Welcome to netAdventist. You now have the opportunity to share a positive church website with your local community and church family. Take some time to think about the best way to build this website so you can share most effectively with both members and those that you hope will, one day, become members.   (For some help in this area I recommend reading 'Decoding the web' at http://www.adventistinfo.org.uk/departments/communication.php. There are some pages you will want the whole world to see. There are other pages that you can set as 'members only' requiring a members log in. These are useful for internal church business. You will have been sent an email giving you your details to log-in. You may have had some training or you may have watched the videos and documentation at: http://www.netadventist.org/documentation.   I would strongly recommend you watch the getting started video.

For most websites we have set you up with a template. This is simply an easier and faster way of getting you going. You can change the template whenever you wish and add or subtract from the information on it.

There is one important area where you will need to make a change which I will explain below:
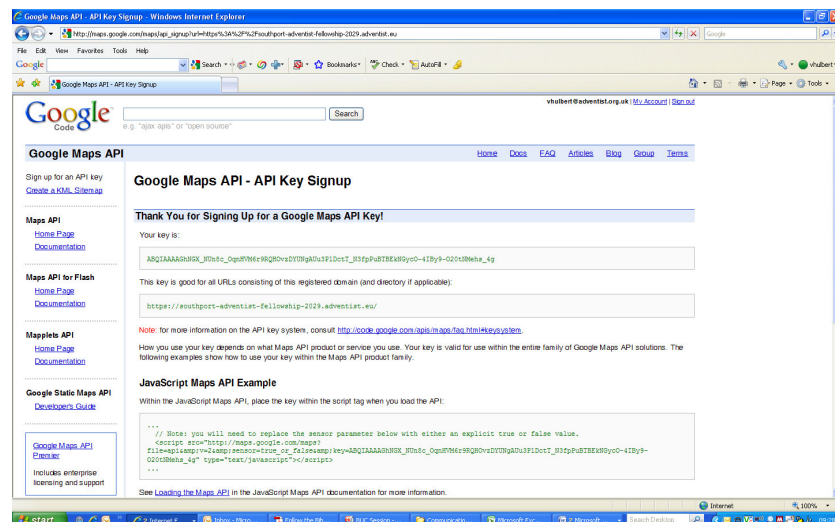**Google Maps.**

For the .uk and .ie websites Google maps works in a slightly different manner. This is because the base site behind our website is actually adventist.eu. To set up your Google map you need to do the following:

1. In dashboard click on 'settings' then 'Google features'.
2. Click on 'Get an api key from google.' Follow the instructions on screen. If you have never done this before you will have to sign up.
3. You need to get 2 API codes.

Generate an API for your churches .eu email address. Eg: https://southport-adventist-fellowship-2029.adventist.eu. This will give you an API code such as you can see in the example below.
Copy this code into the space on your website then click save. Then **also** save this API code into a Word document.

4. Generate a second API code based directly on your church address. Eg. http://southport.adventistchurch.org.   Also save this into your Word document. Make sure you label which is which.

Google maps

To use google maps, a special component called an api key needs to be installed from google.
Note: Google Maps will not work on your website if you don't install an API Key
What are google maps?

To set up google maps on your website you will need to do the following:

1. Go to the Google website and get an API Key (It's free!)
   Get an api key from google.

2. Paste your api key below:
   ABQIAAAAGhNGX_NUn8c_OqnHVM6r9RQHOvzDYUNgAUu3PIDctT_N3fpPuBTBEkNGycO-4IBy9-O20tf

Save Cancel

5. Click on 'website pages' then in the left column select 'Google maps'

6. If you are using the BUC template you will see the BUC Google map there. Delete it then click on 'Add new Google Map'.

7. **IMPORTANT:** Add your postcode or address to the address bar and **click refresh map** BEFORE you click on save. (There is currently a bug here. If you click save first you will then physically have to drag and drop the cursor from North America to your exact street location.) You can use the 'hybrid' view to actually show your church building and drag/position the cursor exactly where you want it.

8. Add an address or description that you want in the bubble.

9. Click save.

10. Go to 'contents pages' and select 'directions'.

11. Delete the 'google map preview' which will have gone blank anyway.

12. Click on the 'Google map chooser' icon in the toolbar and select the map you have just made.

13. Select the map then click on the 'insert/edit image' icon (looks like a tree) and then choose the following options: alignment left, border 1, vertical space 3, horizontal space 3. Click on update.

14. Change the other information on the page and click save.

15. NOW, go back to 'settings' then 'Google features'. Copy the API code from you *.org.uk web address into the API box. Save, then log out of the site and check that it is all working.

16. NOTE: You have to be logged out to see google map work now but that is where visitors will be who come to your site.

The above is not as complicated as it seems. However, it is probably the most difficult area of the website. If this is a problem for you then just tell us and we will set it up for you.

We hope this information gets you started sucessfully. Please read the online guides or watch the videos. We are in the process of developing a full start up guide for you but this may take some time. In the meantime, if you have a problem please contact your Conference Communication department or the BUC Communication department.

Victor Hulbert. 11 May 2009.