ChurchNet Gathering Info

1. Gather images into a folder on your PC. Include images for:
	1. A general welcome to your site
	2. Each church
	3. Each community group
	4. Each activity
	5. Each person
2. Site Basics
	1. Name of Website:
	2. Main Contact Phone Number:
	3. Main Contact Email:
	4. Using baptism form: Y/N
	5. Welcome Message:
3. Locations
	1. Parish A:
	2. Parish B:
	3. Etc.
4. Churches & Community Groups
	1. Church A:
		1. Name:
		2. Location:
		3. Strapline:
		4. Description:
		5. History:
		6. Postcode:
	2. Church B:
		1. Name:
		2. Location:
		3. Strapline:
		4. Description:
		5. History:
		6. Postcode:
	3. Community Group A:
		1. Name:
		2. Location:
		3. Strapline:
		4. Description:
		5. History:
		6. Postcode:
	4. Etc.
5. People
	1. Ministry Team
		1. Person A
			1. Name:
			2. Phone:
			3. Email:
			4. Address:
			5. Short Bio:
			6. Order of importance(!):
			7. Roles (title & church/group for each role):
		2. Person B
			1. Name:
			2. Phone:
			3. Email:
			4. Address:
			5. Short Bio:
			6. Order of importance(!):
			7. Roles (title & church/group for each role):
		3. Etc.
	2. Volunteers from Church and Community
		1. Person A
			1. Name:
			2. Phone:
			3. Email:
			4. Address:
			5. Short Bio:
			6. Roles (title & church/group for each role):
		2. Person B
			1. Name:
			2. Phone:
			3. Email:
			4. Address:
			5. Short Bio:
			6. Roles (title & church/group for each role):
		3. Etc.
6. Activities
	1. Location-independent activities
		1. Activity 1
			1. One-sentence summary:
			2. Full Description:
			3. Category:
			4. Optional sub-category:
		2. Activity 2
			1. One-sentence summary:
			2. Full Description:
			3. Category:
			4. Optional sub-category:
		3. Etc.
	2. Localised activities
		1. Activity 1
			1. One-sentence summary:
			2. Full Description:
			3. Associated Church or Community Group:
		2. Activity 2
			1. One-sentence summary:
			2. Full Description:
			3. Associated Church or Community Group:
		3. Etc.
7. Web Users
	1. Overall Administrators:
	2. Church Content Managers:
	3. Community Group Content Managers:
	4. Individual Church Content Managers:
	5. Individual Community Group Content Managers:
8. Worship
	1. Service A
		1. Type:
		2. Frequency:
		3. Place:
		4. Time:
		5. Usual Leader:
	2. Service B
		1. Type:
		2. Frequency:
		3. Place:
		4. Time:
		5. Usual Leader:
9. Emails
	1. SMTP access credentials for email service you wish to maintain and integrate:
	2. Existing email addresses on your domain for ChurchNet to manage:
	3. New individual’s email addresses :
	4. New group email addresses:
	5. Passwords for each email:
10. Logo
	1. Place an existing logo into the images folder on your PC
	2. Or explore creating a logo for your website
11. Favicon
	1. Place an existing favicon into the images folder on your PC
	2. Or explore creating a favicon for your website