Welcome!

This manual will provide you with detailed instructions for updating the coming events on the PCMK church website for upcoming sermons. The process is fairly easy for anyone familiar with a web site and web browsers, and we have spent many hours simplifying it as much as possible. After a couple times, it will become quite routine for you. Thank you for helping us make the Word of God available to the public! The coming events on the web site and especially the sermons are probably the first encounter potential visitors will have with the church well before they even consider stepping foot across the church threshold to see if they want to join us on a regular basis. Your help with this ministry is vitally important to the welfare of our church and the potential new members who are searching for our expression of God's love in their lives.

These instructions assume you are using a Microsoft Windows. The instructions should also work for a Macintosh computer as well. Our favorite web browser is Google Chrome, but you can use any other web browser you prefer including MS Internet Explorer, Fire Fox, or Safari (on most Mac computers).

Open the main church web site at http://www.pcmk.org. Scroll all the way to the bottom of the web page. There is a super secret menu system at the bottom of every web page for the church web site. If you "hover" the mouse over the word "Copyright" at the bottom of the page, it should pop up a little "balloon" with the word "Copyright". That means you are right over the hidden button to access the login screen. Click on the word "Copyright" at the very bottom left of the web site page. The Security page of the church web site will open. Log into the church web site with the user id and password the webmaster provided you and click on the "Log in" button.

Scroll all the way to the bottom of the web page again and hover the mouse over the text "for this website" at the very bottom middle of the web page. You should see the word "Sermons" pop up in a "balloon". Now click on the web page.

The following web page will show up:

Now comes the easy part. This web page is used for uploading a sermon after it has been recorded, but since this sermon has not happened yet, all you need to do is fill in the information for an upcoming sermon. That means you only fill in the fields:

>   Sermon Date
>
>   Title
>
>   Speaker (usually already filled in)
>
>   Type (usually already filled in)
>
>   First Reading
>
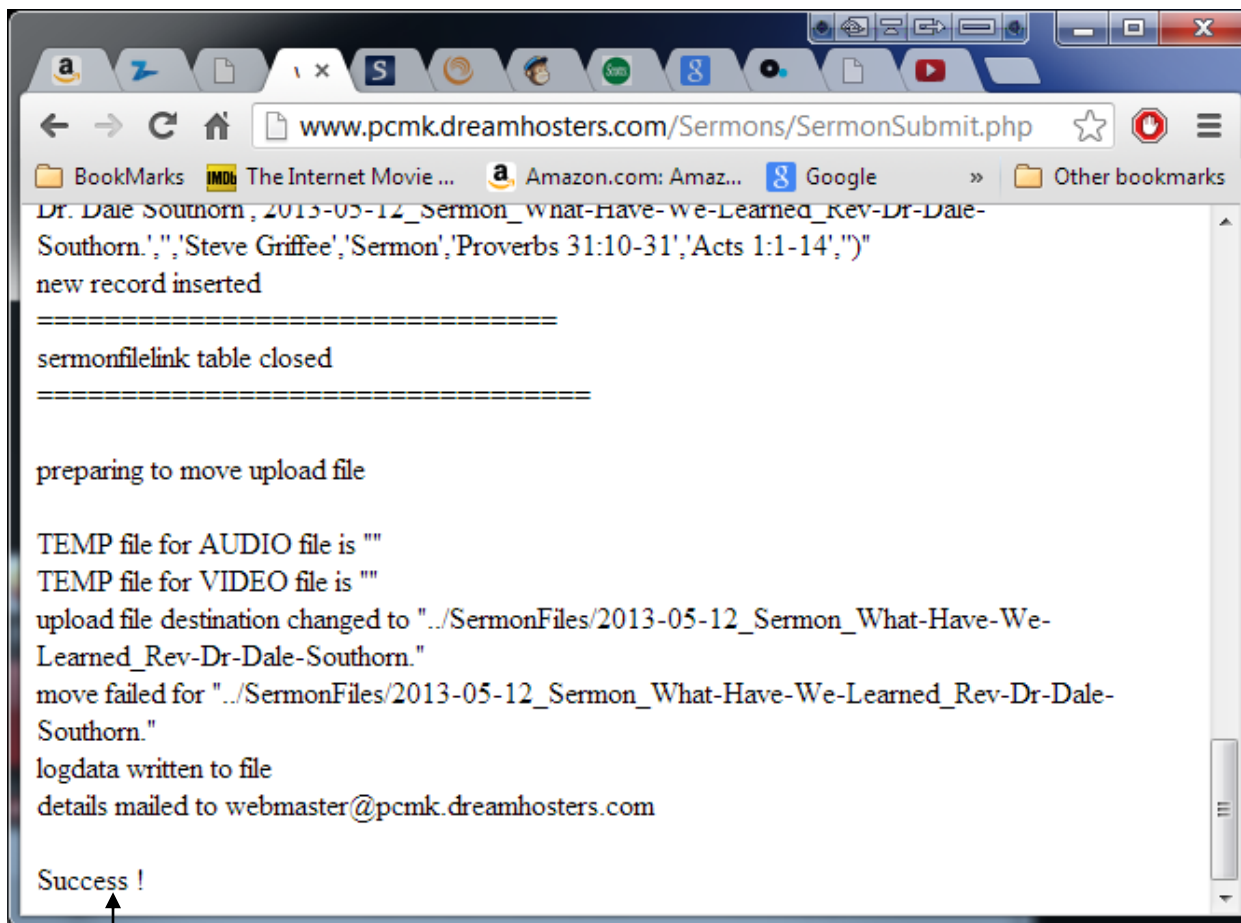>   Second Reading

