



St. Benedict the Abbot Church – McMurray, PA

Frequently Asked Questions (FAQ)

Overview

For a **detailed step-by-step guide to join *The City***, go to St. Benedict’s website at <http://www.sbapeters.org/>. You can download and print the 12-page document ***Getting Started with The City***.

Or you can view our ***City 101 Introductory Video*** by going to <http://www.sbapeters.org/The-City-101>. There are many 2-4 minute videos on St. Benedict’s website to help you understand and navigate *The City*.

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SECTION ONE **The City: What, Why & How to get started**

1. What is *The City*? Mission Statement Real Life. Together.

The City is not only a communication platform or tool, but a way to do ministry as we help people get closer to Christ. It is **THE** way members for our church community to communicate. Overall benefits far outweigh the time spent learning a new communication platform. *The City* is a place for all things St. Ben's 24/7! Here's the Mission Statement for *The City*:

As a community, we live out our faith by serving others and we commit ourselves to welcoming all as Christ. By using *The City* as a communication platform we will foster this culture by sharing prayers, needs, service and social coordination. *The City* will help us to be the hands and feet of Jesus by connecting our church community using current technology.

We do not have to leave our parish boundaries to be in "mission territory". It falls to all of us to evangelize – which means simply to introduce others to the person of Jesus.

2. Why should I join *The City* for St. Benedict the Abbot Church?

Many say, "I have e-mail and access to the internet, isn't that good enough?" Please note that *The City* also brings people together in **community**. Once you learn the system, it doesn't add any more time to your schedule as you would have done with your normal e-mail. In fact you can request only one e-mail per day for some Groups. It actually helps us accomplish our wordly mission to be the hands and feet of Jesus, helping us thru this life to the next.

There are many church organizations (let's call them Groups) that have their own e-mail lists or call chains. These Groups could become invisible silos in our larger church.

To grow young people in our parish, we need to communicate to them the way they prefer, electronically. By the end of 2016, we should have about about 1,300 people on *The City* in about 65 Groups or St. Benedict organizations. Come join us! In the box below we've listed nine reasons why you should join *The City*. The most succinct reasons:

Stay Informed – Keep In Touch – Get Involved

What's in it for me?

1. Communicate & Collaborate more effectively with your teams
2. Manage events, materials, volunteers & attendance
3. Identify and fulfill service opportunities
4. Assist Faith Formation to reach children's hearts and souls
5. Help Group and ministry leaders accomplish their unique mission
6. Request prayers and learn of deaths in a timely manner
7. Dial up or down the level of content you receive from *each* Group you are in
8. Easily locate Groups with like-minded interests from the 65 Groups and ministries that have been identified
9. Gather all my church interests in one place

3. Does *The City* replace our church website? How are these different?

Yes and No. A newly revamped website will be debuting in 2016. It is changing, not just in looks, but also in focus and content which is why *The City* is important. Our website will be more of a **fixed external** evangelization tool (sort of a monologue) for both parishioners and non-parishioners. *The City* will enrich the website as an **interactive internal** communication tool (sort of a dialogue) to support our more than sixty ministries, Groups and teams. We will push content from *The City* to our webpage so that parish-wide events and news are always up-to-date, viewable and actionable from the website; our church bulletins will be found on both sites.

4. How do I sign up to join *The City*?

Scan this code to get invited to *The City*  OR Go to: www.stbens.onthecity.org/kiosk

Fill out the form with your first and last name and e-mail address. You will get an invitation to join *The City*.

5. What should I do once I join The City? What is the FAQ?

You should take a little time to **read the questions** listed at the beginning of our Frequently Asked Questions (FAQ) document to see which questions interest you. When you read the FAQ on a computer from our website or from a pdf document, you can merely place your cursor on a question and hit enter to go directly to the corresponding answer. If you are using a Microsoft Word document, you put your cursor on the question, then hold down the Ctrl button and hit enter to get a linked answer. The FAQ can be found on St. Ben's website and has several dozen of the most frequently asked questions; **there's no need to read the entire document**.

