

netAdventist 3.0 Transition Guide for sites in North America



Adapted by netAserve from the SPD Web Ministry
(revised Jan 14, 2009)

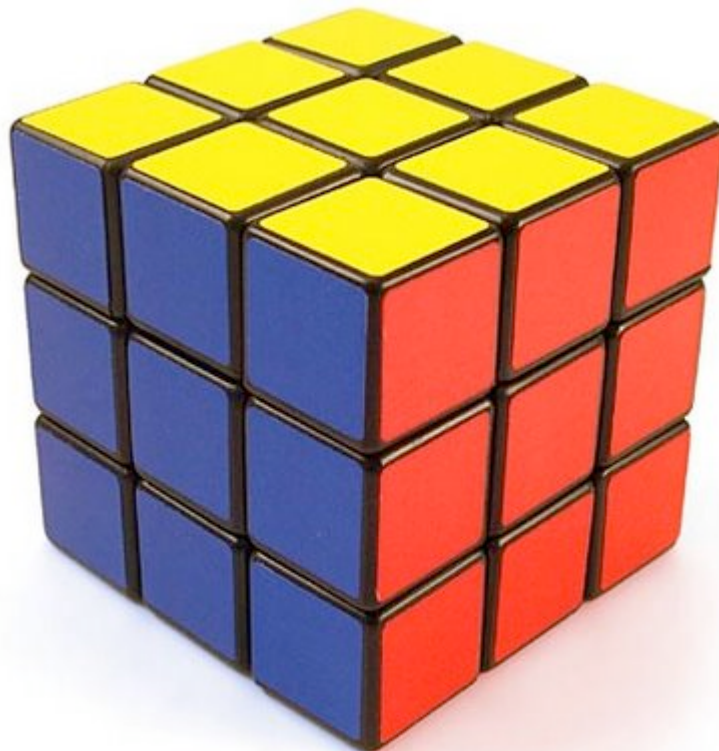


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. . . Solving the web puzzle.

The essentials for moving from netAdventist 2.0 to 3.0

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Introduction to this Guide:

This guide was originally developed by the Web Ministries department of the South Pacific Division and has been adapted to fit the deployment of netAdventist through the various servers within North America. Many thanks to the folks in the South Pacific Division for your efforts on this guide.

Welcome to netAdventist 3.0

The much anticipated update of netAdventist 3.0 has arrived! This new improved version will not only assist your individual site, but the web presence of our church across the world.

This guide is designed to help transition users of the original netAdventist 2.0 into the more powerful and flexible 3.0. We will also point out the differences between the versions and where things may need to be tweaked in your 3.0 website.

This new version will require some relearning of how to do tasks – but it will all be for a long term benefit.

More thorough tutorial and help resources are available at <http://www.netAdventist.org>. Keep an eye on this website for technical support, information on updates and more. If you are not already on our monthly eNewsletter list, sign up on our website to keep up-to-date with the latest developments of netAdventist and general web trends.

We're really excited by this new version, hopefully you will be too after you experience it. If you find any bugs or have any suggestions regarding netAdventist, do let us know via our website and we'll try to accommodate all requests.

Enough said, let's get into it!

Migration Timeline

There will be a time of transition between the two version of your website as follows:

1. Your site has been migrated according to the schedule posted at <http://www.netAserve.com>.
2. The various servers have different dates for when the transition process must be completed and the old v2 servers will be shut down. Please consult your hosting provider if you have any questions as to when this will be.

The netAdventist Software

1. The netAdventist software (v3) is offered to all entities in the Adventist Yearbook.
2. There is no fee for sites being created.

3. A range of site design templates are on offer but if you require a unique design you can create your own, or contract someone with the appropriate skills to create one for you. Custom designs can also be created for you by netAserve.

4. You may suggest bug fixes or feature requests using the form list on the home page at <http://www.netAdventist.org>.

Training & Support

a) The General Conference offers Training and Support materials on their website at: <http://www.netAdventist.org>

b) Your Union or Conference may offer seminars. Check with your local Conference or Union office.

c) netAserve was created specifically to support sites in maximizing their use of netAdventist by offering email, chat, and toll-free support services. Visit netAserve at: <http://www.netAserve.com>
<http://www.netAserve.com>

Content

In using the netAdventist software you agree to:

- accept full responsibility for the content which is displayed on the website in the areas under my control;
- make sure that all content I upload does not breach copyright and if it's copyrighted, has the approval to be replicated;
- accept that the System Administrators of your server, reserve the right to remove unacceptable content including, but is not limited to content that:
 - goes against the theological teachings of the Seventh-day Adventist church, or
 - contains discriminatory information, illegal activity, obscene and/or adult content.
- Use an appropriate and professional design theme which includes in the footer "provided by the Seventh-day Adventist Church and netAdventist © copyright 1999-2008 / All Rights Reserved / Terms of Use / Privacy Policy" ("Terms of Use" and "Privacy Policy" link to the system default web pages: yoururl.com/terms and yoururl.com/privacy)

Privacy

In using the netAdventist software you agree to:

1. Be clear when you collect personal information from the users of your website.
2. Only use personal information supplied by users in accordance with the laws of your land and the Privacy Policy on your website. This means that you may use personal information for the purpose it was collected, as disclosed to you at the time of collection.
3. If you want to use this information for any other purpose, you need to first seek consent unless that is not required by law.
4. Only use or disclose personal information to:
 - supply user with goods, services or information they have requested;
 - meet any legal requirements.
5. Take all measures to make sure personal information is secure and unauthorized people do not have access to this information.

