

St John the Evangelist

Website user guide

stjohnscrowborough.co.uk



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Introduction

Welcome to our website user guide. This explains some of the key pages and how to get the most out of our new website.

IMPORTANT RULE FOR WEBSITE:

If text is underlined on the website, it means you can click it for more information.

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If you have any questions about the new website, please contact Greg on gregorydowler504@gmail.com.



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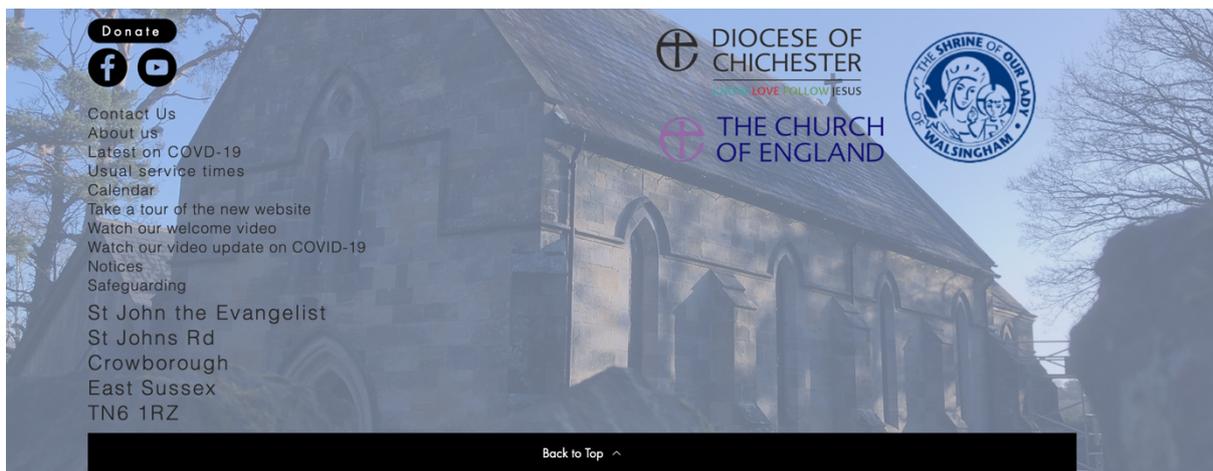
The header



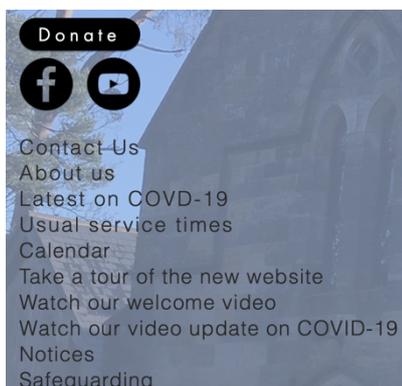
This is the 'header'. This bar appears at the top of every page on our website. It allows you to navigate your way around. For example, if you wanted to Contact Us, you would simply hover or click your mouse above 'About Us' and a drop-down menu appears. You then click on the 'Contact Us' button.

The header also contains our Facebook and YouTube page, as well as a 'donate' button which allows you to make a one-off donation or make a standing order.

The footer



The transparent bar at the bottom of the page is known as the 'footer'. It acts in the same way as the 'header'. It appears at the bottom of every page on our website. It contains website links to the Church of England, Diocese of Chichester and the Shrine of Our Lady Walsingham. You simply click the logos to head over to the site. The 'footer' also contains a variety of quick access links which are shown below.



