



## Parish Editors' Tutorial 1 – Getting started

Congratulations on your appointment as a Parish Editor for the Oundle Deanery Website. This Tutorial will take you through the first stage of your training. If you do not understand anything, please contact the Webmaster whose contact details are given at the end.

### Create an account

Before you can be given the necessary privileges to enable you to edit pages or create new content on the website you must first create a User Account in your name. To do this, go to the website at

<http://www.oundledeanery.org.uk/>

Scroll down the Home Page until you can see the User login block in the right-hand sidebar and click on [Create new account](#). The following screen will open:

**User login**

Username: \*

Password: \*

- [Create new account](#)
- [Request new password](#)

Home

**User account**

Account information

**Username: \***

Please use your First Name and Surname as your 'Username' with a single space between the two - not a nickname or 'handle'. Accounts that do not comply with this requirement will be deleted and the email address may be 'blacklisted'. Punctuation is not allowed except for periods, hyphens and underscores.

**E-mail address: \***

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Personal Information

**Parish: \***  
Aldwincle

Fill in the boxes for your Username and E-mail address following the instructions given. Please note in particular that you must use your First Name and Surname as your Username, not a nickname or 'handle'.

Click on the down-arrow at the right-hand end of the Parish box, scroll down and click on the name of your Parish.

Click on Create new account

## Check your Email

The next step in the process is to check your email. You may have to wait for up to ten minutes, but usually within two or three you will receive an email similar to the following:

### Account details for Your Name at Oundle Deanery

Your Name,

Thank you for registering at Oundle Deanery. You may now log in to

<http://www.oundledeanery.org.uk/user> using the following username and password:

username: Your Name

password: your\_temporary\_password

You may also log in by clicking on this link or copying and pasting it in your browser:

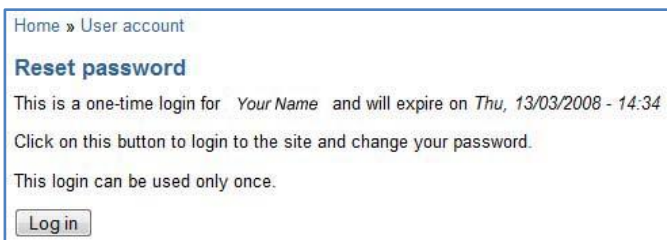
[http://www.oundledeanery.org.uk/user/reset/9/lots\\_of\\_numbers](http://www.oundledeanery.org.uk/user/reset/9/lots_of_numbers)

This is a one-time login, so it can be used only once.

After logging in, you will be redirected to <http://www.oundledeanery.org.uk/user/nnn/edit> so you can change your password to one that you can more easily remember.

-- Oundle Deanery team

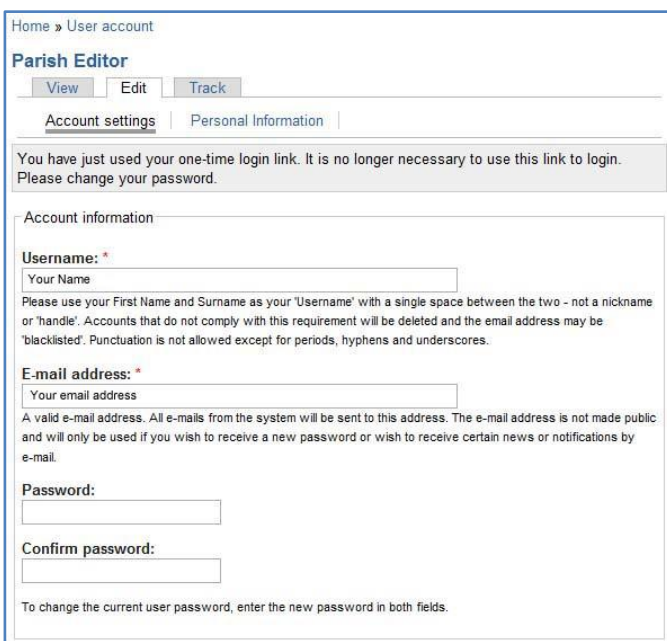
The easiest way to complete the process is to click on the link highlighted in yellow above. This will take you to the following screen on the website:



This link can only be used once so you must complete the process in one session.

Click on the Log in button to continue.

This will bring up the following screen:



This line is informing you that you have just used your one-time login link.

Type a password of your choice in the box provided and type it again in the 'Confirm password' box.

Scroll down to the very bottom of the page

**Submit**

and click on the Submit button.

You have now created your account with a Username and Password of your choice. You can use these to log in to the site by entering them in the boxes in the User login block in the right-hand sidebar.

The first time you do this your browser will ask you if you wish to save the login details. If you are using your own computer you can safely say 'Yes.' If you are on a shared or public computer, say No.

A screenshot of a 'User login' form. It features a title 'User login' at the top. Below the title are two input fields: 'Username: \*' and 'Password: \*'. A 'Log in' button is positioned below the password field. At the bottom of the form, there are two links: 'Create new account' and 'Request new password'.

## Cookies

When you log in to the website, it will attempt to place a 'cookie' on your computer. This is a small text file containing your login information. This cookie will expire after a few days but, whilst it is 'alive' it will log you straight in whenever you visit the site and then renew itself. This means that, if you visit the site regularly, you will rarely need to log in – a great time saver. If you have blocked cookies on your computer you may wish to enable them for [oundledeanery.org.uk](http://oundledeanery.org.uk).

## The next step

Once you have created your account please inform me by sending an email to the address given below. Please include your Username in the email *but not your password* and confirm which Parish or Parishes you will be editing. Once I have received your email I shall:

- Give you Parish Editor privileges so that you can create and edit content on the website
- Transfer the initial Parish Home Page(s) to your name
- Send you the next Tutorial

## Exploring the site

Whilst you are waiting for a response from me please use the time to familiarise yourself with the layout of the website and the different types of content it contains. In particular:

- Follow the link for new visitors at the top of the Home Page and read the Help page.
- Explore the fixed pages for [Oundle with Ashton](#) using the link in the left-hand Menu.
- Explore the links on the right-hand side under [Forthcoming Events and Prayer Meetings](#).
- Explore the links on the right-hand side listed under [Information by Category](#).

## Planning your fixed pages

Once you have the structure of the site firmly in your mind you can begin the process of planning the fixed page(s) for your parish(es) and assembling the information prior to uploading it onto the site which will be the subject of your second Tutorial. Do not under-estimate the importance of this stage. You will need to give thought to:

- Will your pages be for one parish only or for the whole benefice?
- How many pages will you need?
- What text will you want to include?
- What photographs will you want to include? Photographs should be saved as jpg or jpeg files and should generally be not more than 300x200 or 200x300 pixels in size.

David Teall

Webmaster

[webmaster@oundledeanery.org.uk](mailto:webmaster@oundledeanery.org.uk)

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