Terms of use

Unless expressly stated otherwise, the Electronic Services are provided solely for the non-commercial use by local churches and other entities of the Seventh-day Adventist Church. You must only use our Electronic Services for that purpose. Please contact us if you would like to place a link to any part of our website. Any link you make to any Electronic Services must be in a way that presents the service as we intended. You must not directly link to, frame or manipulate the material contained in an Electronic Service or disguise its origin or ownership.

Make sure that all content upload does not breach copyright and if it's copyrighted, has the approval to be replicated.

Any personal information, e-mail addresses or other electronic addresses provided in or accessible through the Electronic Services must not be harvested for use in another database or used to send commercial electronic messages or be placed on any e-mail distribution list.

Transition Checklist

- **Reinstate your home page** (See Chapter on Home page reconstruction later in this handout)
- **File Check** - Check all important Video, Flash, Audio and documents files came across from 2.0 and can be found in the file library.
- **Setup your site settings** (See Chapter on Site Settings page later in this handout)
- **Relink all internal links** - Links that were on individual pages and linked to other pages in your site will incorrectly go to your 2.0 URL. (see tips below) But links on your main menu or links to external sites should still work.
- **Image location fixing** - Change all image location references to the 3.0 URL, not the 2.0 URL. You will be able to see the image but it is probably on the 2.0 server so will disappear when it is turned off. Your image should have copied over so is physically present on your 3.0 site – you just need to find it with the photo chooser button in the text editor and insert it.
- **Recreate your menus** (See Chapter on Main Menus later in this handout)
- **Recreate your forms** (See Chapter on adding Forms later in this handout)
- **Check all content pages** Custom Layouts are complete and look appropriate. (See Chapter on Home page reconstruction later in this handout)

Some Tips and tricks

- **Menu Links:** If a link in your main menu is highlighted a different color it probably means it is not linked correctly to anything.
- **Format Style:** Utilise the format style in the text editor to make your website consistent and future website style changes easier
- **Multi Tabs:** Use multiple browser tabs or windows to have several Dashboard locations and your live site opened at one for faster dashboard navigation.
- **Templates:** Grasp how templates work and think about how you can best use them on your site
- **Line spacing:** Using Shift+Enter in a paragraph of text drops down one single line but using just Enter inserts an extra space between lines – it is a Paragraph return.
- **Spotting a 2.0 URL:** If you see a link/file with the netadventist.org domain in the URL during the transition period it means it is on the 2.0 server - which will be shut down eventually. If you see a link/file with your 3.0 server domain in the URL during the transition period – that page/file is on the 3.0 server.
- **Urls:** when linking to a page or file in your website, exclude the domain name and start with a slash (/). (eg. if an image file was at <http://fallbrook.adventistfaith.org/box.jpg> I only need to enter `/images/book.jpg` into the url to use this image. Using the whole url in this transition time will mean your links/files may break at the end of the transition as the domain name will change back from netadventist.org to adventistfath.org etc.
- **Disappearing Link:** When using the Link Chooser button in the text editor, don't highlight the text you want to turn into a link, simply put the cursor in the place you want the link or Cut the text you want to be a link. Then click the Link Chooser button. Type or paste the link text into the first field of the Link Chooser – then select the link destination. If you don't enter text for your link no link will be added – it will even delete the text you had highlighted. We are looking at getting this system getting working better.

Logging into your website

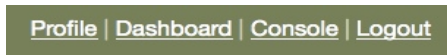
There are several ways to login to your website:

- The website theme you have chosen may have a **Log in** link on the footer, at the bottom of your website pages (View 1). Once logged in you access the Dashboard using the Dashboard link that appears (View 2).

