

# How to Add an Article to St. John's Website (stjelc.org)

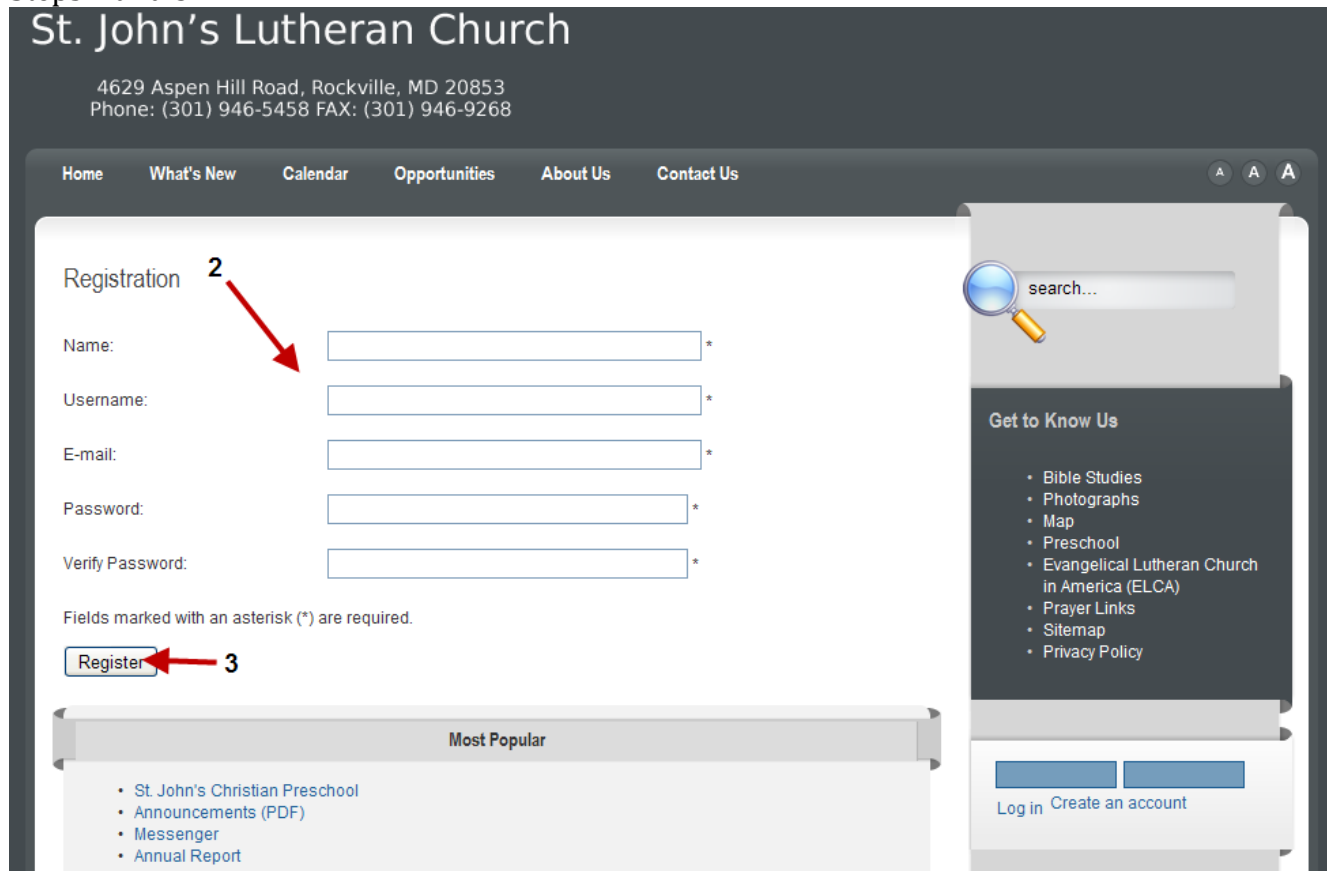
## Create Your User Account

1. Click the Create an account text in the user login area of the web site and a Registration page displays.
2. Complete all fields on the Registration page.
3. Click the Register button.

