Welcome to WeConnect, a user-friendly website builder for your church or organization. WeConnect lets anyone easily create a beautiful, professional website with no programming experience necessary.
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To get started building your site, log in by going to YourWeConnectSiteURL/manage, and entering your e-mail and password. If you do not know your site URL or password, please contact your support representative.

Once you have logged in, you will be taken to the WeConnect Dashboard where you will see a list of Recent Actions, a section for WeConnect News, and a menu bar that will serve as your site guide.

This guide will take you through each section of the site outlining exactly how to build your site. Additional help resources can be accessed by clicking on the Need Help? icon located on the menu bar.
The **Settings** section of your website houses the basic information for your church or organization, allows you to show publications on your Home Page, lets you choose a Default Bible for searches, integrates additional LPi products into your site.

When making any changes to this section, be sure to click the **Save Changes** button at the bottom to finalize the changes to your site.
If you wish to hide the Events page from your site, uncheck the box next to Show Events Page.

1. Enter your Welcome Message into the corresponding text box. This should be a simple message that tells visitors to your site what defines you as a church or organization and thanks them for visiting your site.

2. Upload a Welcome Image by clicking on the Choose welcome image or slideshow button. This will open up the Insert an album or image dialogue box. You can choose existing albums or images, or choose a new one by clicking on the Upload new image button and selecting an image from your computer. All files must be in GIF, JPG, JPEG, or PNG formats.

   Note: Selecting an existing album will automatically create a slideshow of those images. For more on creating albums, go to the Photos section of this manual on page 18.

Contact Information and Hours

Fill in your mailing address, phone number, e-mail address, and other contact information in the corresponding boxes. Enter your Office Hours and Mass Times if applicable.
**Publications and Supporters**

If Liturgical Publications currently prints your bulletins or other publications, you can choose to have them automatically appear on the Publications page of your site. Similarly, local businesses that support your publications will be featured on the Supporters page of your site. If you wish to disable these pages, uncheck the box next to Show Publications Page or Show Supporters Page.

You can also select the Maximum Number of Publications to List, Publication Distribution date, and Supporter list style from the corresponding drop-down menus.

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**Online Giving**

If you are using WeShare (Online Donations Made Easy) enter your organization’s URL into the corresponding box to integrate WeShare with your WeConnect site. If you would like more information about WeShare online giving visit www.4LPi.com.
If you wish to change the Default Bible version used for searches on your site, choose the version you prefer from the drop-down menu.

If you are a Google Analytics user and would like to track the traffic to your WeConnect site, enter your unique Google Analytics ID in the corresponding box. If you use Google Webmaster Tools, enter the file name in the Enter the Google Tools ‘File Verification’ file name box.
The **Home Page Layout** section of your website allows you to organize the information on your site's home page to fit your church or organization's specific needs. Display events, photos, hours, or any information you want using our easy drag-and-drop tool.

The **Home Page Layout** is accessed by clicking the **Design** section from the left menu bar. When making any changes to this section, be sure to click the **Save** button at the top to finalize the changes to your site.

### Home Page Layout – Sections

The first time visiting this section, you will see a layout of columns displayed on the page with various panels already in place. To adjust the number of **Columns**, simply drag and drop your choice from the **Columns** menu located on the right hand side of the layout.

To remove an existing set of columns, hover over it and you will see an **X** appear in the top right corner. Click it to remove.
**Home Page Layout – Panels**

Panels control what is displayed in each area of the individual columns. You can drag and drop panels from the Panels menu located on the bottom right hand side of the layout.

Each panel corresponds to information from a different area of the site with the exception of the Text panel. For example, events you have created in the Events section of the site would display in the Events panel.

The Text panel allows you to display any text, image, video, form, or Google Calendar you choose. Simply drag and drop the panel into a column and a Message Content box will appear.

Type directly in the box or click on the Insert/Edit Image or Insert/Edit Embedded Media icons to display images or videos. To insert a previously created form, click on the Insert Form icon. Lastly, if you are a current WeShare, Facebook, or Google Calendar user, click on the Insert Widget icon to insert the corresponding widget.

