

ST. EDNA

Web Site Training

November 2012

The screenshot shows the website for St. Edna Catholic Church. The header features the church's name, navigation links for Mass Times, Maps & Directions, Bulletins, Donate, and Contact Us, and a search bar. A sidebar on the left lists various parish activities and resources. The main content area includes a large 'Welcome.' banner with a church interior image, followed by several event announcements: CFM Picnic, Labor Day, Car Show/Food Drive, Volunteer Appreciation, Newcomers Welcome, and Christian Family Movement. On the right, there are three promotional boxes for 'Bringing Our Vision to Life', 'Year of Sunday Mass', and 'Catholics Come Home.org'. A 'Full Calendar of Events...' link is also present. The footer contains the church's address, phone number, and additional links.

ST. EDNA
CATHOLIC CHURCH

Search St. Edna

Mass Times | Maps & Directions | Bulletins | Donate | Contact Us

Our Parish
Pastor's Message
Worship
Human Concerns
Faith Formation
Parish Life
Ministry Index
Stewardship
Leadership Councils
Join Us
Becoming a Catholic
Join St. Edna
Useful Links

Vision for the Future

St. Edna Catholic community desires to live as a reflection of who Christ calls us to be by welcoming all in Charity, Justice and Hope.

Welcome.

CFM Picnic
Sunday, August 26, 2:00pm – 5:00pm
59 Darlington Drive, Hawthorn Woods
The Christian Family Movement would like to invite everyone to join us for food, games and the opportunity to explore the impact CFM can have on your lives.

Volunteer Appreciation
Saturday, September 8, 7:00pm
Rectory
Please join us for an evening of appreciation and allow us to say "Thank You" for your service to St. Edna Parish.

Newcomers Welcome
Monday, September 9, 10:30am
Community Room
Please join us if you are interested in becoming a member of St. Edna Parish.

Christian Family Movement
Consider CFM in your life. Small groups meet once a month to reflect on our spiritual journey and to share our family experiences.

Full Calendar of Events...

BRINGING OUR VISION TO LIFE
St. Edna Catholic Community

Year of Sunday Mass

CATHOLICS COME HOME.org

CHICAGO PRIEST

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Contact Us | Privacy Statement | Site Map

Agenda

- 8:00a WiFi Setup, Coffee, Donuts
- 8:30a Introduction and Basic Concepts
- 9:15a Working Session – Part 1
- Break
- 10:15a Advanced Topics
- 10:45a Working Session – Part 2
- 11:15a Conclusion and Next Steps

Page Structure

- Header
- Nav Bar
- Content Area
- Footer

Page Types (Content Types)

- Used to Control Layout of Content Area
- 4 Types
 - Home
 - Commission
 - Ministry
 - General
- Home Page Layout is Unique.
- Commission, Ministry, and General all have same basic layout

Page Layout (Commission, Ministry, General Pages)

- Each Content Area consists of
 - Page Title
 - Page Overview
 - Main Content
 - Page Image
 - Page Links
 - Featured Content (Upcoming Events)
 - Secondary Content

[Our Parish](#)
[Pastor's Message](#)
[Worship](#)
[Human Concerns](#)
[Faith Formation](#)
[Parish Life](#)
[Stewardship](#)
[Leadership Councils](#)
[Join Us](#)
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[Vision for the Future](#)

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 of who Christ calls us
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Snack Theatre Ministry

The St. Edna Snack Theatre ministry is made up of approximately 30 adult cast members and over 100 additional behind the scenes volunteers. Our main event is our spring parish musical, a musical review featuring our cast members in a variety of songs and dance.

Spring Musical – Hooray for Hollywood



Fri, May 20 – 7:30p
 Sat, May 21 – 7:30p
 Fri, May 27 – 7:30p
 Sat, May 28 – 2:00p Matinee
 Sat, May 28 – 7:30p

Hurley Center Basement

This year's spring performance will feature a variety of songs and dance from various movies and musicals. Join us as we take you on a nostalgic journey through the most popular movie musicals of the last 50 years. Come see our cast of singers and dancers perform the greatest song and dance from the greatest movies-live!