View 1

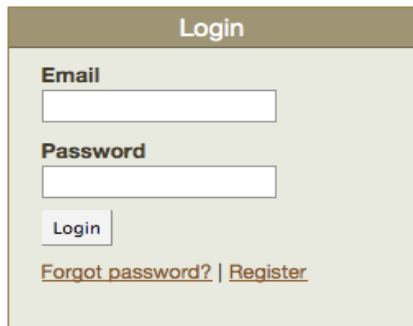


View 2

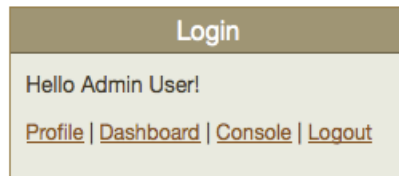


- If you have the login widget on your website you can use this to login (View 3). Once logged in you can use the same widget to access the Dashboard using the Dashboard link (View 4)

View 3



View 4



- Another quick way to access the dashboard is using the URL "YourWebsite.com/admin" .
- For example:
- <http://fallbrook.adventistfaith.org/admin>

Dashboard

The Dashboard allows Admin, Publishers or selected Roles to edit and administer your website. The Dashboard's start page provides quick links to different sections of the website and a view of the current status of your website by stats and Pending Approval Requests.

netAdventist Welcome Dan, Logout | Help | Profile | View site | netAdventist Terms of Use

Dashboard Website Pages File Library User Admin Email Lists Store Settings

View Live Site

Quick Links

- [Add a User](#)
- [Add a Page](#)
- [Add an Announcement](#)
- [Add an Event](#)
- [Add News](#)
- [Add a Form](#)
- [Add a Poll](#)
- [Add a Google Map](#)
- [Add a Store Product](#)

How Do I?


- [Add content to an existing page](#)
- [Create a new page](#)


Site Usage

You are currently using 0.00 MB of disk space.
Your current bandwidth usage for September (month) 2008 is: 1.66 GB

[View Monthly Average](#)


Approval Requests


 **Users -**
No New Requests


 **NEWS - 1**

Anonymous	Edit Pending stories L...	2008/09/04	Publish Delete
-----------	---------------------------	------------	--

[View All](#)

 **Announcements**
No New Requests

 **Events**
No New Requests

 **Prayer Requests -**
No New Requests

Top Links

[Logout](#)

[Help](#): This is being expanded and enhanced with each revision. There may be areas still missing as it is being developed.

[Profile](#): Edit your User Profile details

[View site](#): Go to your live site that the public has access to

[netAdventist Terms of Use](#): Legal notice about your use of netAdventist

Main Navigation

[Dashboard](#): Dashboard Start Page

[Website Pages](#): Add or edit main menu items, content pages, announcements, news, events, maps, and added extensions such as forms, polls, prayer requests, podcasts.

[File Library](#): Upload Audio, Document, Video and Image files here

[User Admin](#): Manage Users and User Access Groups

[Settings](#): Change your websites settings including theme, templates and extensions

Note: Additional tabs such as Email Lists and Store will be added if they have been activated in Settings>Extensions

Secondary Navigation

A place where different links will appear depending on where you are in the dashboard

Quick Links

Quickly add content, users or a feature to your website

Site Usage

View your website's monthly storage and Bandwidth. There are more complete stats available when you setup your Google Analytics - See Google Features below.

Approval Requests

Notification of any new requests that are pending and awaiting approval. These include Users, News, Announcements, Events or Prayer Requests

How Do I?

Quick start tutorials for your website.

Site Settings

The first place to start with your new 3.0 website is configuring some of its settings. You can change a variety of settings as you learn more about your website, but we'll concentrate on the essential settings for now.

The following settings can all be set in the Dashboards [Settings](#) Tab.

Setup Details

1. On the [Settings](#) Menu click [Setup Details](#)
2. Add your websites Setup Details

Note about Keywords: Keywords will not appear on your website. They are used by search engines to find your website. Try words like your church name, city, suburb and key Adventist words.

3. Click **Save** . These [Setup Details](#) will now be live on your website.

Preferences

1. On the [Settings](#) Menu click [Preferences](#)
2. Change the Preference details

•**Note about Language:** This is the language the Dashboard appears in

3. Click **Save**

Contact Information

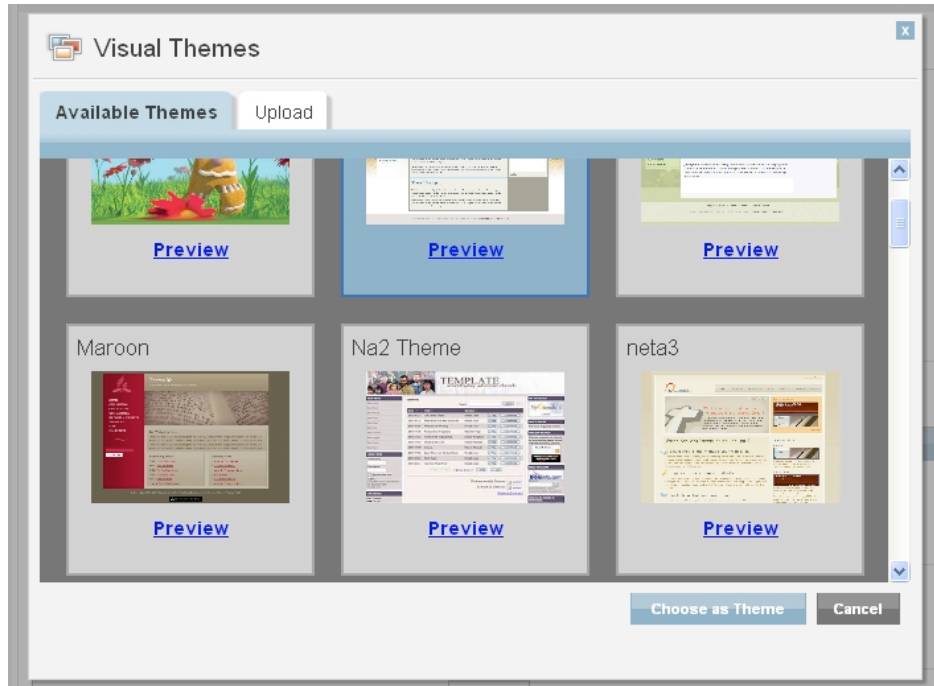
1. On the [Settings](#) Menu click [Contact Information](#)
2. Add or Change your address
3. Click **Save**