**Header**

Enter your Site Slogan in the corresponding boxes. Upload a Logo Image by clicking on the Choose logo image button and selecting an image from your computer.

Upload a Header Image by clicking on the Use Header Image tab, clicking the Choose header image button and selecting an image from your computer. Header Image must be 1000px x 300 px.

**Background**

To enable custom background images, please navigate to Theme and select the Faith theme.

Once the Faith theme is selected, you can upload a background image of your choice.

*Note:* For best results, we recommend an image with the following dimensions: 1920px x 1080px or a 16:9 ratio.
**DESIGN**

**Theme**

The **Theme** section of your website controls the overall look, color, and design of your entire site. Changing themes does not change any of the content you place on any other page or section of the site.

![WeConnect Theme Screen](attachment:image.png)

**Theme** section is accessed by clicking on the **Design** link from the left menu bar. This will bring up the **Theme** screen and you will be able to choose a different theme for use on your site.

Arriving at this section, you will see a full selection of available WeConnect themes. The **Current selected theme** will appear highlighted in blue. To change it, click on the theme you want, select a color, and then click the **Save Changes** button at the bottom to finalize the changes to your site.

The **Faith Theme** allows you to upload a background image of your choosing to further customize your site.

You can change themes as often as you like without loosing content or menu structure to find what works best for your church or organization.

**Help**

You can also access instructions on using **Columns** and **Panels** directly from the **Home Page Layout** screen at any time by clicking on the **Help** button located in the top right corner.
What is a News Feed?

RSS (Really Simple Syndication) is a format for delivering regularly changing web content such as news stories or blogs. Many news-related sites, weblogs, and other online publishers syndicate their content as an RSS feed.

You can upload multiple RSS feeds to your WeConnect site to publish frequently updated content—giving your visitors a reason to visit your site often, as well as aiding search engine indexing for your site so your site can be found easier on Google, Bing, or other sites.

To Add a News Feed

1. Click the News Feeds link from the left menu bar to bring up the News Feeds dashboard.
2. Click the Add News Feed link from the left menu bar or click the Add News Feed button near the top of the screen.
3. Type or paste the full RSS news feed URL in the News Feed Source box.
4. Click the Save News Feed button to save the feed to your site. It can then be accessed from your site by clicking on the News menu.

Hint: To find the RSS feed URL for the News Feed Source, look for this icon on its website.
To Delete a News Feed

1. Click the **News Feeds** link from the left menu bar to bring up the **News Feeds** dashboard.

2. Click the **Delete** button next to the feed you wish to delete.

3. Click the **Delete News Feed** button to finalize the deletion. You will see a **Newsfeed Successfully Deleted** message near the top of your screen and the feed will disappear from your feeds list.
The School section of your website houses information about your school such as name, address, contact information, and hours. If your school already has its own website, you can insert a hyperlink in your Welcome Message that directs visitors to that site. For instructions on creating a hyperlink, go to page 37.

Clicking on the School link from the left menu bar accesses the School section. If you do not see a School link on your menu bar and have a school, please contact your LPi technical support specialist to have it activated.

When making any changes to this section, be sure to click the Save School Settings button at the bottom to finalize the changes to your site.

Basic Information

1. Enter your School Name in the corresponding box.

Welcome Message & Image

2. Enter your Welcome Message into the corresponding text box. This should be a simple message that tells visitors to your site what defines your school and thanks them for visiting your site.

3. Upload a Welcome Image by clicking on the Choose welcome image or slideshow button. This will open up the Insert an album or image dialogue box. You can choose existing albums or images, or choose a new one by clicking on the Upload new image button and selecting an image from your computer. All files must be in GIF, JPG, JPEG, or PNG formats.

Note: Selecting an existing album will automatically create a slideshow of those images. For more on creating albums, go to the Photos section of this manual on page 18.

Contact Information & Hours

Fill in your mailing address, phone number, e-mail address, and other contact information in the corresponding boxes. Enter your Office Hours and School Hours.
The Staff section of your website allows you to add, edit, or delete church or organization members and change the order in which they appear on your Home Page.