### Step 1:

The screenshot shows the homepage of St. John's Lutheran Church. At the top, the church's name and address are displayed. Below this is a navigation menu with links for Home, What's New, Calendar, Opportunities, About Us, and Contact Us. The main content area features a large image of a wooden signpost with arrows pointing to 'ST. JOHNS', 'BOSTON', and 'AFRICA'. To the right of the image is an article titled 'Tuesday Nights Lenten Meal & Worship' with a 'Read More' button. Below the article is a 'Comments (1)' section with a '1' in a box. A red arrow points from this '1' to the 'Create an account' link in the sidebar. The sidebar also contains a search bar, a 'Get to Know Us' section with links to Bible Studies, Photographs, Map, Preschool, ELCA, Prayer Links, Sitemap, and Privacy Policy, and an 'Upcoming Events' section.

Steps 2 and 3:



Your information is sent to the web site Administrator (Durond Brown) who will approve your request to become an “Author.” Durond will email you once you have been approved as a registered user.

You can now log into the site and create articles related to your ministry!

## Log In as a Registered User

Once you have access, return to the home page and enter your user name and password, as shown below, and then click the **Log In** link, just below the fields.

The screenshot shows the home page of St. John's Lutheran Church. At the top, the church's name and address are displayed: "St. John's Lutheran Church", "4629 Aspen Hill Road, Rockville, MD 20853", and "Phone: (301) 946-5458 FAX: (301) 946-9268". A navigation menu includes "Home", "What's New", "Calendar", "Opportunities", "About Us", and "Contact Us".

The main content area features a "Welcome to St. John's Evangelical Lutheran Church" message, followed by an announcement for the "Annual Congregational Meeting" on October 10th at 10:10am. Below this is a "Food Collection" section with an image of corn and a "Read More" button. To the right is a "Get to Know Us" sidebar with a search bar and a list of links including Bible Studies, Photographs, Map, Preschool, ELCA, Prayer Links, Sitemap, and Privacy Policy.

At the bottom, there is a "Pledge Campaign" section with a quote from Psalm 24:1 and an "Enroll in Preschool" section with a mission statement and a drawing of children. A "Comments (1)" link is also visible.

A red arrow points to a login form in the bottom right corner, which is highlighted with a red box. The form contains a text input field with the username "durond", a password input field with masked characters, and two buttons: "Log in" and "Create an account".

Once you log in, you'll see an additional menu item at the top of the page because you're a registered user.

The screenshot shows the website for St. John's Lutheran Church. At the top, the church's name and address are displayed. Below this is a navigation menu with items: Home, What's New, Calendar, Opportunities, About Us, Contact Us, and Registered Users. The 'Registered Users' item is highlighted with a red box, and a red arrow points to it from above. The main content area features a welcome message, a section for the Annual Congregational Meeting with a reminder about the meeting time, a 'Food Collection' section with an image of corn and a 'Read More' button, and a 'Pledge Campaign' section. On the right side, there is a search bar, a 'Get to Know Us' section with a list of links, a user login area showing 'Hi Durond Brown', and an 'Upcoming Events' section listing dates and events.

# St. John's Lutheran Church

4629 Aspen Hill Road, Rockville, MD 20853  
Phone: (301) 946-5458 FAX: (301) 946-9268


Home What's New Calendar Opportunities About Us Contact Us **Registered Users**

Welcome to St. John's Evangelical Lutheran Church

## Annual Congregational Meeting

A reminder for all members that the **Congregational Meeting will be held immediately following the early Service -- that's 10:10am.** We'll be electing officers and getting the 2010 budget approved. Please participate in this important meeting.

[Add your comment](#)



### Food Collection

The St. John's food collection is donated periodically to those in need in the Aspen Hill community. Through the generous donations of church members, our food pantry always contains food.

[Read More](#)

### Pledge Campaign

*The Earth is the Lord's, and all its*

### Enroll in Preschool

Mission: "To shepherd growing and developing children in a Christian environment."

Comments (1)

search...

#### Get to Know Us

- Bible Studies
- Photographs
- Map
- Preschool
- Evangelical Lutheran Church in America (ELCA)
- Prayer Links
- Sitemap
- Privacy Policy

