charityedit

Getting Started

Hello, welcome to your brand new website!

We understand that you're very excited and keen to get started in building your site. But as with all big projects, the first steps can often be the toughest. Where do you begin, and how can you get the vision of your website from your head and make it a reality? Well, we've put together a simple guide which tries to map out this journey for you. We've written this in a way that allows each activity to build on the last, so all you need to do is start at the top of this list, and work your way down.

This is only a suggested route. If you have other pages in mind, other structures or plans feel free to create them. We want to make this process as simple and easy as possible. You'll find a link to our support site and the relevant tutorials just below each step to ensure you've got the best start possible.

If you need further assistance, get in touch with us and we'll be happy to help!

Step 1: Look and Feel

☐ Work your way through the guided set-up wizard, as you build your initial design. This can be changed at a later date.

☐ Once completed, you can revisit your design, or create a new one by clicking 'Design Builder' in the top menu of the Global Office.

Step 2: Who, What, When

☐ Create a Webpage describing who you are as a Charity and what you believe and do. Bear in mind, you may need to create a suitable Folder for this page. https://edit.support/web-pages/adding-a-folder

☐ Create a page introducing your Leaders and Team.

☐ Fill in your regular events in the Calendar https://edit.support/-calendar

Step 3: Get Involved

☐ Create a page to help people find where you are. Again, you may need to create a new Folder for this page.

☐ Maybe add a form so that people can get in touch with you too. https://edit.support/web-pages/forms

☐ If you're using Charity Edit Plus, here would be a great time to set up your Member areas. https://edit.support/people/site-members

Step 4: Media

☐ Upload a Photo Album so that people can get a feel for your Organisation. https://edit.support/-media/photo-albums

Step 5: Housekeeping

☐ Add other Global Office Users https://edit.support/people/site-members