The Staff section can be accessed by clicking on the Staff link from the left menu bar. This will bring up your current list of Staff Members and allow you to add or edit existing staff members.

To Add a Staff Member

1. Click on the Add Staff link near the top of the Staff Members page or from the left menu column. The Add a Staff Member page will then display.

2. Fill in the blank fields. The following fields are required:
   • First Name, Last Name, and Title

3. Check the box for Featured Staff Member if you wish to display the staff member’s name on your Home Page. Note that you cannot designate a staff member as both a Featured Staff Member and a School Staff Member. Attempting to do so will bring up a message in red saying Staff cannot be both featured and school. Currently, the Staff section only links to the Staff panel on the home page. If you would like your Staff to be listed on a page other than your home page, you will need to create it outside of the Staff section.

4. Click the Choose staff image button to select and upload an image of the staff member. Images must be one of the following formats:
   • GIF, JPG, JPEG, or PNG

5. Check the box for School Staff Member if you wish to display the staff member’s name on your school page. If you do not have a school, this option will not be available.

6. Click the Save Staff button at the bottom to save your changes. If the member was added successfully, a message will display stating Staff Added Successfully.
To Edit a Staff Member

1. From the **Staff Members** page, select the staff member you wish to edit and click the **Edit** button located next to his or her name.

2. Make your changes and click the **Save Changes** button located at the bottom of the screen to finalize the changes to your site.

3. If you wish to delete a staff member, click the **Delete** button located next to the staff member’s name.

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To Rearrange Staff Member Order

1. From the **Staff Members** page, click and drag the staff member order.

2. When you have made all changes, click the **Save New Order** button located at the bottom of the screen to finalize the changes to your site.

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To Search for a Staff Member

1. From the **Staff Members** page, click into the **Search** box located in the top right corner.

2. Type the staff member’s name in the box and click to **Search**. A list of matching staff members will be displayed.
The **Events** section of your website allows you to add single or recurring events to the **Events** page of your website. These events can also be displayed on the front page of your site using the **Events** panel on your **Home Page Layout**. For more information on displaying panels, please refer to the **Home Page Layout** section of this manual.

The **Events** section is accessed by clicking on the **Events** link from the left menu bar. **Events** created will be displayed on a calendar on your site and will show the title, description, and time of each event.

**Note:** If you are currently using Google Calendar, you can disable the built-in Events calendar and embed your Google Calendar right into your site. To do so, you will need the “Embed Code” for your Google Calendar which you can add to any page (including your home page) by selecting the Google Calendar Widget option and pasting the custom Embed Code.

**To Add an Event**

1. **Click** the **Events** link from the left menu bar.
2. **Click** the **Add Event** button located near the top of the screen or the link located on the left menu bar.
3. **Enter** the event **Title**, **Date**, **Time**, and **Description** in the corresponding boxes. If the event repeats, check the **Repeats** box and choose how often and when to repeat it as well as an end date.
4. **Click** the **Save Event** button located near the bottom to save the event to the site.
To Edit an Event

1. Click the **Events** link from the left menu bar.
2. Click the **Edit** button next to the event you wish to edit.
3. Make your changes.
4. Click the **Save Changes** button located near the bottom to save your changes to the site.

To Delete an Event

1. Click the **Events** link from the left menu bar.
2. Click the **Delete** button next to the event you wish to delete.
3. Click the **Delete** button to delete. If the event is part of a recurrence, you can choose to **Delete Only This Event, Delete This And Future Events**, or **Delete Entire Series**.
The Photos section allows you to upload and edit images for use on individual pages or for placement in albums on the Photos page of your site.

The Photos section can be accessed by clicking on the Photos link from the left menu bar. From here, you can upload or edit photos, rearrange albums, and view your current galleries.

Note: A “Photo Album” stores your photos in the dashboard of your site, but a “Photo Gallery” is accessible to your users online through your Photos page.