Log out Hi Durond Brown,

#### Upcoming Events

Wed Nov 11  
Mont. Co. Schools early release

Wed Nov 11  
Veteran's Day

## Submit an Article for Your Ministry

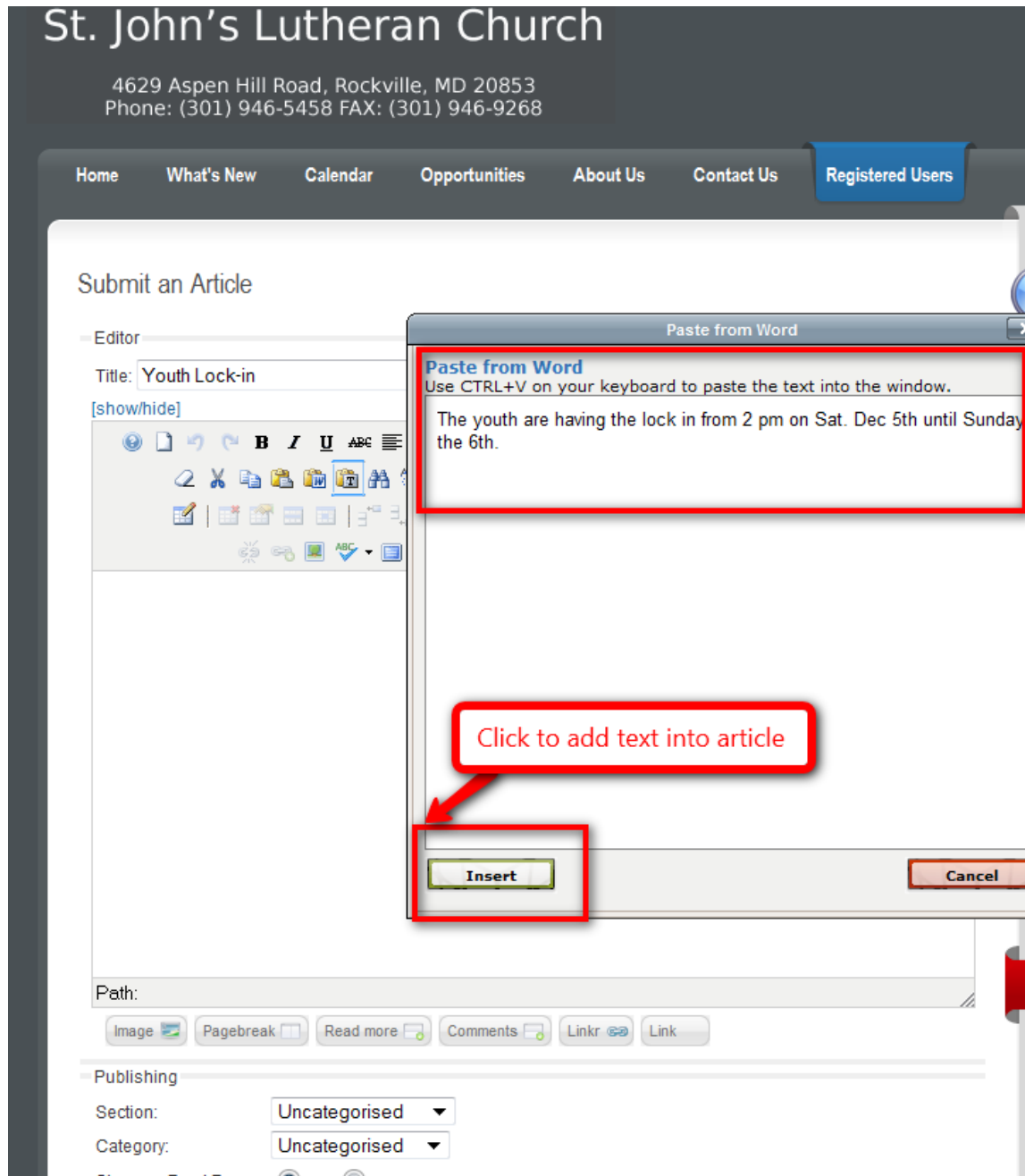
Click on the Registered Users menu item and select “Submit an Article” from the drop-down menu.

The screenshot shows the website for St. John's Lutheran Church. At the top, the church's name and address are displayed: "St. John's Lutheran Church", "4629 Aspen Hill Road, Rockville, MD 20853", and "Phone: (301) 946-5458 FAX: (301) 946-9268". A navigation menu includes "Home", "What's New", "Calendar", "Opportunities", "About Us", "Contact Us", and "Registered Users". The "Registered Users" menu is open, showing options for "Edit Articles", "Submit an Article" (highlighted in yellow), and "Edit Account".

The main content area features a "Welcome to St. John's Evangelical Lutheran Church" message and an announcement for the "Annual Congregational Meeting". A reminder states: "A reminder for all members that the **Congregational Meeting will be held immediately following the early Service -- that's 10:10am**. We'll be electing officers and getting the 2010 budget approved. Please participate in this important meeting." Below this is a "Food Collection" section with an image of corn and a "Read More" button. The "Pledge Campaign" section features a quote: "The Earth is the Lord's, and all its fullness, the world and those who dwell therein -- Psalm 24:1". The "Enroll in Preschool" section includes a mission statement: "Mission: 'To shepherd growing and developing children in a Christian environment.'" and a drawing of children with the text "WE ARE SPECIAL".