Google Features

1. On the [Settings](#) Menu click [Google Features](#)
2. Follow the steps on screen to sign up for a Google Analytics account for statistics as well as for the Google Map API key.
3. Click **Save** once you have created an account and inserted the code.
4. Not adding Google Analytics to your site will not prevent you from successfully using your site.

Change your Theme

1. On the [Settings](#) Menu click [Theme and Templates](#)
2. Click **Change Theme**
3. The Visual Themes lightbox* opens up allowing you to choose an Available Theme. Clicking Preview will show you in a new window/tab what that theme will look like with your content inserted. Close this window/tab to return to the lightbox.



4. Select a Theme by clicking on it. Its box background will become blue
5. Click **Choose As Theme** to save your new theme. The theme will now be live on your website.

Activate Extensions

On the [Settings](#) Menu click [Extensions](#)

Extensions* consist of widgets such as Bibleinfo.com and other functions such as Mailing Lists for sending newsletters.

Activating an extension allows you to use this feature on your website. **When deactivated, an extension will not be available in the Dashboard.**

Home Page Reconstruction

Because the home page works differently in 3.0 to 2.0 the main content area of your home page will either appear blank or have some 'default' information showing when first accessing your transitioned site.

In 2.0 the home page layout was made up of a collection of plugins and static content pages in the 'layout manager'. In 3.0 there is no Layout Manager but instead a Home 'Content Page' for the main content area of your home page and also a Home Template to manage the plugins, or Widgets as they are now called, on the sides. We'll talk about templates and widgets later.

In 3.0 all of your static content pages will have been copied over but won't appear on your home page. You need to find them, copy their contents and put it in the new Home Content Page.



1. Go to the dashboard of your 2.0 website and open the your [Layout Manager](#)

2. Take note of what static content plugins you have in your main window. In our example, to the right, we have 3 plugins: Welcome static content, What's New? static content and Local News news feed.

3. Go to your 3.0 website dashboard and click on the [Website Pages](#) tab. The page that shows next is your Home page.

4. Click [Edit](#) to open the Home page for editing.

5. Now Right Click on the [Content Pages](#), found in the left menu, and choose to 'open in a new tab/window'. This will mean we can have the home page opened AND the page we want to copy content out of opened at the same time.

6. In the new browser tab/window, which has the Content Pages list expanded, open the [published](#) folder.

7. Locate the page you need the contents of out of the list of pages displayed and click on it.

8. Click [Edit](#) to open it.

9. Select and Copy the content you want from this page

10. Return to the browser tab/window with your home page opened and paste in the content

11. Text will possibly need reformatting and images will need re-inserting/linking using the photo chooser button in the content editor.

12.

Note: You can not put widgets (plugins) in your main content window like you could in 2.0. They must go in a Widget Container. So, for example, a 'local news' plugin will have to be put on your home page template. Neither can you have multiple pages on your home page like in 2.0.

Content Editor Tool Bar

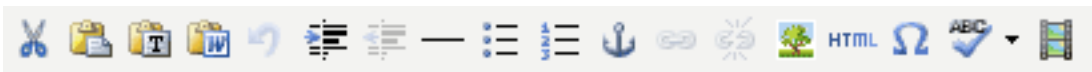
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16



The following toolbars are found in content editors in various places around your dashboard.

1. **Font Family** - In some circumstances you may need a font other than the site theme's default font. There are several web safe fonts available but use no more than two or three peron a page.
2. **Font Size** - The Style tool (1) sets font size automatically but this tool lets you override it.
- 3-5. **Bold/Italic** - (Ctrl+B)/(Ctrl+I) Bolds or Italicises the text. NOTE: The option to Underline does not exist as it is poor web design practice to use underlining as it fools the user into thinking text is a link. Instead use bold or italics to emphasize text.
6. **Text Color** - Overrides the Style tool with your own colour. Use this sparingly!
7. **Background Color** - Puts in a background colour behind text.
- 8-9. **Align text** - Aligns paragraphs of text to the left centre or right.
10. **Justify** - Distributes text evenly in a block, like a newspaper column.
11. **Photo Chooser** - Shows all image files stored on your website and allows you to insert one onto a page. You can also upload an image via this button and add it to a page.
12. **Video Chooser** - Shows all Flash (.flv) video files stored on your website and allows you to insert one onto your page. You can also upload a .flv file via this button and add it to a page.
13. **Audio Chooser** - Shows all audio files (.mp3) stored on your website and allows you to insert one onto a page. You can also upload an mp3 file via this button and add it to a page.
14. **Link Chooser** - Put your cursor where you want a link and then click this button. It will let you type in the text of the link and choose the page or file on your website you want to link to. You can link to a website or file outside your website with the 'Use Custom URL' link in this lightbox.
15. **Google Map Chooser** - Lists all Google maps you've created and inserts one on your page.
16. **Full Screen Mode** - Expands the content editor to full screen mode, or back to normal size.

