

## How to Build a Website at Lutherans Online (Lutherans Online) Basic Guide

Before you begin, please read the chapter website information posted for you on [CHIP](#) and at the "help" link on [Lutherans Online](#).

**What is a Chapter Website Participant?** Participants on an individual Web site are the people selected by the website administrator who are allowed access to all public and private pages within that site.

Website administrators are participants who are allowed access to all public and private pages within that site and who have access to the "Edit Page" and "Web Site Manager" areas. Administrators may choose to allow other participants to access the "Edit Page" area, where they can update content on the site. Administrators are generally one or more of the current chapter leaders; however, the chapter leaders may designate someone else to fulfill this role.

**What is Website Administration?** The current administrator can transfer administration rights or add a participant as an additional administrator, or, if this is not possible, a current chapter leader may simply contact Lutherans Online by phone and make the request.

If the chapter wishes to designate someone other than a current chapter leader to be the website administrator, one of the chapter leaders must contact Lutherans Online to make that request.

### How to Add Participants to the Website:

#### Steps to be completed by new participant:

1. Before a person may be added as a website participant, they must first register with Lutherans Online (anyone who has registered at [Thrivent.Com](#) is already registered with Lutherans Online and can use the same logon. Others may simply register with [Lutherans Online](#)).
2. Once a person(s) is registered with Lutherans Online, they will need to perform the following steps to allow the website administrator to search for and locate their name and email before they can be granted participation rights:
3. [Login](#); select the following links: Manage My Profile/Website Profile/Privacy Preferences/Click to Add Name.

#### Steps to be completed by website administrator:

4. [Login](#) and go to your website
5. Click the following sequence of links: *Website Manager/Manage Participants and Administrators/Manage Participants*
6. In the search box, key in the first and last name of the new participant; click *Search for Users*
7. If found, Click *ADD* next to their name
8. Click *Done*
9. Now Go to *Manage Administrative Roles* (under the Manage Participants banner)
10. At this location, you will find their name [NOTE: You can make them a website administrator or remove them as a participant].

11. Click *Done*

**Please Keep Your Contact Information Current:**

1. Click the following sequence of links: *Manage My Profile/Edit My Information/*
2. Update your information
3. Click *Done*.

**Working With Your Site:**

EDIT PAGE: Allows you to make changes to the current page.

EDIT POSTING: Allows you to make changes to an area of a page.

COPY POSTING: Allows you copy an area of a page and post it to another page within your site.

**To add Pages:**

1. Go to Website Manager
2. Click the following sequence of links: *Manage Website Pages* (under Pages banner)/*Add a new page to your site/*
3. In Step 1, select the page style (generally you will be creating a page to be published; however, you may also choose a Freeform Page, and Online Form, or a Framed Page). In Step 2, fill in the three blanks and then indicate whether the new page is to be published or private. [A private page will be viewable by “participants” only; whereas, a published page will be viewable by anyone visiting the site.] You may use HTML if you know how and want to; however, the site design tools provided by Lutherans Online are all that is necessary to create a very attractive and user friendly site.

The four types of pages are publishing page, freeform page, online form, and framed page.

- A **publishing page** can be created from pre-built layouts or you can design your own using HTML code.
  - A **freeform page** is used to upload image and text files that you can link to from any of your publishing pages.
  - An **online form** is a page you create to collect feedback from visitors.
  - A **framed page** allows you to enter a URL to display an external web page within the Lutherans Online framed page—these are often used by schools that have an independent website.
4. You can build a new page based on one of your existing published pages. To do this, select the page you would like to copy. [NOTE: If you select “*blank*”, your new page will start out blank (without any postings). *Continue*

**To add a layout to a posting on a page**

1. Select on the Page you want to add a layout to.
2. Click *Edit Page* at the top of that page
3. Click on <-----[Click to Insert a New Posting Here](#) ----->
4. Choose one of the layouts available or create your own.

- a. To use an available layout, click on the layout you wish to select, fill in the requested information, click *Continue*
- b. To create your own layout, give the layout a name, pick your pattern (drag and drop into the boxes), fill in the requested information, click *Continue*

**Add site navigation page links:**

1. Select the page from the Website Manager Page that you want to add a link to
2. Click on <-----[Click to Insert a New Posting Here](#) ----->
3. Click on the drop down, select SITE FEATUE LAYOUTS/Website Navigation, click *Preview*
4. Choose the first layout.
5. Click *Continue*
6. To choose which links you want to appear in your posting, click on *Link to Which Pages*. The default is all pages. If you do not want all pages to appear, simply select the one(s) you want from the column on the left. "Format Page Links" allows you to choose the style, color, and bullets for the link(s) you selected.

**To edit a post on one of your pages:**

1. Click *Edit Page*
2. Click to select the posting you want to edit.
3. Update information.
4. Click *Done*.

**Change page color:**

1. Select *Edit Page*
2. Under Edit Content on this page, Click on Page settings.
3. Change background color.
4. Click *Done*.

**ADD a Photo or Image to a Page:**

1. Select *Edit Page*
2. <-----[Click to Insert a New Posting Here](#) ----->
3. Choose one of the layouts available or create your own.
4. Once the layout is selected, use the BROWSE button to browse for the image you wish to post (search your folders for Images or files you wish to display; then double click on the image or file; the image/file will populate that location). You also have the option to select clip art from the Lutherans Online [clipart gallery](#).
5. Click *Done*.

**If the picture or file is larger/smaller than you had hoped:**

1. Select *Edit Posting*
2. Look at the bottom of the photo and to learn its width and height

Go the boxes for width and height and change the numbers proportionally. [Note: You can repeatedly adjust the width and height to get the image the way you want it.]

3. Click *Done*

**Publicize your website:**

Lutherans Online has bulletin inserts to promote your chapter website. Visit the [Promote Your Site](#) page at Lutherans Online for lots ideas to encourage people to use your site.

**Have questions? Need help? Contact Lutherans Online Technical Support**

Toll-free: 866-201-1522

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