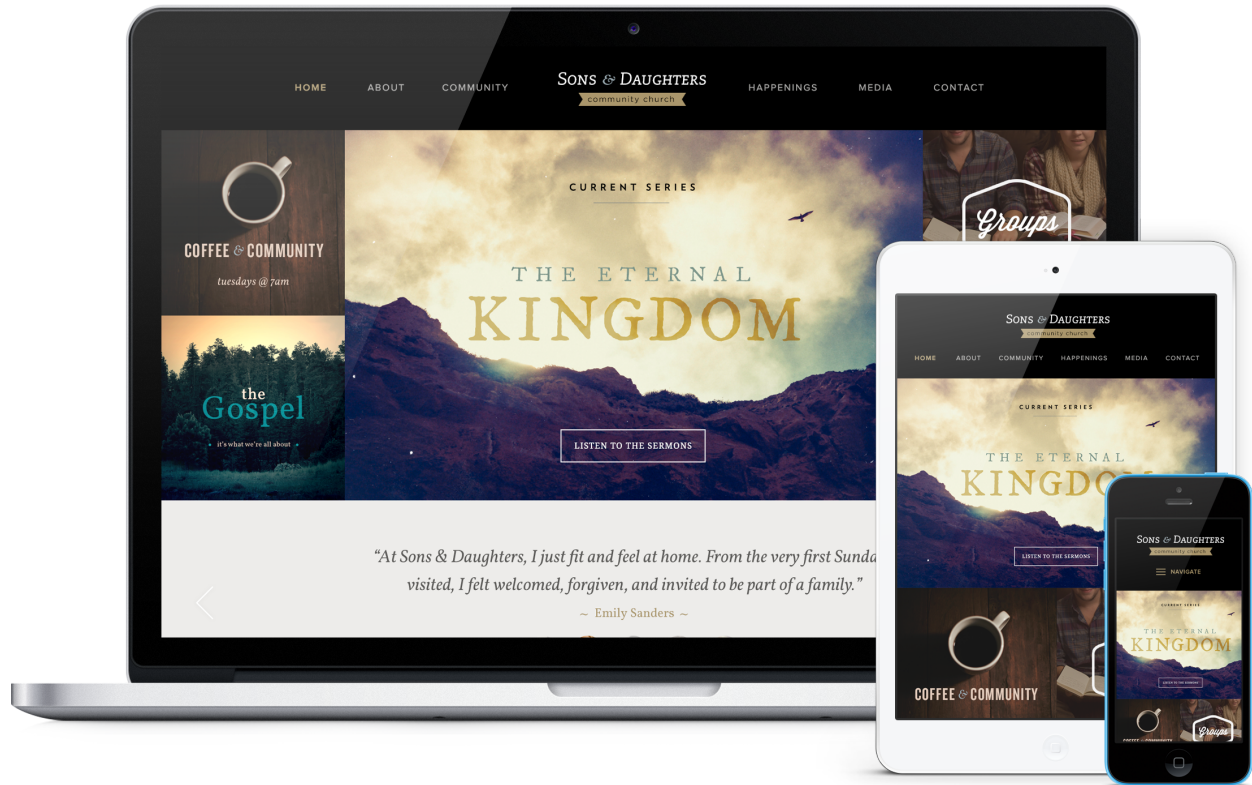


APOSTLE USER GUIDE



Apostle is a super unique, bold, clean, and balanced church website design that features what people are saying to encourage visitors.

Apostle features a graphically unique website layout, featuring an image rotator surrounded by four quick link graphics, member testimonials, and an introduction to the church, with news (blog posts) and events. The scrolling testimonials, and "Get To Know Us" sections enable you to let your church website be the front door to your ministry, giving visitors a glimpse into who you are as a church.

This article will describe the specifics of the Apostle homepage. The main difference between each of our designs is the homepage content and how it's structured. With the exception of the homepage, all other pages (subpage layout, sermons page, calendar, and blog) across all of our current designs have the same functionality.

HOMEPAGE CONFIGURATIONS

Antioch's homepage is very flexible, allowing for many potential homepage combinations based on what you choose to display. Play with the [live demo](#).

IMAGE SIZES

Homepage

- Homepage Rotator: 2500 x 1602 pixels (*see section 4 below*)
- Homepage Quicklinks: 850 x 817 pixels (*see section 3 below*)
- Avatar Quote Photos: 240 x 240 pixels (*see section 5 below*)
- Homepage Video/Image: 960 x 540 pixels (*see section 8 below*)

Other Pages

- Subpage Headers: 2800 x 648 pixels
- Sermon Series: 1000 x 672 pixels
- Featured Blogposts: 618 x 398 pixels
- Featured Events: 310 x 200 pixels

EDITING THE HOMEPAGE

We will install your site running the full, standard homepage. It displays a lot of content, so we've broken it down into sections in this user guide to make it a bit easier to explain.

Header Section



1) Primary Navigation

Go to: Publish > Navigation

The navigation allows for about 6 top level links to pages and an unlimited number of 2nd and 3rd level links. When we install the site there is a “Home” link to the homepage for usability reasons; however, you can remove this link to create create room for another link as needed.

Note: It will be easier to organize your navigation by first creating your pages at Publish > Pages.

2) Header Logo

Go to: Publish > Files

- a. Create a transparent PNG of your logo and name it logo.png.
- b. Go to Publish > Files, and upload your logo file.
- c. Your logo will now appear in the header. If any spacing adjustments are needed, please open an email case by going to *Help Center > Create a New Case* from within the CMS, and we will assist. *Note: you may need to clear your cache to see the new logo appear on your site.*

3) Featured Quicklinks

Go to: Publish > Galleries > Featured Quicklinks

These 4 quicklink images will surround the rotator and can be linked to any page. Recommended image size is 850 pixels by 817 pixels.

4) Rotator Image

Go to: Publish > Rotator

Your rotator images will need to be sized to 2500 pixels by 1602 pixels. Then, add them at Publish > Rotator. You can manage the rotator settings on the “rotator settings” tab.

Text & Quicklinks Section

"At Sons & Daughters, I just fit and feel at home. From the very first Sunday I visited, I felt welcomed, forgiven, and invited to be part of a family."

5




6

GET TO KNOW US

7

Our Mission: "We Love Because He First Loved Us." (1 John 4:19)

This is our mission and our message: We love because He first loved us. God is love (1 John 4:8). He first pours out His love into our hearts through the Good News of Jesus (Romans 5:1-5). Having been given this love as a free gift (Romans 5:15-17), we then pour out our love for our neighbor (Romans 15:1-7).



8

Join us this Sunday for worship at 9:30am & 11:00am

DIRECTIONS LEARN MORE

9

5) Testimonial Section

Go to: Publish > Quicklinks

This section of your website is very unique - you can use it to display multiple images along with text. Here you can add or remove the images and the title (name) and description (text). This area was designed for quotes that are between 20–30 words long or less (150–160 characters max). Recommended pixel size for the images is 240 pixels by 240 pixels. These images are for display purposes only and cannot be linked to pages.

6) Title

Go to: Publish > Widgets > Home Page Welcome Heading

When updating this text, make sure that you use the regular "Paragraph" font rather than any of the heading sizes. This area is designed for 2–4 words.

7) Text

Go to: Publish > Widgets > Home Page Welcome Text

Make sure you use the “Paragraph” font for this entire section. The first line of text will automatically display in a larger font and is designed to be very brief. The second line will display in the paragraph font and can be several lines long.

8) Image/Video

Go to: Publish > Widgets > Home Page Video

Here you can put a video or image to display to the right of your welcome text.

9) Text/Buttons

Go to: Publish > Widgets > Service Times

Make sure the text stays in the “Paragraph” font. For the buttons to function properly, they need to stay in a bulleted list and each item needs to be linked to a page or other URL.

Blog & Events Section



10) Featured Post Listing

Go to: Publish > Posts

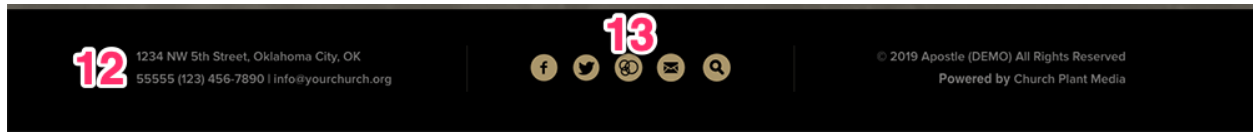
This section will display the next 2 blog posts. Only posts marked "featured" in the CMS will display in this section. To change the title of your blog, go to Publish > Posts > All Blogs and edit the title of your Primary Blog (blog must be set to "Primary" to display on homepage).

11) Featured Event Listing

Go to: Publish > Events

This section will display the next 3 events. The "all upcoming events" link will automatically link to your events calendar. Note: you can control the types of events (featured or regular) that appear in this list by going to Publish > Events > Settings.

Footer Section



12) Footer Contact Info

Go to: Publish > Widgets > Contact Info

Here you can put in your address and phone number.

13) Footer Social Links

Go to: Publish > Social Links

This section allows you to display multiple social media icons in the footer. From here you can edit, add, and arrange different social media links.

QUESTIONS?

Please open an email case by going to our [Help Center](#). Thank you!

churchplant
MEDIA