To Upload a Photo to a New Album

1. Click on the Photos link on the left menu bar.
2. Click on the Upload Photos button located near the top of the page or on the left menu bar.
3. Click the Choose images to upload button to browse for images on your computer or drag and drop them from your folders into the Upload Photos box. The image will upload and you will see an All Set! message when it completes.
4. Click the Continue to add a description button. This will bring up the Edit Album screen.
5. Enter the Album Name in the corresponding box, title your photo, or create a caption.
6. Click the Save Photo Album button at the bottom to save. This will return you to the Photo Albums dashboard where you will see your new album displayed.
To Upload a Photo to an Existing Album

1. Click on the Photos link on the left menu bar.
2. Click on the album you wish to add photos to.
3. Click the Upload Photos to This Album button located near the top of the screen.
4. Click the Choose images to upload button to browse for images on your computer or drag and drop them from your folders into the Upload Photos box. The image will upload and you will see an All Set! message when it completes.
5. Click the Continue to add a description button. This will bring up the Edit Album screen.
6. Rename the Album Name in the corresponding box if you want to, title your photo, or create a caption.
7. Click the Save Photo Album button at the bottom to save. This will return you to the Photo Albums dashboard.
**PHOTOS**

**Editing a Photo**

1. Click on the **Photos** link on the left menu bar.
2. Click on the album that contains the photo you wish to edit. This will bring up the **Viewing Photos** page.
3. Click on the photo you wish to edit.
4. Change the title, caption, or link by typing in the corresponding boxes. Crop the image using the crop tool. You can also check the “Make this the default photo” box to set the cover photo for the album.
5. Click the **Save Image** button located at the bottom to save the changes to your site.

**To Delete a Photo**

1. Click on the **Photos** link on the left menu bar.
2. Click on the album that contains the photo you wish to delete. This will bring up the **Viewing Photos** page.
3. Click on the photo you wish to delete.
4. Click on the **Trash** icon.
5. Click the **Delete Photo** button.
To Delete an Album

1. Click on the Photos link on the left menu bar. This will bring up the Photo Albums page.
2. Hover over the album you wish to delete and click the X that appears.
3. Click the Delete Album button.

To Rearrange Photos Within an Album

1. Click on the Photos link on the left menu bar.
2. Click on the album you wish to rearrange. This will bring up the Viewing Photos page.
3. Drag and drop the photos into the order you wish them to display on the site.
4. Click the Save Order button located above the photos to save your changes.

Photo Galleries

1. Click on the Photos link on the left menu bar. This will bring up a Photo Galleries link beneath it.
2. Drag and drop any albums, from the right column, into the order you wish to have the albums display live on your Photos page.
3. Click the Save Galleries button located at the top to save your changes.
The Blog section of your website allows you to post text, images, or video to existing blogs or create individual blogs. Discuss current events, display Father’s homilies, or post anything you like.

The Blogs section is accessed by clicking on the Blogs link from the left menu bar. First you will create a blog and then create posts to display on it.

To Add a New Blog

1. Click on the Blog link from the left menu bar and an Add Blog link will appear beneath it.
2. Click the Add Blog link to bring up the Add new blog page.
3. Enter a Blog Title and check/uncheck the boxes to determine whether comments or publish dates appear on your posts.
4. Select which users can publish to this blog by either leaving the Allow all users box checked or unchecking it and selecting which individual users will have access.
5. Click the Save button at the bottom to finish creating your blog.

Clicking Save will bring you back to the main Blogs dashboard where you will be able to add individual posts to this blog. This blog will now show on your site in the menu list.

To Add a Blog Post

1. Click on the Blog link from the left menu bar to open the main Blogs dashboard. If you have just created a blog using the above steps, this page should already be visible.
2. Go to the blog you wish to create a post for and click the Add New Post button.
3. Title your post and create your content in the Body Content box. Using the top menu bar, you can insert pictures, videos, or widgets as well.
4. Click the Save button at the bottom to save.
To Edit a Blog Post

1. Click on the Blog link from the left menu bar to open the main Blogs dashboard.
2. Click the Edit button next to the blog you wish to edit.
3. Make your changes to either the title or body content of your post.
4. Click the Save button at the bottom to save.

