

Organiser checklist

Print this checklist out and tick off as you achieve each step!

So, you have been chosen to coordinate your congregation's step-by-step web site.

Here is your checklist to ensure you know what to do to ensure that the web site can be designed by the Communications Unit and will soon be up and running.

- Have you chosen your template?
- Have you filled in the online booking form on this site?
- Once you've booked, have you noted the deadline for material that the Communications Unit emailed to you? And that getting your site complete by the deadline you asked for means getting us the material by the material deadline date?
- Have you written the 300 words you want to appear on the web site — using the specifications provided on this site to help you? And chosen your password?
- Have you gathered up to three photos and had them scanned according to our specifications and gained people's permission if they appear in the photos?
- Have you taken the wording and the photos to the church council for approval?
- Have you posted a payment cheque made out to Communications Unit, Synod of New South Wales and the ACT, and sent it to The Communications Unit, Synod of New South Wales and the ACT, PO Box A2178, Sydney South NSW 1235?
- Have you emailed debbiee@nsw.uca.org.au your 300 words, pictures and the password you have chosen?
- Has the person in your congregation who will be updating your site been appointed? This person will need general computer skills. We will send help sheets to you to pass on to them once the Communications Unit has completed the web site.
- Have you publicised your web site in your congregation and the local community?