6. What are the steps to get started once I am invited to join *The City*? My Profile

1. When you get an e-mail invitation to join then click "Sign up for *The City*" at the bottom of the invitation.
2. Create a Login ID and password (**write these down for future use!!!**). Fill in your name, gender and birthday (optional) then click Create my account
3. Log into *The City* at stbens.onthecity.org. You can see a two-minute Account Settings video on our website.
4. In upper right corner of any *City* page, hover over the , click **Account Settings** to see the **Account Tab** and six (6) other Tabs

5. To add your Profile picture:

- When you receive e-mail with your profile portrait, save it to your Desktop or choose another folder.
- In the upper-right corner of any City page, put your mouse over the  and click **Account Settings**.
- Select the **Profile** tab.
- Click **Edit Picture**.
- To find your picture on your computer, click **Choose File**,
- Go to the folder where the picture file is saved..
- Click on the picture file, and click **Open**
- Click **Update**.
- Move the picture so it is in the middle of the square and click **Save Image**



6. **Profile Tab:** Fill out info including your preferred name (e.g., Mike instead of Michael, a close-up picture, some information about yourself. Click the Save Profile button.
7. **Family Tab:** List as much or as little as you wish. Can choose to hide your children on your profile. Click the Save Family button
8. **Contact Info Tab:** Add your phone number and address. You can choose to share this information by checking my friends, members of Groups you join, everyone, or nobody. Click the Save Contact button
9. **Skills Tab:** Select skills from the provided list to share your God-given abilities. This creates a reference when Group leaders need people who have specific skills to help or serve Click the Save Skills button.
10. **Notifications Tab:** You can check "Receive e-mails from Messages" to get your messages without logging into *The City*. Your e-mail address will not be shown. If you want e-mails *only* from your selected **friends** on *The City*, check "Only allow friends to start conversations". Click the Save Notifications button.
11. **E-mail Tab:** You can chose how much OR how little e-mail you wish to receive from **each Group** you are in

- **Everything:** Choose this setting and you will be alerted by e-mail every time anything happens in a Group. This is a good choice for Leaders
- **New Things:** Whenever a new topic, message, event, prayer request or need is posted, you are alerted. You will have to log into *The City* to see these rest of any conversation (e.g., post or message = e-mail chain) . This may be a good starting point with adjustments made to dial up or down your level of communication from
- **Daily Digest:** Is a hybrid between “Everything” and “Nothing”, because it informs you of everything going on in your Group(s) in a single e-mail that goes out each afternoon. Everything appears in one, convenient message, allowing you to quickly parse through the Group’s activity and head right to the content that’s pertinent to you, all without overloading your e-mail inbox.. This is simple enough to not overwhelm you, but at the same time, comprehensive enough to keep you connected with your community, much better than never receiving anything from a Group of people you care about.
- **Nothing:** You will receive no e-mail notifications for anything that happens in this Group.

7. Where can I find videos and documents to help me with the use of *The City*?

You will find about twenty videos (most 2-4 minutes long) and several documents on St. Ben’s website at <http://stapeters.org/>. Quite often when you watch a video or read a document, it makes a seemingly difficult task much easier to do.

8. How can I get help with *The City*?



To learn how to use any software, you need to use it.

You have six (6) main ways to get help.

1. **Ask your Group Leader** or one of his/her assistants; every Group should have at least one *City Assistant*.
2. Click the **Help** button in the upper right corner of your screen & then select “**Browse *The City* Help Resources**”. For example, if you type in “videos”, you will locate several dozen how-to videos walking you through how to use many of the features on *The City*. You can get smart quickly!
3. Click the “**Help**” button in the upper right corner of your screen. Then select “**Create a support ticket**”. Type your question in the top box; give additional free-floating detail in the second box and click Submit.
4. During working hours (M-F from 9 am to 5 pm EST), you can conduct a “**chat session**”. During working hours this could be your first option. This option allows you to text or chat with a live person (i.e., communicate via typed questions and answers).
5. **Option 5:** Go to St. Benedict’s website, www.sbapeters.org/, to see our **Frequently Asked Questions (FAQ)** document. You can also view our City 101 Introductory Video and other help videos listed on our website
6. Click the **Help** button in the upper right corner of your screen then select “**Ask a church leader for help**”. Write a message with your questions and click Send this message.

9. Does *The City* have a mobile App?

Yes. The world has gone mobile, and so has *The City*. You can see a four-minute Mobile Apps video on St. Ben’s website at <http://www.sbapeters.org>. There are both an iOS App as well as an Android App free for download from their respective stores.

Because of these great apps available, one of the fastest areas of church engagement we see is through the mobile App. As a result, we are putting something in the hands of our congregation to help us be the hands and feet of Jesus so we can do ministry from anywhere at any time.

