

WEBA Website

How to edit your church listing at www.webassoc.org.uk/directory

1. Choose someone from the church leadership team to be responsible for updating the listing.

This could be the secretary, administrator, or minister, or it could be the person who updates the church website (although only basic IT Skills are necessary).

2. Register as a site user

Go to www.webassoc.org.uk and click 'Register' at the very bottom right hand corner of any page. Enter a user name and email address and you should then receive an email giving you a password.

If you prefer, you can email the WEBA office and ask us to set you up as a user. We will send you a user name and password.

3. Log in as a site user

Go to www.webassoc.org.uk and click 'Register' again at the very bottom right hand corner of any page. There's a log in option at the bottom – enter your user name and password here.

(This may take you to your profile page, but don't worry too much about entering all the details this asks for – just enter your full name. You can also change your password on this page.)

4. Find your church listing

Go to the directory page (<http://www.webassoc.org.uk/directory>) Search for your church name. If the listing comes up, **click on the church name to go to its full page.**

5. Claim your church listing

If you're logged in, there should be a little orange flag that says 'Claim this Listing'. This will take you to a new form. While anyone can register on the site, you need approval to edit a church listing. In the comment box, please tell us which church you are in membership with and what your role is, if any. If you are not the minister, secretary, administrator, or treasurer, we will contact one of them to check that you are authorized to do this. When your details are complete, click 'Submit Claim'.

6. Edit your church page

You will receive an email from us confirming that you are authorized to edit your church listing, with a link to the listing page. Move your mouse

across the page (about an inch below the blue line) and three small icons should appear. The middle one – a tiny pen and paper – is the ‘edit’ button. Click on this to open the editing view. Here are some tips for editing:

- **Church name/Alternative name** – use both if people might use two different names to search for your church, eg *Stroud Baptist Church* and *John Street Baptist Church*.
- **Location** – you can use the ‘find on map’ and ‘get from map’ tools to make the address we have for your church more accurate or detailed, or you can choose to enter the address manually. Be sure to include a postcode so that you appear on the search map.
- **Categories** – this is your church’s cluster listing – churches have some say about which cluster they are part of, but don’t change this without checking with both your minister and us at WEBA.
- **Contact Info** – check with your church leadership team which contact info will be most useful for the public to contact your church. **Don’t add any personal phone numbers or email addresses without the consent of the person involved.** Be very careful about including any personal email address on a public website, as it could expose that account to spam.
- **Additional Info** – this is your church’s opportunity to let people know what kind of worshipping community you are, even before they visit your own website. Remember that people thinking of moving to the area, and spiritual seekers looking for a church, may narrow their search based on what they read here!
- **Photo** – Click browse to select an image stored on your computer. I would recommend using a jpeg file that is less than 100Kb so that the page loads quickly. Photos can be of your church building, a church activity, a group photo, or a church logo. Think about what first impression you’d like to give.
- **Church statistics** – These are extra fields which will not show on the website, but will help us keep a record of your church and its growth. Regional Ministers find these records especially useful when they work with a church in pastoral vacancy, or as part of a mission consultancy process. The numbers are exactly the same as those on the BUGB annual return, and the two sources of information will eventually be combined on our database. If you can either copy over or estimate these figures, that will help us to help you in the longer term. If you can’t, just leave them blank for now.

7. Save your changes

When you’re finished, remember to click ‘Save Changes’ at the bottom of the page. You can make further changes at any time by logging in to the site and finding the ‘edit’ button on your church listing.

If you experience difficulties with any of the steps above, please contact Ruth at office@webassoc.org.uk. We will happily do any or all of the steps on your behalf.