17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34



17. **Cut** - (Ctrl+X) Takes highlighted text and allows you to paste it somewhere else.
18. **Paste** - (Ctrl+V) Puts text that was cut or copied (Ctrl+C) onto the page.
19. **Paste as Plain Text** - Inserts text, that was cut or copied, without the original formatting.

20. **Paste from Word** – If copying from Microsoft Word it is best to use this pasting tool to strip away Word’s unique styling methods, which are not compatible with web styles.

21. **Undo** - (Ctrl+Z) Undoes most of your recent changes, one step per click. The shortcut ‘Ctrl+Y’ may ‘redo’ some of your ‘undos’ if you need to – but may not!!

22-23. **Indent** – Moves a paragraph of text to the right or left.

24. **Horizontal rule** – Inserts a line across the page – useful for dividing sections of a page.

25-26. **Lists** – Inserts or removes a bullet pointed list or numbered list.

27. **Anchor** - Puts a marker on the page to ‘jump to’ that location via a link on the same page. Put the cursor where you want the marker and click the Anchor button. Type a meaningful name, then click insert. A small place marker graphic of an anchor will appear which won’t be visible to visitors. The next step is to create a link to the anchor with the Insert Link tool.

28. **Insert/edit link** – Insert a link to any site on the web or edit an existing link. You can set the link to open in the same window or a new one. This tool is often used after using the Link Chooser. To link to an Anchor, enter ‘#’ followed by the anchor’s name as the URL (eg #top)

29. **Remove Link** – Put the cursor somewhere in a link and click this button to remove the link.

30. **Insert/edit image** - This will let you edit an image’s size, alignment and margin, and see the image’s URL. This tool is often used after using the Image Chooser tool. It also allows you to insert an image if you know the URL of where it’s stored.

31. **Edit HTML** - Shows the HTML code of the page for manual programming. NOTE: This only gives you access to the ‘header’ tags and, at this stage, only limited scripts will work if added here.

32. **Insert custom character** – Inserts characters, such as © ► ⇒ € § ¢ £ ® á é ♦

33. **Spell Check** – Spell checks your page (click the buttons arrow for other language options).

34. **Insert/edit video** - This will let you edit a video’s dimensions, alignment and more, and also see the video’s URL. This tool is often used after using the Video Chooser tool. You can also insert a video if you know the URL of where it’s stored.

35 36 37 38 39 40 41 42 43 44 45



35. **Insert Table** – Insert a table with the desired properties or edit an existing table’s properties.

36-37. **Properties** – Displays the properties of the row or cell your cursor is in.

38-39. **Insert Row** – Puts in an additional row on top of or below where you cursor is.

40. **Remove Row** - Removes the row your cursor is in.

41-42. **Insert Column** – Puts in an additional column to the left or right of where you cursor is.

43. **Remove Column** - Removes the column your cursor is in

44. **Split Cells** – Separates any cells you may have merged

45. **Merge Cells** – Joins cells you have highlighted

Notes:

- More buttons on this toolbar may become available in the future.
- Tables are a good way to lay out your page with more control. If you want to do a trickier layout, simply keep the table borders set to 0 to keep them invisible from the users.
- We recommend you write the text for your pages in a program like Microsoft Word without formatting the text (no bolding, font size changes, colours etc – just enter plain paragraphs of text). This way you can utilize MS Word's superior spell checker and also save a backup of your text content on your computer – just in case you accidentally delete a page on your website.
- Some buttons may use a popup window. Make sure your browser is set to allow popups from your website (you may even have two popup blockers you need to disable for your site if you have Google toolbar installed also)

Main Menu

Themes now come with either a vertical or horizontal Main Menu. The Main Menu can now also have Sub Items.

In the migration from 2.0 to 3.0 only the Main Menu will be shifted across. This means all other menus you have created in 2.0's Menu Manager need recreating.

There are two options to do this: integrate all your menus into the Main Menu – utilizing the Sub Item option, or add another menu, separate from the Main Menu, on each template you create. (to do this see our instructions on "Using the Menu Widget" further in this guide.) View 5 shows a menu with a Sub Item of Photo Albums opened up.