To Delete a Blog Post

1. Click on the Blog link from the left menu bar to open the main Blogs dashboard.
2. Click the Delete button next to the blog post you wish to delete.
3. Click Delete blog post.
To Change Blog Settings

1. Click on the Blog link from the left menu bar to open the main Blogs dashboard.
2. Click the Settings button for the blog you wish to change settings for.
3. Change the title, or check/uncheck the boxes to determine whether comments or publish dates appear on your posts.
4. Determine which users can publish to this blog by either leaving the Allow all users box checked or unchecking it and selecting which individual users will have access.
5. Click the Save button at the bottom to finalize the changes to the site.

To Delete a Blog

1. Click on the Blog link from the left menu bar to open the main Blogs dashboard.
2. Click the Delete Blog button for the blog you wish to delete.
3. Confirm the deletion by clicking the Delete Blog button again.
The Forms section of your website allows you to add multi-question forms for use around your site. The information gathered by the form can then be stored within the site for you to access at any time and e-mailed to you.

The Forms section is accessed by clicking on the Forms link from the left menu bar. Once a form is created, you can then use it in various places around the site.

To Add a Form

1. Click on the Forms link located on the left menu bar.
2. Click the Add Form button located near the top of the screen or in the left menu bar.
3. Type your Form name into the corresponding box, and then click Next.
4. Drag and drop fields from the Fields menu into the form.

Here’s a brief description of each available field.

- **Heading**: Use this field to create headings or to separate sections of your form. Example: “Personal Information Section”
- **Text Box**: Use this field to ask a question requiring a short response. Example: “Name”, “E-mail address”, or “Phone Number”
- **Text Area**: Use this field to ask a question requiring a longer response. Example: “Please share your ideas for improvements”
- **Drop-Down**: Use this field to ask a question where respondents will select a single answer from multiple options in a drop-down menu. Example: “Please select your dinner option from the following choices”
- **Radio**: Use this field to ask a question where respondents will select a single answer from multiple options and fill in a circle to answer. Example: “Please choose your favorite color from the following choices”
- **Check Boxes**: Use this field to ask a question where respondents will select multiple answers and check boxes to respond. Example: “Please check all of the times you’re available for an appointment.”
- **Horizontal Line**: Use this field to visually separate sections of your form with a single horizontal line. This is especially useful for longer, more complicated forms.
- **Message**: Use this field to write a longer message to display to your respondents. This is especially useful for giving instructions or communicating additional information.
When you are finished adding fields, click the **Next** button located at the bottom to bring up the **Finalize the form** screen.

All form submissions are saved to the server for download. However, you can choose to enter an email address where the completed forms can also be sent.

Choose what should display to respondents after they submit the form from the following options:

- **Display message:** Select this option to display a thank you message to your respondent.
- **Redirect to an existing page:** Select this option to send your respondent to another page on your website.
- **Redirect to a URL:** Select this option to send your respondent to another website of your choosing.

Click the **Save** button to save your form. You can now add the form to any page on your website.
To Edit a Form

1. Click on the Forms link located on the left menu bar.
2. Click the Edit button next to the form you wish to edit.
3. Edit the Name, Form Design, or Settings by clicking on the corresponding button and making your changes.
4. Click the Save button at the bottom to save changes to your site.

Note: Once a member has submitted a form, the master form can no longer be edited. It may, however, be duplicated and reused. Once a form is duplicated and edits are complete, it will need to be inserted on the page in place of the master form.

To Add a Form to a Page

1. Click on the Pages link from the left hand menu bar.
2. Click the Edit button next to the page you wish to display your form on.
3. Click the Forms icon in the Body Content menu bar.
4. Select the form you wish to insert on the page and click Insert.
5. Click the Save Changes button to save your changes.
To Duplicate a Form

1. Click on the **Forms** link located on the left menu bar.
2. Click the **Duplicate** button next to the form you wish to duplicate.
3. Type the new **Form name** in the corresponding box.
4. Click the **Save** button at the bottom to save.