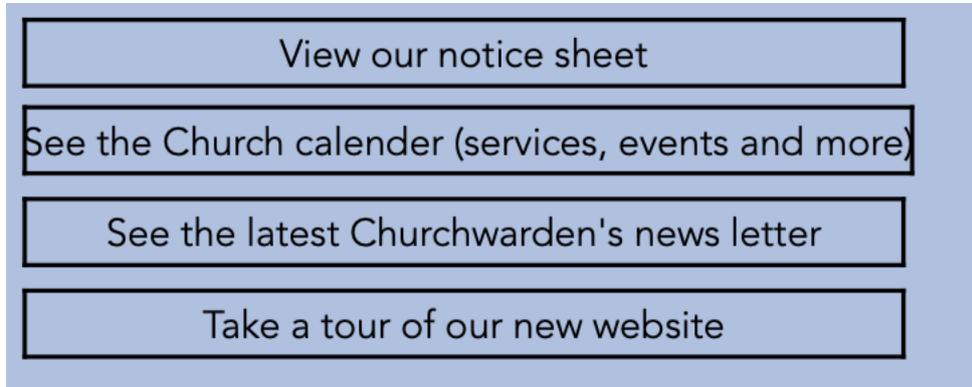


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Home page

You are automatically taken to the home page when you go to our website. This page has a simplistic look that matches the other pages. You can find our welcome message on this page. Below the welcome, there are buttons (below) which take you to important pages on the site.

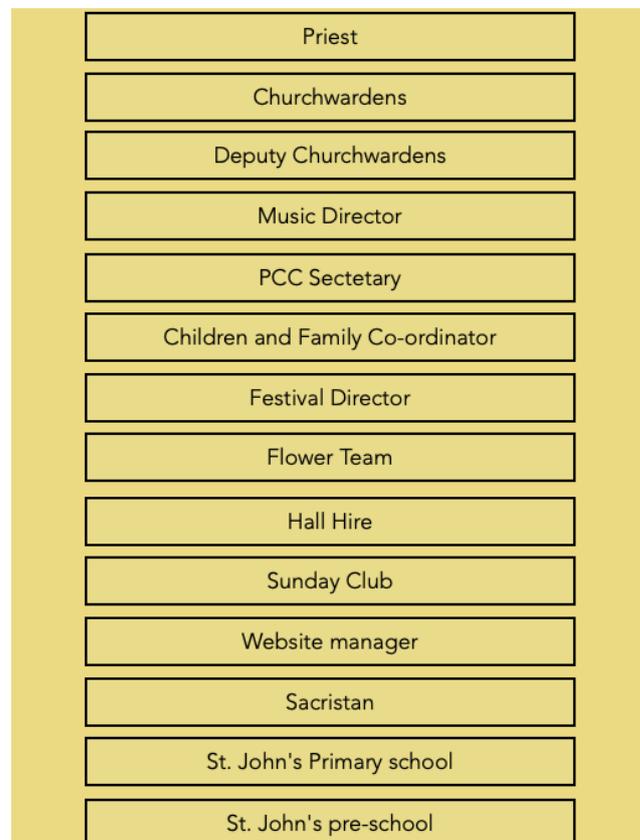


Contact Us page

Our Contact Us page has a new design to help aid our easy-to-use system. When you go on this page, you will see a list of people who you might want to contact. The image below illustrates this.

CONTACT US

Who would you like to contact?





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When you decide who you want to contact, click on their position. For example, if you wanted to contact a Churchwarden, you would click on Churchwarden. This then takes you to their contact details. It includes an email and phone number, so you can choose which one is best for you. There is a button which takes you back to the contact list which is shown below.

[Go back to contact list](#)

Information Board page

Our information board allows us to keep you up to date as well as acting as a guide for navigation around the website. This page is updated regularly, and important information can be found here.

If you would like to add something to the information board, please contact the one of the website managers.

Calendar

The Church calendar button can be found:

- In the 'footer'
- On the homepage
- The information board
- The Worship and Service time page

The calendar gives you a weekly view of what is going on in the Church. It shows services, events and more. Please note, if there are additional services in the week, they are shown on the calendar, as well as the 'worship and service time page'. If you would like to add something to the calendar, please contact one of the website managers.

Gallery

We pride ourselves on our incredible building. The gallery shows off the beautiful features of the Church. If you have a picture you would like to add to the gallery, please do contact Greg (gregorydowler504@gmail.com).

Worship and Service time page

A vital page to the website, that is updated regularly. It contains usual service times, additional service times and information about each service. Additional services are also shown on calendar page.

Service sheets and video Mass page

This page allows you to connect with the Church when you are not able to come, or if you want to rewatch/reread a service. It contains links to videos of the Mass and service sheets to match. Simply click on the one you require. All videos can be found on our YouTube channel.