On the right side, there is a "Get to Know Us" section with a list of links: Bible Studies, Photographs, Map, Preschool, Evangelical Lutheran Church in America (ELCA), Prayer Links, Sitemap, and Privacy Policy. Below this is a user login area showing "Log out Hi Durond Brown," and an "Upcoming Events" section listing events for Wednesday, November 11, including "Mont. Co. Schools early release", "Veteran's Day", "SJ Piecemakers", and "CSV English classes".

The **Submit An Article** page displays. You'll use this page to enter your ministry's information either by copy and pasting text from Microsoft Word, for example, or by entering the text directly on this page.



- 1) Enter the title of the article
- 2) Click on the icon to past text from a MS Word
- 3) Paste text using CTRL+V
- 4) Click "Insert" to add text

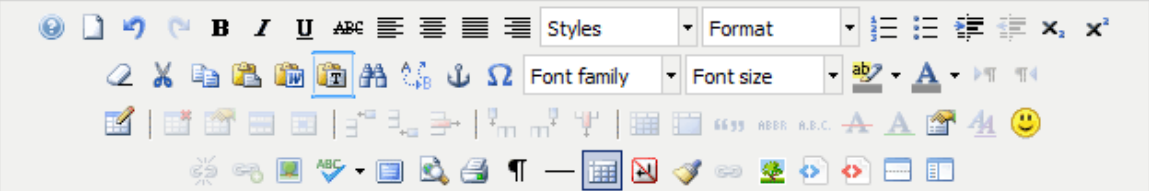
- 5) Select the appropriate Section from the drop-down box. For most articles, the Section will be “Ministries”

## Submit an Article

Editor

Title:

[show/hide]



The youth are having the lock in from 2 pm on Sat. Dec 5th until Sunday the 6th.

Path:

Publishing

**Section:**

- Select Section -
- Uncategorised
- About Us
- Council
- Prayer
- Ministries**
- comments

Category:

Show on Front Page:

Author Alias:

Start Publishing:

Finish Publishing:

Access Level:

- Public
- Registered
- Special

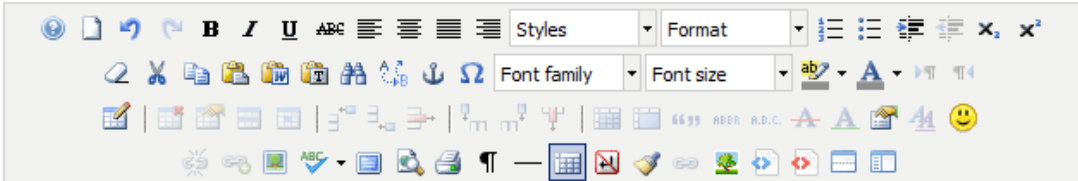
6) Select the appropriate Category from the drop-down box.

### Submit an Article

Editor

Title:

[\[show/hide\]](#)



The youth are having the lock in from 2 pm on Sat. Dec 5th until Sunday the 6th.

Path:

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Publishing

Section:

**Category:**

- Stewardship
- Stewardship
- Finance
- Preschool
- Education
- Worship & Music
- Evangelism
- Property
- CCFellowship
- Youth**
- Service

What's New  
Front Page News

the first position. Ordering can be changed after this Article has

## 7) Type a description and keywords for the article

Log out <sup>Hi Durond Brown,</sup>

We have 3 guests and 1 member online

**Most Popular Items**

- [St. John's Christian Presc](#)
- [Announcements \(PDF\)](#)
- [Messenger](#)
- [Annual Report](#)
- [Vision and Mission](#)

Path:

[Image](#) [Pagebreak](#) [Read more](#) [Comments](#) [Linkr](#) [Link](#)

**Publishing**

Section:

Category:

Show on Front Page:  No  Yes

Author Alias:

Start Publishing:

Finish Publishing:

Access Level:

Ordering: New Article defaults to the first position. Ordering can be changed after this Article has been saved.

**Metadata**

Description:

Keywords:

- 8) If necessary, click the calendar icon to select a finish date for the article. This is the date that the article will no longer appear on the website.

The youth are having the lock in from 2 pm on Sat. Dec 5th until Sunday the 6th.