To Delete a Form

1. Click on the **Forms** link located on the left menu bar.
2. Click the **Delete** button next to the form you wish to delete.
3. Click the **Delete** button again to confirm the deletion.
As you build your site, you will be putting pages of content up for your parishioners and visitors to see. This can be anything from a page of sacramental information to the details for the church picnic. Making these pages visible on your site is a two-step process. First you’ll create a page of content and then you will create a menu to attach it to.

To understand the difference between the two, think of **Pages** as where your content goes and **Menus** as where people click to view the content. Every page needs a menu to be visible, but not every menu needs a page as you can also create a menu using a hyperlink.

### Adding Pages and Menus

1. **To create a page,** first click on the **Pages** button located on the left menu bar and then click the **+ Add Page** button.

2. **Title your page** and create your content in the **Body Content** box. Using the top menu bar, you can insert pictures, videos, forms, or widgets as well.

3. **Click Save Page** to save.

### Options

- **Pictures:** Insert images that have been previously uploaded to the site or browse for ones on your computer.
- **Videos:** Insert a video by selecting a file type and uploading a file. Insert a YouTube video by selecting iFrame as the file type and then inserting the link in the File/URL box.
- **Forms:** Insert an existing form onto a page. For instructions on creating a Form, please refer to the Forms section of this manual.
- **Widgets:** Insert a WeShare Link or Site Embed, a Login, a Facebook Like, or a Google Calendar.
- **Daily Reading:** Insert the Daily Bible Reading into your page.
Next, click on the **Menu** button located on the left menu bar and then click the **+ Add Menu Item** button.

5. In the **Menu Title** box, type in the name of the page as you would like it to appear on the site.

6. In the **Choose page** drop-down, select the page you created.

7. Click **Save** to have it appear on the site.

If you prefer to attach a link to a menu instead, go to the **Is this an eternal link?** bubbles and select **Yes**. Next, insert the URL in the **URL** box.
Changing Menu Order

1. If you want to rearrange the order of this menu or any menu, again click on the Menu button.
2. You will see a full list of all menus, which you can then drag and drop to change order.
3. When all changes have been made, click Save Changes to save.

To see what your pages and menus look like, click on the Visit Site button located in the top right corner of the admin panel.

Editing Pages

1. Click on the Pages link from the left hand menu bar.
2. Click the Edit button next to the page you wish to edit.
3. Make your changes to the page.
4. Click Save changes to save the changes to your page.

You can also edit a page when logged in as an admin by viewing the page on the site and then clicking Edit Page from the top black menu bar.
Granting Page Permissions

1. Follow the **Granting Permissions** instructions on page 33 to give a user general access to edit pages. The default setting when you check the **Pages** box will be access to edit all pages.

2. Click the **Pages** link from the left menu bar to bring up the **Pages** dashboard.

3. Click **Edit** next to the page you wish to grant specific permissions for.

4. From the **Edit this Page** screen, click the **Manage Permissions** button located in the top right corner.

5. Uncheck the **Allow All Users** box to bring up a **User list** and **Authorized users** list.

6. Use the arrow buttons to move someone from the **User list** to the **Authorized users** list.

7. Click **Save Permissions** to save your changes.
The Users section of the website is used to add other WeConnect administrators and give them specific access to update different sections of the site. Permissions may also be granted to only update specific pages or blogs.

The Users section is accessed by clicking on the Users link from the left menu bar. Only administrators added by LPi will be able to view this link, so if you want to grant someone access to it, please contact your LPi WeConnect representative.

Adding a User

1. Click on the Users link from the left menu bar and an Add Users link will appear below it.
2. Click the Add User button and fill out the required fields. The following fields are required: First Name / Last Name / E-mail Address / Password
3. Click the Save user button located at the bottom to save your changes.

Edit or Delete a User

1. Click on the Users link from the left menu bar to bring up the Users list.
2. Click Edit next to a user’s name to edit the user’s information.
3. Click Delete next to a user’s name to delete them from the site.