View 5

Creating a Menu Item

To Let's add a Menu Item. We can then add Sub Items afterwards.

- 1.Go to [Website Pages](#) and click on [Main Menu](#) in the Website Pages menu
- 2.Click **Add Menu Item** in the near top right and add your details


- Menu Text**

- The name of the Menu Item users will click on

- What does the menu item link to?**

- Here you have two choices. You can either link to a content page on your website, like News, Events, Photo, Store etc, OR, an external website address. If linking to another website be sure to have http:// at the front.

- 3.Click **Save**

Your new menu item will be added to the bottom of the menu list. You can click and drag the menu item up or down to move it to your preferred position or click  to remove it.

Adding Sub Items

You may now want to add a Sub Item to a Menu Item. You can add as many Sub Items as you like.

1. Click **Add Sub Item** on a Menu Item
2. Add details, as per creating a menu item, and click **Save**

Templates and Widgets

A template gives you the power to have a set collection of widgets and apply that template full of widgets to specific content pages. You can have many templates but we recommend you keep the number of templates used to a minimum, changing only for substantial unique sections of your site. Once you've create a template, you can select it when making a new page.

Widgets are small, self-contained functional elements that can be added to your website. Some, such as Bibleinfo.com, connect your Users with other websites. Others, such as the Menu Widget, add functional elements to your website. In 2.0 these were known as Plugins.

With the migration from 2.0 to 3.0 you will need to reinsert your plugins/widgets.

Here's an example of a website with 2 layouts:

Adding a new Template and Widget

1. Go to [Settings](#) and click on **Theme and Templates** in the Settings menu
2. Click **Add A Template** in the top right of the Page Templates for This Theme section.
3. A lightbox will open up.
4. The first step is to enter a name for the template e.g News. You may then add this template to your news content page. Click **Next** to continue
5. Choose a Page Layout. Select from the choices on the left and click **Next** to continue.
NOTE: Different Layouts are available for different Themes. Click **Next** to Continue
6. This step allows you to add widgets to your containers.
7. In a container click 'Click here to add widgets'

[Click here to add widgets](#)

8. Select the widgets you would like in your template Click **Add Widgets**

NOTE: if you don't click this then your widgets will not appear. You can now rearrange the order of the widgets by clicking and dragging them to the position you want them to appear. Click on one of your widgets to customise it. (see example below)

9. Click **Done** to save



Using the Menu Widget

On each template you create you can add a menu which is separate from the Main Menu. This means you can have different menus appearing in different areas of your site. For example, all Pathfinder pages can have a Pathfinder template which has a Pathfinder menu on that template.

Once you have added the Menu widget you can start adding Menu Items and Sub Items. The following steps carry on from after you have just added the menu widget (see "Adding a new Template and Widget" tutorial).

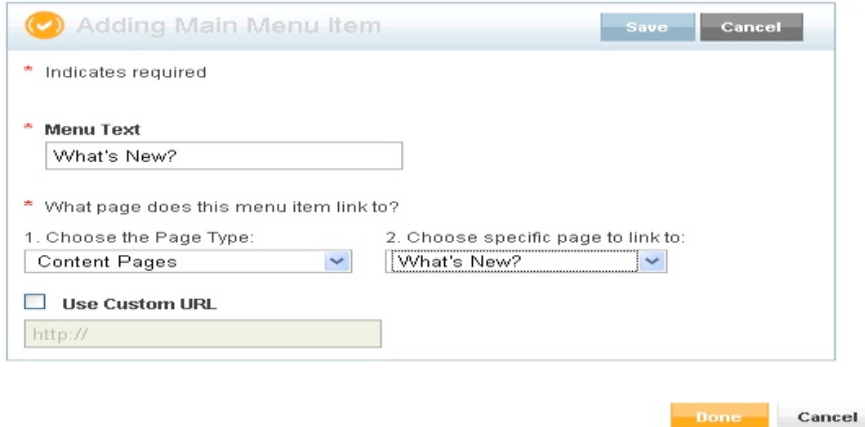
1. Click on the Menu Widget link to edit the Menu



2. In the Menu Widget lightbox add a title for the Menu

A screenshot of a lightbox titled "Customize Your Menu Widget". It has two tabs: "Display Details" and "Customize Menu". The "Customize Menu" tab is active. Below the tabs is a text input field with the label "Title to display on page above this menu." and the text "News Menu" entered. At the bottom right are "Done" and "Cancel" buttons.

3. Click the Customize Menu tab to add the Menu Items as done in the Main Menu

A screenshot of a lightbox titled "Adding Main Menu Item". It has "Save" and "Cancel" buttons at the top right. Below the title is a list of required fields:

- * Indicates required
- * Menu Text: A text input field containing "What's New?"
- * What page does this menu item link to:
 - 1. Choose the Page Type: A dropdown menu with "Content Pages" selected.
 - 2. Choose specific page to link to: A dropdown menu with "What's New?" selected.
- Use Custom URL: A checkbox that is unchecked, with a text input field below it containing "http://".

