

## FAQS : UUCANTONNY.ORG

Perplexed by our church website? Haven't tried it yet? Maybe these "frequently asked questions" are *your* questions. We hope the answers will lead you to an exploration of the website. It's really a wonderful, easy-to-use resource even for those of us who feel technologically challenged. If you run into problems or have your own special questions, please be in touch with Outreach Committee. We want to help!

### ***How do I get to the website?***

Simply type [www.uucantonny.org](http://www.uucantonny.org) in the search box in your browser or Google Unitarian Universalist Church, Canton, NY. You can also link directly from the weekly e-news sent from the church office. The home page with church photos at the top will appear. The home page contains current information (important news, week's activities, upcoming Sunday service, etc.). On the left side of the home page is a dark blue column, the navigation bar or banner, which you use to get to additional info from the website.

### ***How do I use the navigation bar?***

A single click on a topic listed in the blue navigation bar takes you to that topic. For example, clicking "About Us" gives you an introductory page "about us" **and** opens four sub-topics in the navigation bar, which you can, in turn, click on.

### ***Why are some words in blue rather than black print?***

Usually words in blue are a link to more information. Move your cursor over the blue words and click on them to access the information. For example, if you click on "Staff and Volunteers" in the navigation bar, the page of information that appears will have lots of blue phrases: *church committee, choirs, Religious Education, UShare Gardens, Minister David Blanchard*. Clicking on each one of those takes you to pages that tell you lots about our church!

### ***What if I want to return to an earlier topic?***

The easiest way to get where you want to go is to use the navigation bar. Keep clicking until you reach the right place. You can also use the back and forward arrows at the top of your toolbars, but remember, they take you *back* to the exact page you just looked at.

### ***What are Downloads?***

Downloads are documents that are "filed" on the website. Most of them are linked from pages within the website, but you can also access them by clicking on any document or file you want (click the blue print, not the icon) and then clicking on "open" when the instruction box appears. After clicking on "downloads," scroll through the list to see all the information "on file" for your use. Downloads are usually archival: written records of what has already happened. You can find Church Council agendas and minutes for the entire year and newsletters back to January 2009! On the other hand, you can also find lists of current teachers under RE and tips about how to use eggplant in the UShare files! Schedule some time for good reading or research with Downloads!

### ***Where can I find photos?***

Photo "albums" can be accessed from the blue navigation bar as well. You will need to scroll down to find the most recent albums and photos (an unfortunate quirk of our system that we're working to fix!).

### ***What if I can't figure it out?!***

Contact webmasters Carol Pynchon or Jim Rudd. Also, join us for a before or after church website tour in the Social Room on Sundays in January. The website is chock full of great stuff – we want to be sure you can find it!

## GETTING/SHARING CHURCH NEWS

Following is an overview of church communications tools and how you can get information into them – and from them. Please contact any member of the Outreach Committee if you have questions or suggestions.

### Newsletter

- The newsletter features church and church-related news and information for the month from staff, church leadership, committee chairs, etc. Included are listings of Sunday services, speakers, and volunteers, and also a monthly calendar.
- The newsletter is prepared and sent monthly; you may receive it by regular mail or e-mail and it is also posted on the church website.
- Material for the newsletter is reviewed by the newsletter editor and edited/included as space permits.

**Deadline:** Monthly, the 20<sup>th</sup> of the month preceding the month of publication

**Send information to:** office@uucantonny.org

### E-News

- The weekly electronic news update includes brief church and church-related news and information for the coming two-week period.
- E-news is sent on Wednesday afternoons to anyone who has provided an email address and requested to be added to the e-news list.
- Submissions for the e-news should include basic who, what, where, when information, and contact information when possible. If there is extensive information, please provide a link to another source (or we can add information to the church website and link from the e-news). The goal is for each news item/announcement to be three to four lines long.

**Deadline:** Weekly, Wednesday, no later than 10 a.m.

**Send information to:** office@uucantonny.org

### Order of Service

- In addition to details of the Sunday service (provided by the minister, music directors, and Worship Committee), the weekly bulletin includes announcements of church and church-related events coming up in the next week and reminders about newsletter deadlines, pledge payments, church office hours, etc.
- The o/o/s also offers a preview of the service and schedule for the following Sunday.

**Deadline:** Weekly, Thursday, no later than 10 a.m.

**Send information to:** office@uucantonny.org

### Website

- The website includes more extensive information about events, activities, programs, initiatives, committees, groups, etc., as well as photos of church members/friends, activities, and functions.
- The church website is administered and overseen by the Outreach Committee, and information is reviewed and added to the website at the committee's discretion.

**Send information to:** Carol Pynchon, Outreach Committee Chair, tpynchon@twcnny.rr.com

### Press

- The Outreach Committee will prepare news releases, with photos as available, to submit to the local media, *UU World*, and any other suggested media outlets.
- Information must be submitted *at least* two weeks in advance of scheduled events (for local publicity). Completed articles may be submitted or OC members will write articles based on information supplied.

**Send information to:** Carol Pynchon, Outreach Committee Chair, tpynchon@twcnny.rr.com

### Kiosk

- Notices, flyers, newspaper articles, photographs, etc., about events involving church members and friends can be placed on the kiosk in the Social Room. The Congregational Administrator periodically reviews materials on the kiosk and removes outdated items.