Path:

Image Pagebreak Read more Comments Linkr Link

**Publishing**


Section:

Category:

Show on Front Page:

Author Alias:

Start Publishing:

Finish Publishing:  

Access Level:   
Registered  
Special

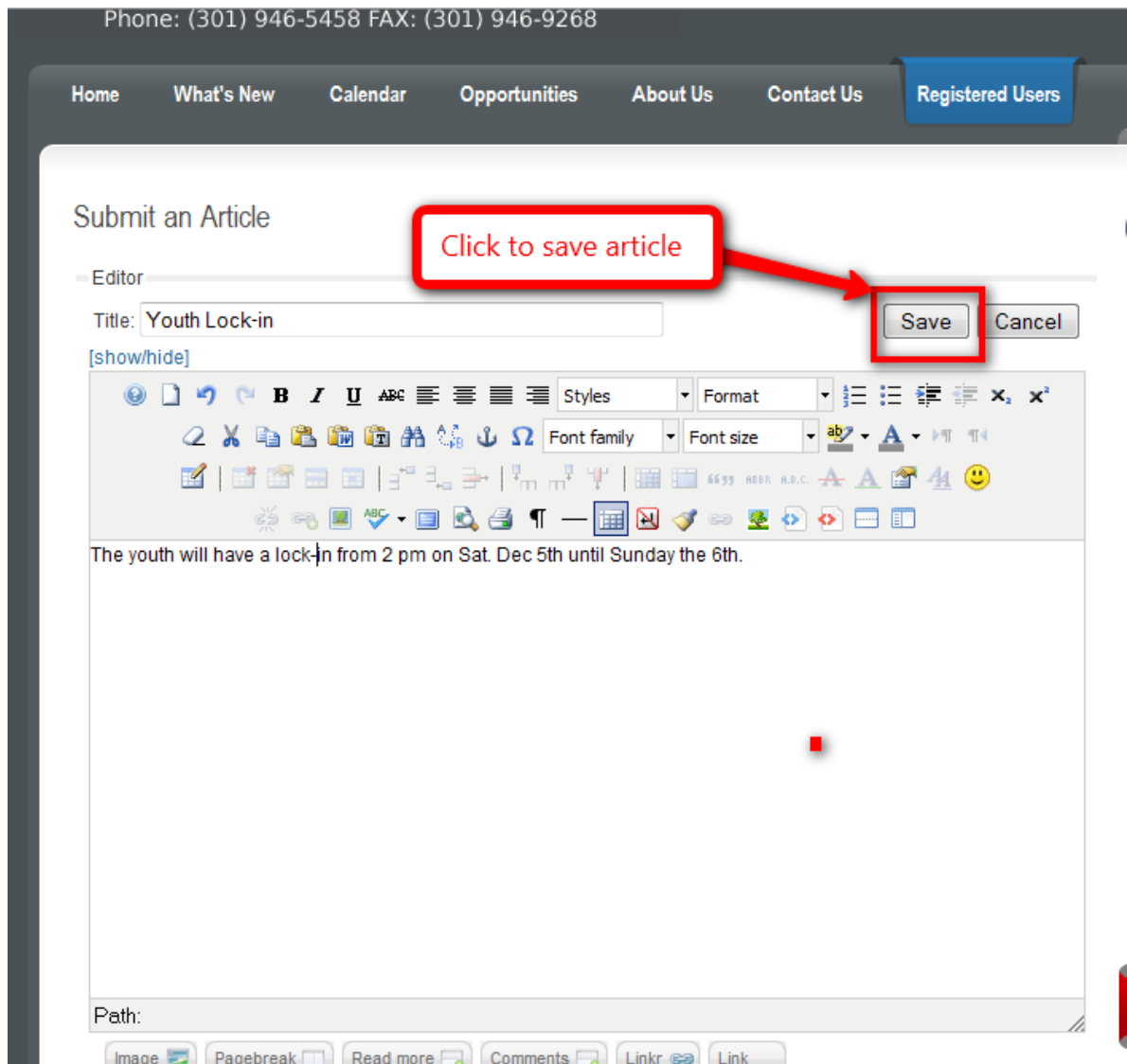
Ordering: New Article defaults to the first position. Ordering can be changed after this Article has been saved.

**Metadata**

Description:

wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
44	1	2	3	4	5	6	7
45	8	9	10	11	12	13	14
46	15	16	17	18	19	20	21
47	22	23	24	25	26	27	28
48	29	30					

9) Click the “Save” button, at the top of the screen, to save your article



10) Lastly, you will see the “Thank You” message – you’re done!

