

East Cheshire Area Quaker Meeting website

Posting on the website

The East Cheshire Quaker Meeting website is located at the following url.
<https://www.eastcheshirequakers.org.uk/>

The structure of the website

The website has the following main pages which are accessed using the tabs at the top of the screen.

1. **The home page** which contains a general welcome and links to postings which are considered to be of general interest to anyone accessing the site. Links to postings appear on the site in reverse chronological order of the date of posting with the most recent on the home page and earlier ones on later pages. There are links to pages containing information about Quakerism, to a page containing links to other Quaker organisations, and to a page containing documents useful in the running of the Area Meeting.
2. **Who are the Quakers?** which contains links to several postings of information about the faith and practice of Quakers, and also to a video about East Cheshire Quaker Meeting.
3. **Area Meeting** which contains information about the activities of the Area Meeting. Postings of interest to the whole Area Meeting appear here in reverse chronological order of posting following a general welcome posting which is pinned to the top. There are links to
 - a. **Diary** showing past and future events relevant to the whole Area Meeting,
 - b. **Minutes** for minutes of Area Meeting Business Meetings (with names of young people and all addresses usually redacted),
 - c. **Contact Us** which provides the contact details of a Friend for more information about the Area Meeting (usually the assistant clerk).
4. **Find a Meeting Near You** which provides links to the home page for each local meeting in East Cheshire Area Meeting. Each local meeting then has a home page structured in much the same way as the home page for the Area Meeting with links for the local meeting diary, local meeting minutes and contact details for some in the local meeting. When you access the local meeting diary you have the option of including events in the Area Meeting diary. There is an additional **Find Us** link going to information about the location of the meeting place for the local meeting and travel information.
5. **Contact Us** which goes to the contact details for the Area Meeting as in 3(c) above.

Everything on the website is public and there is no restricted area.

Posting on the website

To post on the website it is necessary to login and to do this you will need a username and a password. This can be obtained from Taylor Giacomini who can be contacted by email at taylor@mynameishardtospell.com.

To login go to <https://www.eastcheshirequakers.org.uk/user> and enter the username and password. If you have forgotten your password there is a link to request a new one. Once logged in you may change your password by accessing your account by clicking on your name at the top right of the screen. The tab for logging out also at the top right.

Once you have logged in you can post to the website using the tabs at the top of the page.

1. **Post** This is for postings of information to the website not relating to future events, so it might be general information about Quakers in your meeting or a report on a recent event. The posting will appear on a local meeting home page and/or the Area Meeting home page and/or the website home page as you direct.
2. **Event** This is for postings about future events. A posting is generated as above but, in addition, the event will appear in a local meeting diary or the Area Meeting diary as you direct.
3. **Minutes** This is for local meeting and Area Meeting minutes. Since the website is public these should be redacted to remove information such as addresses and names which should not be public (in particular names of children and young people).
4. **PP Newsletter** This is for Peace Pathways newsletters but I am not sure that it has been used.

These are all structured in much the same way. The following describes Post and Event postings. The other two are similar but have fewer headings.

- **Heading** which provides the main title on pages where links to the posting are posted.
- **Date and Time** (only for events) which is for the date and time of the event. You need to give a finishing time and if you do not know this then just estimate. Avoid using the 'repeat' box. This information will be included in the posting but will also determine where the heading of the event appears in the diary.
- **Location** (only for events) to give the location of the event.
- **Description** This is for the main text of the posting. There are icons at the top of the box providing a certain amount of formatting which are similar to the icons used in Word. If you want to copy some text into the box you can do this using the mouse or other keys as usual; a supplementary box will open as you do this but it should be clear how this works: when you see the text in the box just click on OK.
You can include a photograph in your posting using the 'add media' icon. You then are able to search for the photograph you wish to upload on your computer. After you have uploaded it you can adjust the size and position of the photograph by right clicking on the photograph and experimenting with the settings.

You can include a link to a webpage by simply typing the url – a link is automatically generated. Similarly, you can include email addresses which will generate a link to sending an email to the address

- **Summary** This is the text which will appear along with the heading on the pages where links to the posting are posted. You need to think what is most useful here. For an event it may be the time and place of the event and who might be interested in the event.
- **Attachments** (only for posts) This allows you to upload documents to go with your posting. Links to the documents will be included in the posting.
- **Teaser Image** You can upload an image to go on the pages where the links to the posting are posted along with the Heading and the Summary. If nothing is done here then the default is the Quaker 'Q' logo.
- **Which Meeting** You should just choose the one which indicates the primary location of the posting. For an event this determines which diary your event appears in. The 'Peace Pathways' option puts the link on the Peace Pathways page but at the moment there doesn't appear to be a link to this page so it hard to find!
- **Who would be interested in this?** This determines where the links to your posting will appear. If for 'everyone' then the posting appears on the website home page, if for 'almost everyone' then it appears on the Area Meeting home page and if 'probably just Friends' it is just on the Area Meeting or local meeting home page as appropriate.
- **Children and Young People** (only for posts) This allows you to tag your posting as being of particular interest to children and young people but at the moment I cannot see any links to a children and young people's page so this is work in progress.
- **Other criteria** (only for posts) This allows you to post things into special places. Best avoided unless you are certain than the posting should be in the special place.

Don't forget to save as you go along if you are experimenting a bit. You can preview your post; the preview functions gives first of all what will appear on the home page, followed by the post, and then below this you have the material setting up the post which you can edit and preview again if you are not content. You can then preview again or post. Previewing does not save your posting. You can still edit your post after you have posted it by using the 'edit' function when you are logged in. Editing includes the option of deleting the post (at the bottom) but once it has gone it has gone. If the posting refers to something which is no longer available then it may be appropriate to leave the posting as a record of past activity but edit it to make clear that it is no longer available.

PJE 25 August 2020

Please send errors, omissions, queries to peter@eccles.me.uk