To get the App for your **iPhone** go to the Apple Store using this address: <http://apple.co/1mYFMUP>

To get the App for your **Android** phone go to the Google Store using this address: <http://bit.ly/1ridG7d>

10. Can my church calendar sync with my electronic calendar?

To get official church events on everyone's calendar, you need a City Administrator to create the event in a Group everyone participates in: the church Group or the St. Benedict the Abbot Group. Since everyone is in this Group, they all see the event, and they get notifications depending on their personal e-mail settings.

The calendar is a particularly beneficial tool for the entire church Group, because events from that Group display both on the calendar's **All** tab and its **Church** tab. This means people will come across your all-church events when they're looking at their whole calendar, and they can also specifically seek your church-promoted activities.

The calendar page is broken into two sections: a list of events and a little calendar. On each of these tabs is a monthly calendar and a list of events with more information. Clicking the arrows above the calendar view changes the month on both the calendar and the list, so you can plan ahead further than the next few weeks. If the event list is long, you can click a specific date on the calendar to see only the events for that day. When you find an event you're interested in, you can respond right from the calendar or click its title to see the event posting in its entirety.

As a bonus, if it's more convenient, you can even subscribe to *The City's* calendar feed to get all your upcoming events and activities sent to whatever personal calendar tool you may use on your computer or online to sync.

11. Does *The City* integrate with Facebook or Twitter?

Yes and yes! You can choose to connect your *City* account to your Facebook and/or Twitter account, allowing you to choose to simultaneously update your Facebook or Twitter status (or both) when you update your *City* status. You can also use the #tc hash tag to push your Twitter updates into *The City*.

SECTION TWO People, Friends, Groups / Organizations

12. What is a Group?

A Group includes specific people who work and communicate together to accomplish common goals. Groups include ministries (e.g. Catholic Men's Fellowship or Centering Prayer), service organizations (Ben's Men or Women of St. Benedict), or community teams (Family Promise or Food Bank). There can be other types of Groups such as Leaders, Specific Project, Specific Event, Connect, Staff, or Redemption.

When you are on *The City*, you need to realize that **you are almost always navigating information (posts) within a specific Group**. Messages (essentially e-mails) are accumulated for you from all of your Groups. On the left-side of your screen, you can select the Group that you want to be connected with in order to:

Stay Informed – Keep In Touch – Get Involved

13. How do I join a Group (ministry) on *The City*? *Building Our Community*

- a. You can see a three-minute Joining Groups video on St. Ben's website: <http://www.sbapeterts.org>
- b. Unlike social networks, *The City* is about joining **Groups or Ministries or Teams** within a church
- c. You're almost **ALWAYS** in a Group on *City* screen. To find a Group, click on Group on the screen's left-hand side
- d. Click Search for Groups and then scroll down list. Or type in a key word regarding Group at top of screen and click Search
- e. Click on Group name and then you can click **"Ask to join this Group"** button to send a request to the Group Leader.
- f. When the Leader accepts you, you will see the Group name on the left hand side of your home page
- g. Select how you want to receive e-mails via the Notifications Tab (Everything, New Things, Daily Digest or Nothing)
- h. **Featured Content:** If you are a leader or a manager of a Group or a *City* Administrator, a Post can be chosen to be featured. This content will remain at the top of all posts regardless of the date it was issued.

14. How can I invite someone to join a specific Group on *The City*?

On your Group page, click the circle with three dots  in the upper right corner



Select **Participants**.

Click **+ Manage Group Invitations** or **+ Invite Someone New**. This is different depending on your role in the Group.

Choose whether you're inviting someone who is already **In *The City*** or **Not in *The City***.

Depending on your previous selection, do one of the following:

- When inviting someone already **In *The City***, start entering a name in the **Users by Name** field, and select the person you'd like to invite. You can invite more than one person at a time by separating their names with commas. Then add a message and click **Send Invitation**.
- If you invite someone who is **Not in *The City***, type their e-mail address in the appropriate field. Then enter a message and click **Send Invitation**.
- You can mass invite many people by creating a csv (comma separated version) file usually from an Excel spreadsheet. Detailed instructions to do this can be found by going to Help on *The City*, then click Browse the City Help Resources. In the search box, key in "bulk invitations" to find the procedure. It may be easier to merely ask a member of *The City* Core Team.