That's it!

Click on the "Send" button to save your changes and update the "Coming Events".

When you click on the "Send" button, the web page will change to display a very detailed progress of the entire process. It looks a little confusing but it has great meaning to the web site administrators. Scroll all the way to the bottom of the page. It should look something like this:

Dr. Dale Southorn', 2013-05-12_Sermon_What-Have-We-Learned_Rev-Dr-Dale-
Southorn.','','Steve Griffee','Sermon','Proverbs 31:10-31','Acts 1:1-14','')"
new record inserted
==================================
sermonfilelink table closed
==================================

preparing to move upload file

TEMP file for AUDIO file is ""
TEMP file for VIDEO file is ""
upload file destination changed to "../SermonFiles/2013-05-12_Sermon_What-Have-We-
Learned_Rev-Dr-Dale-Southorn."
move failed for "../SermonFiles/2013-05-12_Sermon_What-Have-We-Learned_Rev-Dr-Dale-
Southorn."
logdata written to file
details mailed to webmaster@pcmk.dreamhosters.com

Success !

At the very bottom of the text on this web site, the web server will indicate whether everything updated correctly or if there was a problem. Please let the webmaster know if you encounter any problems or have any questions. Please email webmaster@pcmk.org and please copy all the text from the webpage displaying the problem into the email. Thanks!

Please note: You cannot delete any sermon entries, but you can correct them by submitting the information again and overwriting the same entry for the same date. If you make any entries with the same _**date AND type**_ information (such as 2013-05-05 and "sermon" type), the web page will prompt you to confirm that you want to overwrite the already existing entry. Please be sure you have the correct date entered before clicking on the "Send" button. And don't worry, you cannot erase an existing sermon file on the web site.

Note: any submissions to this sermon upload web page will take effect on the main web pages immediately after you submit them. If you need to correct something, don't panic! You can contact the webmaster and they can make more detailed, advanced changes to the database containing the sermon information. No problemo.

That's it! After a couple times it becomes very routine.

Was that easy or what? And the best part? We can do all this at no cost to the church!

Thanks for helping!!! Your webmasters are eternally grateful and you have just announced to all the world that the Good News of God is available at PCMK! Nice job good and faithful servant! (Matthew 25:21)