At the bottom right are "Done" and "Cancel" buttons.

4. Click **Save** to keep the menu item you added and click **Done** only when finished adding all the menu items. NOTE: if your menu items are not being added it could be because you are clicking Done before clicking Save.

Available Widgets

The following is a list of some of the widgets you can currently add to a template. Additional widgets will become available soon. To suggest a new widget extension visit www.netAserve.com and fill out the Bug/Feature request form.

- **Announcements Widget**
- **Display site announcements**
- **Events Widget**
- **Display site events or a calendar from your website or another**
- **News Widget**
- **Display site news**
- **Static Content Widget**
- **Create static content to be displayed**
- **Bibleinfo Widget**
- **embedded search capabilities for bibleinfo.com**
- **Menu Widget**
- **Create a custom menu which can have sub items**
- **Document Groups Widget**
- **Display a list of documents in a document group**
- **Feed Aggregator Widget**
- **Add an external RSS feed**
- **Live Media Widget**
- **Display a link to a live stream of your choice. E.g Hope Channel or 3ABN**
- **Login Widget**
- **Display a login form**
- **Photo Album Widget**
- **Show a single photo or a slideshow from an album**
- **Google Translate Widget**
- **A tool that allows users to translate the language of the current page they are viewing**
- **Who's Online Widget**
- **Display how many guests and members are online**
- **Mailing List Widget**
- **Display a form where guests can enter their email address to subscribe to a mailing list**
- **Polls Widget**
- **Display a poll**
- **Grace Notes**
- **Display a daily devotional**

Forms

netAdventist allows you to create and publish forms that Users can fill out and submit online. Forms can also be grouped together into Form Packages. 3.0 now makes adding forms easier and you can also duplicate forms to make tasks faster.

3.0 Forms have the addition of an e-Commerce field so you create order forms for products or events, take the user's details, show the costs and take them to complete their transaction in PayPal.

Note: A default "Feedback Form" was created during the migration, however you will need to update the Email Notifications to direct who receives this feedback.

To start adding a form:

1. Go to [Website Pages](#)
2. On the [Website Pages](#) menu click [Forms](#)

Adding a Form Package

A form package allows you to group your forms into packages that are related to each other. So when you link to a form package it will list all the forms within the package.

To add a Form Package

1. Click **Add Form Package** in the top right
2. Add the Form Package Properties
 - **Form Package Title**
 - **Who can view this page?**
 - **Share this page with other websites?**
3. Click **Add Form Package** to save

Adding a Form

1. Click **Add Form**
2. In the lightbox* add your New Form Title and click **Add Form**

You'll now be taken through four steps to create your form. At any time you can [Cancel](#) or [Save as draft](#) to continue later. Click **Next** once you've filled out the details of each step.

3. Edit your Form Properties
 - **Form Title**
 - **Form Package**
 - Select the Package the new form will be added to
 - **Who can view this page?**
 - **Share this page with other websites?**

4. Add your Form Fields

5. To add a form field click the [Add](#) link on the right. Once the field appears in the preview on the right you can edit the field details (by clicking Edit), remove the field (by clicking X) or click and drag them to change the order. When finished adding and editing your form files

Fields to Add to Forms

Address	Add
Date	Add
e-Commerce	Add
Email	Add
Formatted Text	Add
Multiple Select	Add
Name	Add
Phone Number	Add
Single Select	Add
Paragraph Text	Add
Single Line Text	Add

Form Fields Preview

Address Field

[Edit](#) ✕

Address

Address 1

Address 2

City State

Postal Code Country

e-Commerce Field

e-Commerce

Description	Price per Item	Tax (%)	Quantity	Total
No description provided	0.00 USD	0.0	<input type="text" value="0"/>	0.00 USD
				0.00 USD

Pay via Credit Card

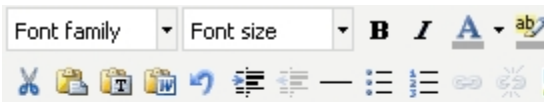
6. Click **Next**.

7. Write a Message to Submitters

8. In the message that appears on the screen after a user has submitted the form you can insert information the Submitter entered into the form. By clicking on the Cheat Sheet you will see a list of tags you can enter into your message.

{{ TAG }} Cheat Sheet	
Description	Tag Name
e-Commerce:	{{ e_commerce_1_formatted }}
The amount processed	{{ e_commerce_1_amount_processed }}
The confirmation number	{{ e_commerce_1_confirmation_number }}
The confirmation number label	{{ e_commerce_1_confirmation_number_label }}
e-Commerce	{{ e_commerce_1_label }}

9. To add a tag, click Copy Tag (this will copy the tag to the clipboard). You can then paste the tag into the message using (Ctrl + V) or using the Paste button in the editor.



Form submission received. Thank you.

{{ address_1_country }} is a great country!

10. Email Notifications

11. This emails the form submission to a subscriber that is a user that you specify to receive the submissions.

- **Email Subject**

- The subject that appears on the email sent to the subscriber.