Tickets - \$13 per person.
 Includes admission to performance & table snacks. Cash Bar for beer, wine, soda & water.

Tickets on sale to the parish the weekend of April 30-May 1 after mass and will be available for pickup the weekend of May 14-15 or at the door the night of the performance.

Approximate Run Time: 2 hours 15 minutes

Ticket Information/Purchase

Cindy Falk • 847.337.6036 • cafalk@comcast.net

[Download the Ticket Form](#)

Volunteer Information

Tomi Gaudio • 847.999.9999 • tomi@email.com



[Photo Gallery](#)

Upcoming Events

January 16, 2:00p (Sunday)
Spring Musical Practice
 Hurley Center Basement

February 13, 2:00p (Sunday)
Spring Musical Practice
 Hurley Center Basement

March 13, 2:00p (Sunday)
Spring Musical Practice
 Hurley Center Basement

April 10, 2:00p (Sunday)
Spring Musical Practice
 Hurley Center Basement

May 15, 7:30p (Sunday)
Spring Musical Dress Rehearsal
 Hurley Center Basement

[More Upcoming Events](#)

Join Us

If you are interested in joining this ministry, please contact [Jenni Falk](#)

- Our Parish
- Pastor's Message
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- Human Concerns
- Faith Formation
- Parish Life
- Stewardship
- Leadership Councils
- Join Us
- Useful Links

- Vision for the Future

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1 – Page Title	
2 – Page Overview	4 Page Image
3 – Main Content	
	5 – Page Links
	6 Featured Content (Upcoming Events)
	7 Secondary Content

Accessing the Live Site

- URL for Our Site
<http://www.stedna.org/>

Drupal Overview

Working Session – Part 1

- **Objectives**

- Show final page "sample/commission".
- Each of you will have your own training page to play with – more later.
- We will all go step by step.

- **Download Content for This Session**

- Go To This Page: <http://www.stedna.org/webDocs>
- Go to the “Training” section at the bottom of the page
- Open the “Sample Content Document” in another tab (or save the PDF to your PC).

Working Session – Part 1

- **Logging Into Drupal**
 - URL: <http://www.stedna.org/user>
 - Your user id: <first-initial><last-name>
 - Your initial password: stedna17

Working Session – Part 1

- **Changing Your Profile Information**
- **Viewing/Editing Your Training Page**
- **Edit Page Title**
- **Edit Page Overview**
- **Edit Main Content**
 - Adding the Text
 - Adding an Image
 - File: `web/images/Training_SantaClaus.png`
- **Edit Page Image**
 - File: `web/images/Training_SampleCommission_Main.jpg`

Working Session – Part 1

- Create the Page Links
 - Add an internal link called "Parish Life Ministries" and link it to: Parish Life Ministries page
 - Add a url link called "Google" and link it to: www.google.com
 - Add an email link called "Email Us" and link it to: <your email address>
- Edit the Featured Content (Upcoming Events)
- Edit the Secondary Content (Commission Members)
- Page Description and Page Keywords Fields
- Page Notes Field
- Review Pages

Break

Advanced Topics

- **File Directory Structure**
 - File Naming Conventions
- **Images (Pictures)**
 - Uploading Images
 - Images Guidelines
- **Documents**
 - Uploading Documents
 - Creating a Link to a Document
 - Document Guidelines - PDFs

Advanced Topics

- **Miscellaneous Topics**

- Creating Links to Other Pages
- Creating an Email Link
- Creating a New Page
Everyone Can, But Don't – Ask Me!

- **Web Site Documentation**

- Go To This Page: <http://www.stedna.org/webDocs>

Working Session – Part 2

Conclusion and Next Steps

- **Site Ownership and Responsibilities**
 - Primary and Secondary Editors
 - Sponsors
 - Responsibilities
 - On-Going Training – How to Handle?

Conclusion and Next Steps

- **Final Site Features (TBD)**
 - Calendar Page and Upcoming Events
 - Automatic Generation of Ministry Index Pages
 - Photo Gallery
 - Improved Security
 - Blog Content Type