15. How do I know the members of a Group (ministry or team)?

Select the Group on the navigation menu on the left side and click the Circle with three dots  in the upper right corner and select participants. You will see pictures and names of all Group participants.

16. How can I find someone's contact or profile information?

Select the Group on the navigation menu on the left side and click the circle with three dots  in the upper right corner and select participants. You will see pictures and names of all Group participants. For people with whom you are Friends, you can click on their picture to get contact information - unless that person has selected not to share contact information with anyone.

17. How can we use technology to collaborate & drive people closer to Christ?

Electronic communication is here to stay. If our Church wishes to impact young people, **we need to reach them the way they prefer to communicate**. For example, electronic mail – most commonly called email or e-mail has used since around 1993 – is a method of exchanging digital messages from an author to one or more recipients.

E-mail is heavily utilized throughout industry, academia, charities and government to facilitate communication and **get things done more effectively**. Other popular electronic communication tools include texting, Facebook, YouTube, Twitter, Instagram, and LinkedIn. Even Pope Francis uses Social Media and has millions of followers.

How can we collaborate?



Whether you use Messages (akin to e-mail) or Posts (akin to mass e-mails to an entire Group), recipients can collaborate by adding their thoughts, ideas and brainstorming responses **via discussion threads which are chained communiques**.

Example No. 1: if you attach a file such as suggested specifications for our new church boilers and air conditioners, all recipients on *The City* can review and improve these specs via their responses or replies.

Example No. 2: If someone has a need for people to work specific assignments and bring specific things to an event or meeting, either a Need or Event Post can do this very effectively. **Entire meetings and programs** such as ChristLife or Fish Fries can be established and organized using *The City*.

Example No. 3: Leaders can more readily locate potential volunteers with specific skills (e.g. photography, carpentry, baking or IT) from our general population by reviewing the God-given skills that parishioners have listed in their *City* Profiles.

Example No. 4: A Ministry can develop promotional materials collaboratively by sharing proposals via attached documents.

Example No. 5: If a Group such as lectors, religion teachers, or Eucharistic Ministers need to replace members due to vacations or sickness, replacements can be located very efficiently using *The City*.

18. How do I invite someone to be a Friend on *The City*?

In the search box located in the top right corner of any *City* page, enter the person's first or last name. Under **People**, the first five matches display; you can see a one-minute Friends video on St. Ben's website.

Do one of the following:

- If one is the person you're looking for, click their name to go to their profile page.
- If the person you're searching for is not in that list, click **show all people**. Then, click the name of the person you are looking for to go to their profile page.
- Click the  beneath the person's photo to send a friend request. The word "pending" displays on their photo once this is complete.
- Now all you have to do is wait. The person will receive an e-mail and a *City* reminder, telling them about your request. Once they accept your friendship request, you will become official friends in *The City*.

19. How do I accept a Friend request?

1. Click Friends on the left-hand side of the screen.
2. Click the **Pending** tab.
3. Click the picture of the person to go to their profile page.
4. Click  beneath your friend's photo to accept their friendship request.



SECTION THREE Messages (e-mails)

20. What is a Message?

Consider Messages to be like an e-mail: a private communication between two or more users outside the setting of a Group. You select who you want to communicate with by typing either their first (e.g., Linda) and/or last name (e.g. "Smith"). Then select from a displayed list of people who have those names and who are on our *City*. You will NOT see anyone's e-mail address when you send a Message, only their name and picture if they put a picture in their Profile.

When you first open your Messages page from the navigation menu, you will go to your inbox, which displays all messages (default). Unread messages are bold to alert you that you haven't read them yet.

You can perform an action (delete, archive, unarchive, mark as read, mark as unread buttons) to multiple messages in your inbox at one time. Just select the check boxes of all the desired messages before clicking the appropriate button. You can see a one-minute "Messages" video by selecting Help Videos on *The City* on our church website at <http://www.sbapeters.org/>.

21. How do I reply to a message?

You can reply to Messages directly from either your e-mail or from *The City*. First select the Message by double clicking it. Then either click **“Reply to All”** or **“Respond to ... and the name of the original sender is provided”**. You can add another person or people to your replies. Merely type in your response and then click send.

22. How can I share a message (e-mail) or a post with others?

After you select a Group or a recipient for a Post or a message (e-mail), click the word “Share”. You can type in a Group name or select individuals by typing their first name and then selecting, using commas between recipients. You can see a one minute Share a Post video on St. Ben’s website at <http://www.sbapeters.org/>.

23. How can I print a message or a post such as a topic?

You can put your cursor on the content of the message, post or Topic that you wish to print. Right click your mouse, click Print and select your printer. Files that are attached to posts or messages can only be downloaded on your computer and then printed. This does not work on the App on your phone.

24. If I’m getting too many messages (too many e-mails), how can I limit this?



On your start-up page, click the Gear  in the upper right corner. Select Account Settings then the Notifications tab where you can say yes or no to receiving e-mail. This gear gets you to your *Profile* where you selected your skills, contact info, etc. Under the e-mail tab here, you can select the level of notifications for **each Group** you are in; a definition of each of these options are listed here and earlier in this document (Profile). You can see a two-minute e-Mail Notifications video on our website at <http://www.sbapeters.org>.

Everything

E-mail me whenever anything happens.

New Things

E-mail me only when something new is started.

Whenever a new topic, event, prayer, need, or album is posted, you are alerted via e-mail, but nothing is sent regarding the item or its responses after that point

Daily Digest

Every afternoon you are sent one e-mail that lists everything that happened in your Groups over the last 24 hours. This one e-mail compiles new and updated content for all Groups you have at this setting.

Nothing

Don't send me e-mail from this Group

Stay Informed – Keep In Touch – Get Involved.

25. How do I add a pictures to message (e-mail) or post?

Nothing spices up a post quite like a picture does. There are two ways to do this. The first option is to *embed* an image that exists somewhere else online, and the second is to *attach* an image you have saved somewhere on your computer.

Embedding a Picture from the Internet

If the picture you want to add is uploaded somewhere on the Web, such as a file hosting service, you can embed the picture using the image's URL address.

To embed an image from the Web



1. Find the image you want and copy its URL.
2. Most browsers allow you to right-click on the image to copy the image URL.
3. Create your new post.
4. Paste the image's URL in the body of your new post and put an exclamation mark (!) before and after it. It looks like this:
!http://picture.domain.com!

Things to Remember

- When adding a picture to a Plaza post, ensure it's not more than 632px wide (about nine inches) Images are automatically re-sized to fit in a post, so any size will work. However, this isn't true for images on the Plaza.

Attaching a Picture from your Computer

If you have a picture on your computer, you can **attach** this image to a *City* post.

To upload an image from your computer

1. **The maximum size of a picture (e.g., .jpg) is 3 megs**
2. When creating a new post, click **Advanced Options**, then **+ Add a file**.
3. Click **Browse**.
4. Select the file that you want to attach and click **Open**.
5. Repeat steps 1-3 to add more pictures.
6. When you finish your post, those files are displayed as attachments at the bottom for other Group participants to see.

Troubleshooting a Bad Embedding

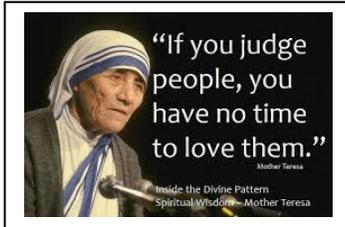
When embedding a picture, sometimes the embed code doesn't produce the picture, even though you went to great lengths to make sure your format is perfect. This happens because copying and pasting can carry unseen formatting with it. Try copying your code and pasting it into the program **Text Edit** (Mac) or **Notepad** (PC). This removes any attached formatting. Then just copy it from there and paste it back into your post.

26. How do I add a video to message (e-mail) or post?

Embedding a video in your next City post is a great way to spice up your thoughts. With some textile code, you can add your favorite YouTube™ or Vimeo video. You can even embed a Flash video from another site or your own personal file server.

Depending on the type of video you want to add to your post, the code is slightly different. Depending on the kind of video, see the instructions for a step-by-step walk-through.

To embed a YouTube video



1. Visit [YouTube™](#) and find the video you want to add.
2. Find the video's URL in your address bar (for example, <https://www.youtube.com/watch?v=F-c7zHMv3Ko>).
3. Copy the video's URL and paste that into your City post.

When that's done and you finish your post, everyone else in your Group will see a video in place of the code.

To embed a Vimeo video

1. Visit [Vimeo](#) and find the video you want to add.
2. Find the video's URL in your address bar (for example, <http://vimeo.com/10242877>).
3. Copy the video's URL and paste that into your City post.

After your code is in place, finish creating your post, and viewers will see a video in place of your code.

To embed Flash videos

If your video is not on any of the websites we've mentioned, you can still use [The City's](#) built in flash player to display your video. Here are the elements you must include:

- The label *flash video*:
- The whole URL of the video file, without the *http://*, followed by a colon (:)
- The URL of an image that represents the video, without the *http://*, followed by a colon (this step is optional, however if you do not have an image, you must enter a space followed by a colon)
- Your desired dimensions (in pixels). Note that there are about 72 pixels in an inch.

When you have all that information, piece it together in this order:

With an image:

```
[flash_video:citymarketing.s3.amazonaws.com/videos/apex.mov:citymarketing.s3.amazonaws.com/images/city_1440x900.jpg:470:264]
```

Without an image:

```
[flash_video:citymarketing.s3.amazonaws.com/videos/apex.mov: :470:264]
```

Things to Remember

The only file types accepted by the flash player are *.flv*, *.mov*, *.f4v*, *.mp3*, and *.mp4*.

Troubleshooting

Every so often you'll find that the embed code doesn't produce a video when you create your post. Sometimes copying and pasting bits of the code can carry unseen formatting with it, so if no video appears, try copying your code and pasting it into the program Text Edit (Mac) or Notepad (PC). This removes any attached formatting. Then just copy it from there and paste it back into your post.

The one exception to this rule is a hyperlink. If the pasted text is a hyperlink, these applications are not able to remove that formatting, so you must manually unlink the text with *The City's* text editor by highlighting the linked text and clicking  on the text-editing options menu.

Things to Remember

- 470 x 264 is the optimal video size in *The City*, except events, for which you should set the width at 334, not 470.
- If you're embedding an audio file—or a video you only want to hear the sound of—you can set the second dimension (height) at 10 pixels to get rid of the viewing screen and effectually turn the video player into an audio player.
- With YouTube, you can get rid of links to other videos at the end of yours by adding `&rel=0` to the end of your video's URL.

Copy it again from the program and paste it into your post.

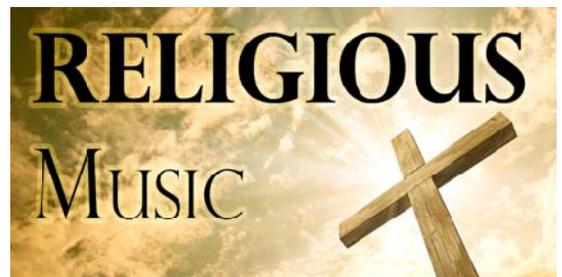
27. How do I add an audio to message (e-mail) or post?

The City doesn't have an audio player, but its video player doesn't discriminate. Just add an audio file similar to how you add a video file, and you're on your way. This feature lets you **add podcasts** as well.

To embed an audio file

For the audio file to work in the player, you must store it somewhere online. Adding an audio file to a post is accomplished by entering textile code.

1. Start with the label **flash video**:
2. Type out the whole URL of the audio file (except the `http://`), followed by a colon (:).
3. Add a space and another colon.
4. Enter your desired dimensions, separated by a colon (w:h). The width can be whatever you like. Setting the height to 10 removes the player screen, making it look like an audio player.
5. Enclose everything in brackets.



When you have all that information pieced together, it will look like this:

```
[flash_video:citymarketing.s3.amazonaws.com/audio/apex.mp3: :470:10].
```

Things to Remember

The only file types accepted by the flash player are `.flv`, `.mov`, `.f4v`, `.mp3`, and `.mp4`.

Troubleshooting

Sometimes you find that the embed code doesn't produce a video when you create your post. Sometimes copying and pasting bits of the code can carry unseen formatting with it, so if no video appears, try copying your code and pasting it into the program **Text Edit** (Mac) or **Notepad** (PC). This removes any attached formatting. Then just copy it from there and paste it back into your post.

The one exception to this rule is a hyperlink. If the pasted text is a hyperlink, these applications are not able to remove that formatting, so you must manually unlink the text with *The City's* text editor by highlighting the linked text and clicking

28. How do I add a hyperlink to message (e-mail) or post?

When typing text into the body of new post or response, you can turn a section of text into a link.

To make a link

1. Highlight the desired text.
2. In the panel of text-editing options, click .
3. In the window that pops up, enter the URL you want it to link to.
4. Click **Insert**.