- **Email Text**

- The text - `{{all_form_results}}` will display all the form results. You can enter other text which will also be sent to the subscriber.

- **Email**

- The email address of who receives the form submission. You can add more than one person if required.

- If you start typing in the name or email of a member of your website their details will appear in a drop down list. Or you can enter a new email address.

Add Individual to List

* **Email**

lewis

- Dan Lewis, daniellewis@adventistmedia.org.au
- Dandan Lewis, daniellewis@adventist.org.au
- Dan Lewis, daniellewis@amnet.org.au

Add subscriber

- **First Name**

- **Last Name**

12. Click **Add Subscriber** to add them to the list

13. Click **Done** to finish the form

14. The form's status will be set to Draft. Click **Publish** to make the form available for linking to on your website.

✓ **Status: Draft**

Publish **Duplicate**

15. If you need to create a form that is similar to one already created, you can use the **Duplicate** button.

Groups

Groups no longer exist in netAdventist 3.0. They have been replaced with individual [Shared Feeds](#) which can be found in [News](#), [Events](#), [Announcements](#), [Document Groups](#) and [My Podcasts](#).

[Forms](#), [Content Pages](#), [Photo Albums](#) and [Mailing Lists](#) also allow you to share content in similar ways. The [Calendar](#) also has the addition of [Subscriptions \(ICS\)](#) to add other websites calendars.

Adding a Content Feed (RSS)

For this example we will create a Feed for News. The same principal can be applied to other areas of the website.

1. In the [Website Pages](#) menu click [News](#)
2. From the [News](#) submenu click [Content Feeds \(RSS\)](#)
3. In the top right click **Browse Available Feeds**
4. The lightbox shows a list of all Available Feeds. To Add a feed, click the [Subscribe](#) link.
5. When the feed has been added the link will change to Subscribed
6. Click **Done**

News added from other feeds will be available on your websites News index page.

Subscriptions (ICS)

ICS refers to iCalShare - a file format used to share calendaring and scheduling information. Every netAdventist 3.0 website has an ICS file they can share with other websites. The file is located at [http://\[webaddress\]/events.ics](http://[webaddress]/events.ics)

To subscribe to an event calendar use the following steps.

1. In the [Website Pages](#) menu click [Calendar](#)
2. From the [Calendar](#) submenu click [Subscriptions \(ICS\)](#)
3. Add the Calendar details
 - **Calendar Title**
 - **Enter the URL of the calendar you would like to add**
 - The URL of a netAdventist site will look like this
<http://achurch.adventist.org.au/events.ics>
4. Click **Save**

5.

Renamed 2.0 Terms in 3.0

2.0

Groups

Kill Date

Layout Manger

Leader

Media Library

Menu Manager

Plugin

Scribe

Static Content

User Group

Webmaster

3.0

Content Feeds

Expiration Date – The date an item (eg news) is hidden from users

Template – found in [Settings > Themes and Templates](#)

No longer exists – you can create a leader role in [User Admin > User Access Groups](#)

Part of the **File Library**

Main Menu – found in [Website Pages](#)

Widget

Publisher

Content Page

User Access Group

Site Admin

3.0 Glossary

Announcements	Allows you to create an online bulletin board for your website Users.
Bandwidth	Refers to the amount of data transferred to and from visitors to your websites. Sites with more graphics, audio, video, or downloadable files use more bandwidth.
e-Commerce	An extension allowing you to sell real and virtual products online. 3.0 also allows for online donations.
Dashboard	Your Dashboard is the behind-the-scenes area of your website allowing Admin or Publisher access groups to make changes to your website.
Extension	An extension adds functionality to your website. Extensions consist of widgets such as Bibleinfo.com and other functions such as a form, mailing list and store.
Feed	Feeds are links that place content feeds from outside sources onto your website pages. Content from many of these feeds are updated regularly, keeping your own content fresh and up-to-date.
Lightbox	A lightbox is similar to a popup but it appears in a box in front of the content, while the content is greyed out.
PayPal	The online payment system used to receive credit card payments in the Store. Visit paypal.com for more info
Roles	Roles allow you to assign a unique set of access Permissions to specific Members or User Groups. Three pre-defined User Groups are built into the system, but you can also create additional User Groups.
Storage	The amount of storage space your website is using on the SPD netAdventist server.
Tags	Segments of code that you may insert in group or automated e-mails to personalise information contained in those emails. E.g. <code>{{ SITE_NAME }}</code>
Templates	A unique page layout that can have its own set of widgets and be applied to selected pages. See template chapter.
Widget	(Pronounced like 'Digit' with a W) A small, self-contained element that can be added to your website to enhance overall functionality. In 2.0 these were known as Plugins. For example the Bibleinfo.com widget allows you to connect your users with the Bibleinfo site while they are using your website. Others, such as the Menu Widget, allows you to add a menu separate to the main menu. Widgets can be added into the website via the template section.