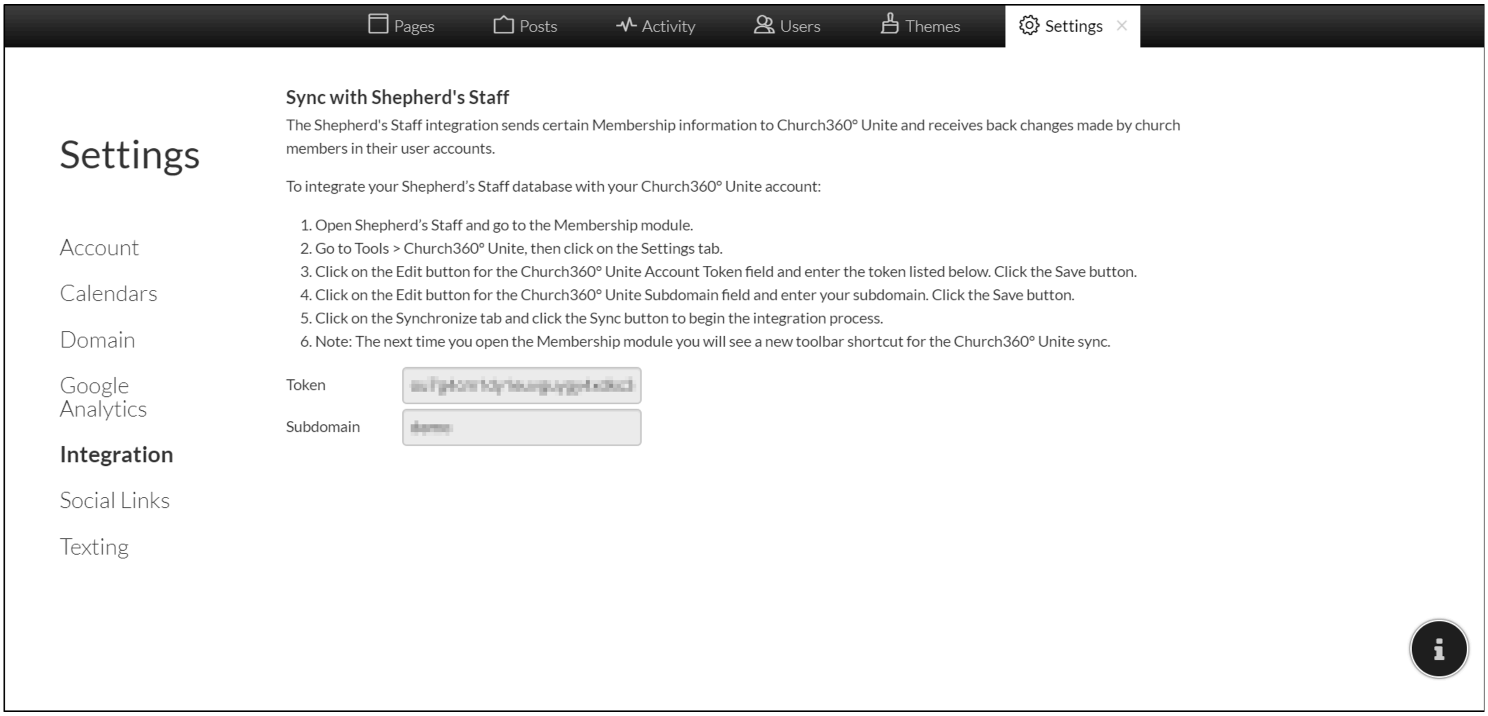
Integration with Shepherd's Staff

The “Integration” tab allows you to sync with Shepherd’s Staff. The Shepherd’s Staff integration sends certain membership information to Church360° Unite and receives back changes made by church members in their user accounts.

- When changes are received from Church360° Unite, you will be able to view those changes under the “Settings” tab in Shepherd’s Staff.
- Clicking on “View History of Changes” provides a list of the changes made during the sync process. You are able to export those changes out to Excel if you need to.

To sync with Shepherd's Staff,

1. Open Shepherd’s Staff and go to the Membership module.
2. Click on “Tools” in the menu bar at the top of the screen. Select “Church360° Unite,” then click on the “Settings” tab.
3. Click on the edit button for the Church360° Unite Account Token and enter the token listed below. Click the “Save” button.
4. Click on the edit button for the Church360° Unite Subdomain field and enter your subdomain. Click the “Save” button.
5. Click on the synchronize tab and click the “Sync” button to begin the integration process. The next time you open the Membership module, you will see a new toolbar shortcut for the Church360° Unite sync.


Pages
Posts
Activity
Users
Themes
Settings
Settings
Account
Calendars
Domain
Google Analytics
Integration
Social Links
Texting
Sync with Shepherd's Staff
The Shepherd's Staff integration sends certain Membership information to Church360° Unite and receives back changes made by church members in their user accounts.
To integrate your Shepherd's Staff database with your Church360° Unite account:
1. Open Shepherd's Staff and go to the Membership module.
2. Go to Tools > Church360° Unite, then click on the Settings tab.
3. Click on the Edit button for the Church360° Unite Account Token field and enter the token listed below. Click the Save button.
4. Click on the Edit button for the Church360° Unite Subdomain field and enter your subdomain. Click the Save button.
5. Click on the Synchronize tab and click the Sync button to begin the integration process.
6. Note: The next time you open the Membership module you will see a new toolbar shortcut for the Church360° Unite sync.
Token
Subdomain

Data Sent from Church360° Unite to Shepherd’s Staff

Church360° Unite has a helpful feature where changes made by Unite users to the site's online directory can be synced with the church's Shepherd's Staff software to apply the updates to the church database.

It is important to note that this is an update process for records that already exist in Shepherd’s Staff and were synchronized to Church360° Unite. For this reason, one cannot add new households, people or alternate addresses through Unite as they will not import into Shepherd’s Staff.

Shepherd’s Staff retrieves the following information from Unite during the sync:

Person Data

- Title
- First name
- Middle name
- Last name
- Suffix
- Preferred/nickname
- Maiden name
- Sex

Contact Data

- Cell phone
- Work phone
- Home phone
- Household e-mail
- Personal e-mail
- Work e-mail
- Alternate address information, if the alternate address record already existed in Shepherd’s Staff

- Begin and end dates for alternate addresses do not transfer to Shepherd's Staff

Important Exceptions

- One cannot change the “listed/unlisted” flag for phone numbers by using Unite.
- One cannot change the “listed/unlisted” flag for e-mail addresses by using Unite.
- One cannot add people or households to Shepherd’s Staff by using Unite.
- One cannot add alternate addresses to Shepherd’s Staff by using Unite.
- Alternate address begin/end dates do not transfer from Unite.
- One cannot change the name of a Household by using Unite.

Note: Deleting a Person in Church360° Unite does not delete the person from your Shepherd's Staff database.

Setting up Texting

Church360 Unite allows for users to send text messages directly to the people in your congregation who have opted in to receive them. To set up text messaging in Church360 Unite, you'll need to follow a few steps:

1. Log in as an administrator.
2. Click on the Settings Tab at the top of the page, and then select "Texting" in the window that appears.
3. Check the "Enabled" box in the "Public Opt-In page" section.
4. If you want to include an additional message along with the standard opt-in email, you can fill that in within the "Personalize Opt-In Email Message" field.
5. Click "Save Changes".