Granting Permissions

1. Click on the Users link from the left menu bar to bring up the Users list.
2. Click on the Permissions button to bring up the Permissions dashboard.
3. Check the boxes next to the sections of the site you want the user to have access to edit.
4. Click Save Permissions to save your changes to the site.
**Granting Page Permissions**

1. Follow the **Granting Permissions** instructions on page 33 to give a user general access to edit pages. The default setting when you check the **Pages** box will be access to edit all pages.

2. Click the **Pages** link from the left menu bar to bring up the **Pages** dashboard.

3. Click **Edit** next to the page you wish to grant specific permissions for.

4. From the **Edit this Page** screen, click the **Manage Permissions** button located in the top right corner.

5. Uncheck the **Allow All Users** box to bring up a **User list** and **Authorized users** list.

6. Use the arrow buttons to move someone from the **User list** to the **Authorized users** list.

7. Click **Save Permissions** to save your changes.
Granting Blog Permissions

1. Follow the **Granting Permissions** instructions above to give a user general access to edit blogs. The default setting when you check the **Blogs** box will be access to edit all blogs.

2. Click the **Blog** link from the left menu bar to bring up the **Blogs** dashboard.

3. Click **Edit** next to the blog you wish to grant specific permissions for. This will bring up a **Settings** link on the left menu bar.

4. Click the **Settings** link from the left menu bar to bring up the **Edit Blog** screen.

5. Uncheck the **Allow all users** box to bring up a **User list** and **Authorized users** list.

6. Use the arrow buttons to move someone from the **User list** to the **Authorized users** list.

7. Click **Save** to save your changes.
Training

Your one-on-one training and site walkthrough will provide you with the foundation you need to begin building a great website. In addition, we have created a series of online tutorial videos to provide additional support. To access these videos, click on the Need help? link located at the bottom of the left menu bar.

Customer Support

Our trained team of WeConnect technical support specialists is dedicated to helping you increase your online presence with the best website possible. From day one, they are ready to share design tips, do site walkthroughs, or answer any of your questions.

You can contact a technical support specialist at any time by calling (800) 950-9952 x2010 or by e-mail at weconnect@4LPi.com.
What is a hyperlink and how do I add one?

A hyperlink is a piece of text or image that links to another Web page. To add one to any page of your WeConnect site, follow these steps:

1. When creating **Body Content** on a page or blog post, use your mouse cursor to highlight the text or image you wish to link to another Web page.
2. Click the chain link icon in the **Body Content** toolbar and a pop-up window will appear.
3. Enter the URL for the Web page you would like to link to. From the **Target** drop-down menu, click to **Open link in the same window** or **Open link in a new window**.
4. Click **Ok** to finish inserting the link.
5. Click **Save Changes** to finalize the change to your site.
**Q** How do I remove a hyperlink?

**A**

1. When editing **Body Content** on a page or blog post, use your mouse cursor to highlight the text or image you wish to unlink.
2. Click the broken chain link icon, located to the right of the chain link icon.
3. Click **Save Changes** to finalize the change to your site.
**Q** How do I add a document/PDF?

**A**

1. When creating **Body Content** on a page or blog post, use your mouse cursor to highlight the text or image you wish to link to the document or PDF.
2. Click the chain link icon in the **Body Content** toolbar and a pop-up window will appear.
3. Click the **Browse** button to open the **File Manager**.
4. Click the **Upload** button in the top right corner.
5. Click the **Choose files to upload** button.
6. Find the file on your computer that you wish to upload and double-click it to open. The File Upload progress bar will turn green.
7. Click the **Continue** button in the top right corner to return to the **File Manager**.
8. Scroll to the right of the **DATE** column and you will see options to **Insert**, **Rename**, **Move**, or **Delete**. Click **Insert**.
9. Click **Insert** again from the next screen.
10. Click **Save Changes** to finalize the change to your site.
Congratulations!
You have now completed the initial setup of your WeConnect site. Please keep this guide for future reference.

If you have questions please contact your technical support specialist at (800) 950-9952 x2010, or email weconnect@4lpi.com