Things to Remember

You can opt to have a hyperlink open in a new window. In the **Target** drop-down, just select **Open link in a new window**. This makes a new browser window open when the link is clicked by a reader.

SECTION FOUR Posts

29. What is a Post?

A post is similar to a Group e-mail that is sent to everyone in a Group. You can allow responses to foster communication and collaboration or not. There are five different types of posts: topics, events, prayers, needs and albums. These enable the Group to inform, coordinate activities, share prayers and/or have discussions.

30. What do I see when I select “News” from the left-side navigation?



When you select “News” you see all of the posts from all of your Groups. Usually the most recent post is at the top and this will move down as new posts are added.

Featured posts by leaders or managers typically stay at the top of your list. As these posts age, the person who made the post, a leader or a manager of that Group or a City Administrator can remove it.

Please realize that entire Group will see posts. So any replies should be professional, courteous and Christian in nature. As with any electronic medium, negative, confidential, insulting or derogatory comments **should not be posted**.

31. How do I create a Post, a Topic?

When you “post” information, you are **communicating with your whole Group sharing news**. Some could view this as Group e-mail. This is made possible by five different types of posts: topics, events, needs, prayers, and albums. A topic facilitates either Group conversations or one-way broadcasts from leaders or participants.

1. In the left navigation menu, click **News**.
2. Click **Start a New Post**, and then click **Topic**.
3. Click **Select a Group** and select the Group name from the drop-down list.
4. Enter the title and body of the topic.
5. To share a post, the author must check “Allow the post to be shared.”
 - Choose the Group that the post will be shared.
 - Enter a Group name in the Share with other Groups text box. When you click Post This! the share request is sent.
 - The leader of the Group with whom the author wishes to share will receive a notification of the “share” request. The leader of that Group must approve the “share” request.
 - If the author of the post wants the post to appear on the City Plaza, it will appear as a “private” URL.
6. Attach a file to your post.
 - Click Advanced Options.
 - Click + Add a File.
 - Click Choose File to browse for what you want.
 - Repeat this process to add more files.
7. Click **Post This!**

The screenshot shows the 'Creating a topic' interface for the group 'The City 101'. At the top, there are tabs for 'Topic', 'Event', 'Prayer', 'Need', and 'Photos'. The 'Topic' tab is selected. Below the tabs, the text 'Creating a topic for' is followed by a dropdown menu showing 'The City 101'. The form has two main sections: 'Title' and 'Body'. The 'Title' field contains 'Sample Post'. The 'Body' field has a rich text editor with options for bold (B), italic (I), underline (U), and text color (ABC), along with a font size dropdown and a list of icons for text alignment and bullet points. Below the body field, there are sharing options: a checked checkbox for 'Allow this post to be shared', a 'Share with other groups' dropdown menu showing 'St. Benedict the Abbot', a 'Share with other people' text box, and a checked checkbox for 'Publicize on The City Plaza' with a note 'With a private URL'. There is also an 'Advanced Options' section with checkboxes for 'Women-only', 'Limit email', 'Leadership', 'No responses', and 'Priority'. At the bottom of the form, there is a '+ Add a file' link with a note 'drafts do not save file attachments'. Finally, there is a 'Who can see this?' section with a note: 'Two groups on The City; up to 948 people. But it may be shared with others in The City, and will be available publicly on the web.' At the very bottom, there are three buttons: 'Cancel', 'Save draft', and 'Post this!'.

32. How do I attach a file to a Post?

1. Once you have added a title and body to your post, Click Advanced Options.
2. Click + Add a File.
3. Click Choose File to browse for what you want.
4. Repeat this process to add more files.

33. How can I share a message (e-mail) or a post with others?

After you select a Group or a recipient for a Post or a message (e-mail), click the word “Share”. You can type in a Group name or select individuals by typing their first name and then selecting, using commas between recipients.

34. How do I create an Event?

This type of post reflects a real-world event including the *specific time, date, location, and participant interaction*. You can view a three minute video “Create an Event” on St. Ben’s website.

When you create a new event, you have the option to ask Group participants to serve in a certain capacity. This features allows everyone to be an integral part of making an event happen. When you create a new event, you also have the option to ask Group participants to contribute something

1. In the left navigation menu, click **News**.
2. Click **Start a New Post**, and then click **Event**.
3. Click **Select a Group** and select the Group name from the drop-down list.
4. Enter the event's **Title** succinctly describing the Event
5. Set up the **Date & Time**.
 - Select the **Start Date** and **Start Time**.
 - Select the **End Date** and **End Time**.
 - Events must start and end on the same date.
 - If you want the event to recur, select your desired recurrence from the **+Repeats** drop-down menu. Then select the **When** and **Until** frequency options.
6. Enter the **Event Description** in box below the text formatting tools; make your message look the way you want.
7. Set up **Items & Roles**.
 - Click **+ add an item to bring** and enter items you need someone to volunteer to contribute, along with the quantity (e.g. drinks, dessert, main dish). Repeat as necessary.
 - If you have roles to fill, expand **+ add a role to fill**, then enter a role (e.g. driver, overnight host). Repeat as necessary.
8. Invite guests.
 - Select **Allow this post to be shared** if you’d like to share this post with other Groups on The City
 - Select **Publicize on The City Plaza** to choose Plaza options.
9. Attach a file to the event.
 - Click **Advanced Options**.
 - Click **+ Add a File**.
 - Click **Choose File** to browse for what you want.
 - Repeat this process to add more files.
10. Click **Post This!**
11. **Events can keep track of who are the specific volunteers**

To assign event roles

1. After listing roles to be filled, click **Assign Role**
2. Begin entering the name of the user in the field and select the person from the drop-down list.
3. Click **Assign**.
4. Repeat steps 1 through 3 as many times as necessary to assign all your roles.
5. When you've got all your roles assigned properly, click **Done**.

Volunteer to help

	ITEM & DATE	FILLED BY
<input type="checkbox"/>	Altar Server on 02/19/2016	Assign
	search for user	Assign
<input type="checkbox"/>	Altar Server on 02/19/2016	Assign
<input type="checkbox"/>	Altar Server on 02/19/2016	Assign
<input type="checkbox"/>	Altar Server on 02/26/2016	Assign
<input type="checkbox"/>	Altar Server on 02/26/2016	Assign
<input type="checkbox"/>	Altar Server on 02/26/2016	Assign
<input type="checkbox"/>	Altar Server on 03/04/2016	Assign
<input type="checkbox"/>	Altar Server on 03/04/2016	Assign
<input type="checkbox"/>	Altar Server on 03/04/2016	Assign
<input type="checkbox"/>	Altar Server on 03/11/2016	Assign
<input type="checkbox"/>	Altar Server on 03/11/2016	Assign
<input type="checkbox"/>	Altar Server on 03/11/2016	Assign
<input type="checkbox"/>	Altar Server on 03/18/2016	Assign
<input type="checkbox"/>	Altar Server on 03/18/2016	Assign
<input type="checkbox"/>	Altar Server on 03/18/2016	Assign

35. How do I create a Need?

This kind of post allows Group participants to share a real-life need with their community. Like an event, a need allows you to create tasks for people to perform or items to bring at **various optional dates**.

Under Advanced Options you can turn this need into a **Service Opportunity which is viewable by the entire congregation** not just your Group. You can see a three-minute “Create a Need” video on our church website.

1. In the left navigation menu, click **News**.
2. Click **Start a New Post**, and then click **Need**.
3. Click **Select a Group** and select the Group name from the drop-down list.
4. Enter a title succinctly describing the Need
5. Enter information about your need in the box below the formatting tools; make the message look the way you want.
6. A Need and an Event are quite similar, however, an Event has a **specific date** and keeps track of who are the specific people who have volunteered for the Event; see the prior question and answer regarding posting an Event for more information.
7. Apply any desired options:
 - Click + **add a tasks or item** to list any items and responsibilities.
 - Select **Allow this post to be shared** to share this post with other Groups or your friends.
 - Select **Publicize on The City Plaza** to choose Plaza options.
8. Attach a file to your post.
 1. Click **Advanced Options**.
 2. Click + **Add a File**.
 3. Click **Choose File** to browse for what you want.
 4. Repeat this process to add more files.
9. Click **Post This!**

The screenshot shows a web form for creating a 'Need'. At the top, there are tabs for 'Topic', 'Event', 'Prayer', 'Need' (selected), and 'Photos'. Below the tabs, it says 'Creating a need for' followed by a dropdown menu showing 'The City 101'. The form has several sections:

- Title:** A text box with the placeholder 'