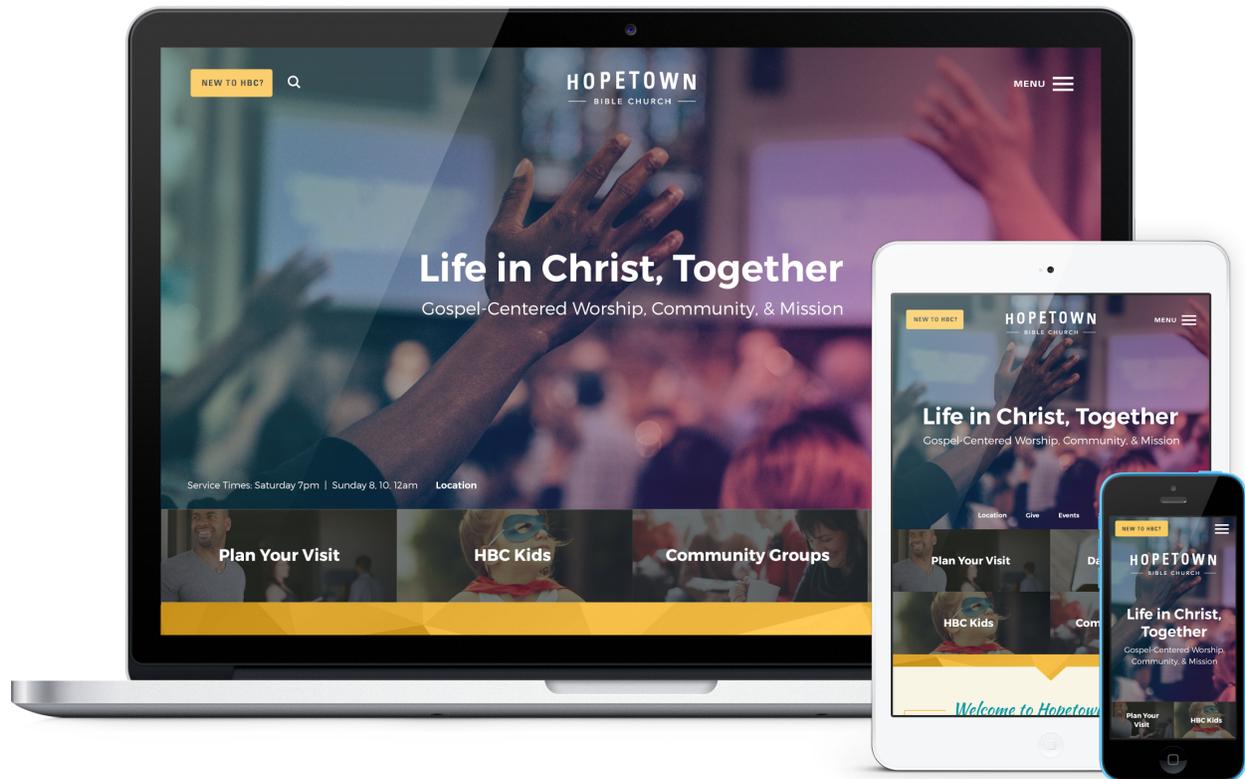


# EPHESUS USER GUIDE



Ephesus is a visually-driven church website design with clean lines and easy-to-use buttons that help to welcome new visitors.

Ephesus begins with a large image or video background that can be set up as an image rotator. With a prominent "New Here" button, centered logo, and mobile-style slide-out menu, this design provides a unique and modern feel for any ministry. Following the header and slogan are 4 text/photo quicklinks, a prominent welcome area, and a listing of 6 featured events with images that keep the eye engaged.

## HOMEPAGE CONFIGURATIONS & DEMOS

Ephesus' homepage is very flexible, allowing for dozens of potential homepage combinations based on what you choose to display.

See [homepage examples](#) and play with the [live demo](#).

## IMAGE SIZES

### Homepage

- Hero Image/Rotator: 3200 x 1570 pixels (*see section 4 below*)
- Hero Video: 1920 x 1080 pixels; keep around 15-20 seconds and around 3-4 MB (*see section 4 below*)
- 4 Homepage Quicklinks: 800 x 316 pixels (*see section 7 below*)
- Featured Event Image: 1080 x 700 pixels (*see section 12 below*)

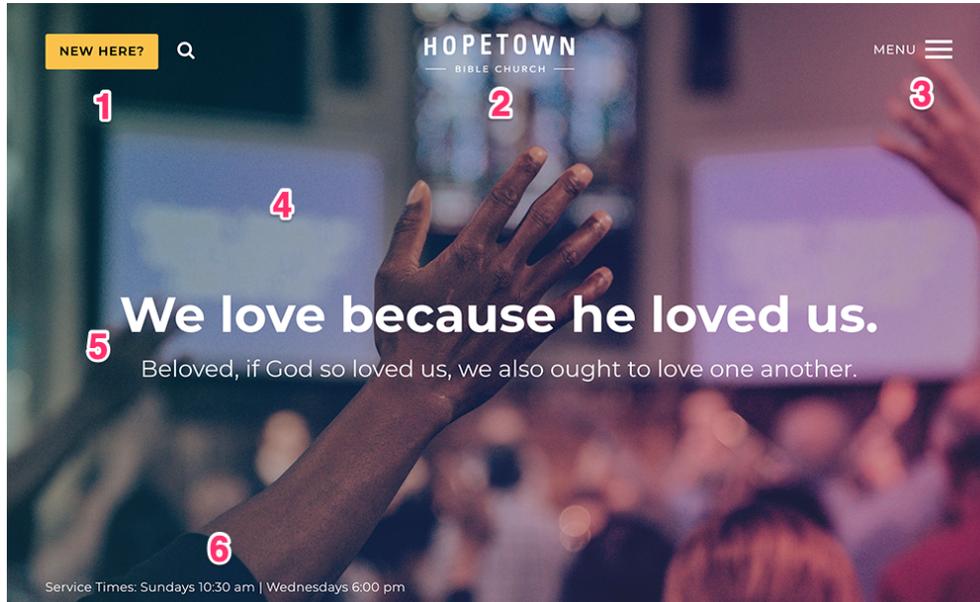
### Other Pages

- Subpage Header Image: 3200 x 1072 pixels (*example*)
- Featured Blogpost Image: 1080 x 700 pixels
- Sermon Series Image: 1080 x 700 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) Homepage Header Button

Go to: Publish > Widgets > Homepage Header Button

You can change the text of the “New Here” button as well as change what the button links to. Although this can say and link to whatever you want, it would be ideal if this button linked to a page that answers all of the questions your visitors might have.

#### 2) Header Logo

Go to: Publish > Files

- Create a transparent PNG of your logo and name it logo.png.
- Go to Publish > Files, and upload your logo file.
- 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) 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.*

### **4) Video or Homepage Image(s)**

On the homepage header area, you can choose between a video, a single hero image, or an image rotator.

#### **Video**

Go to: Publish > Pages > Home > Header Video

Go to: Publish > Pages > Home > Header Image

Please create your video at 1920 x 1080 pixels, around 15-20 seconds in length, and around 3-4 MB in size. Our system will loop (repeat) the video automatically. The video will only show on larger screens, and not on mobile devices. You'll want to make sure and have a 3200 pixel by 1570 pixel “header image” assigned, which will appear in place of the video on mobile devices.

#### **Single Hero Image**

Go to: Publish > Pages > Home > Header Image

This image needs to be sized to 3200 pixel by 1570 pixels.

#### **Image Rotator**

Go to: Publish > Rotator

Your rotator images will need to be sized to 3200 pixel by 1570 pixels. Then, add them at Publish > Rotator. You can manage the rotator settings on the “rotator settings” tab.

### **5) Homepage Banner Text 1**

Go to: Publish > Widgets > Homepage Banner Text 1

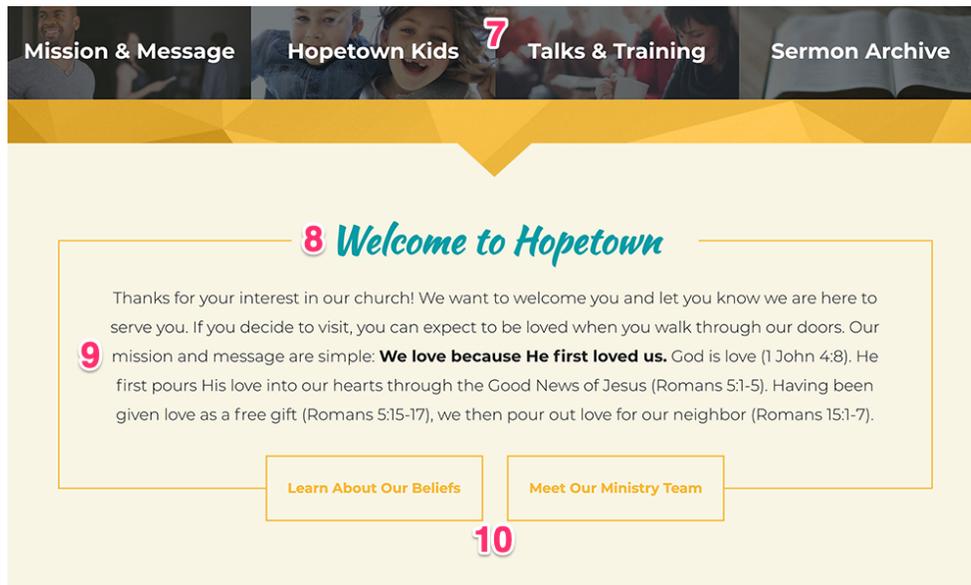
We suggest keeping this text brief. Please keep both lines formatted as paragraph text and so it will display correctly on the site.

### **6) Homepage Banner Text 2**

Go to: Publish > Widgets > Homepage Banner Text 2

Here you can display text in the lower left portion of your homepage image/video.

## Text & Quicklinks Section



### 7) Quicklinks

Go to: Publish > Quicklinks

This design displays 4 quicklinks on the homepage. To change the caption that displays over the quicklink image, hover over the "title" area on the quicklink in the CMS. From there click the "edit" button and change the text. Once you're done be sure to click the green "save changes" button at the top of the page. Make sure the images are sized to 800 x 316 pixels.

### 8) Title

Go to: Publish > Widgets > Homepage Event Area Title

This title will display above the homepage welcome text.

### 9) Text

Go to: Publish > Widgets > Homepage Welcome Text

This design allows you to display a paragraph about your church. Feel free to use this sections to say whatever you need.

### 10) Buttons

Go to: Publish > Widgets > Homepage Welcome Buttons

You can change the text of the buttons and link them to any page.

## Event Section

11

### Happenings at Hopetown

[View All Upcoming Events](#)

12



Christianity 101

APRIL 3 | 6:00pm – 9:00pm



GO Saturday

APRIL 6 | 9:00am – 1:00pm



Bible Study

APRIL 7 | 11:30am – 12:30am



Student Group

APRIL 7 | 6:00pm – 8:00pm



Monday Mom Walkabout

APRIL 8 | 9:00am – 1:00pm



Men's Basketball

APRIL 8 | 7:00pm – 9:00pm

### 11) Title

Go to: Publish > Widgets > Homepage Event Area Title

You can change the text above the Events section in the CMS. This is designed for a very brief phrase that is 3-4 words long.

### 12) Event Listing

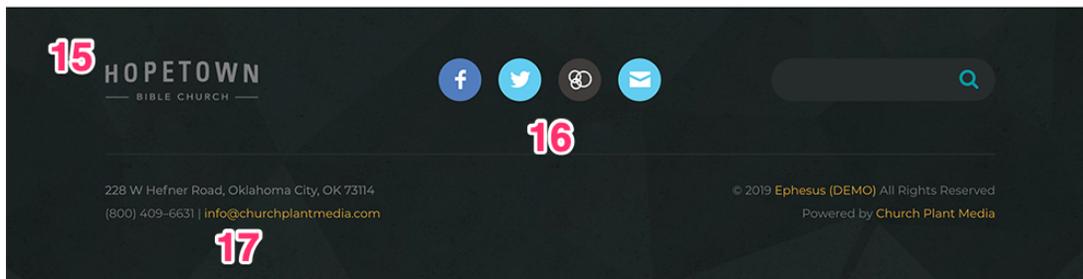
Go to: Publish > Events > Your Chosen Events

This section will display the next 6 events. The “all 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. You’ll want to make sure this event has a 1080 x 700 pixel image set as the “featured image.”*

## Footer Section

**13** Did you know there are 50+ references to the words "one another" in the Bible? Because "one another" is important to God, it is important to us. As a church, we provide a number of different contexts "to love one another."

**14** [How to Connect](#)   [How to Find Us](#)   [For Everyone](#)   [For Women](#)   [For Men](#)   [For Students](#)



### 13) Text

Go to: Publish > Widgets > Homepage Event Area Text

You will need to keep the text in the "paragraph" font to ensure the formatting looks correct.

### 14) Footer Links

Go to: Publish > Widgets > Homepage Event Area Links

The links must be in a bulleted list in order to have them display correctly on the site.

### 15) Footer Logo

Go to: Publish > Files

- Create a transparent PNG of your logo and name it logo-footer.png.
- Go to Publish > Files, and upload your logo file.
- Your logo will now appear in the footer. 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.*

### 16) 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.

## 17) Footer Contact Info

Go to: Publish > Widgets > Footer Contact Information

Here, you can add in your contact information (church address, phone number, etc.).

## QUESTIONS?

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

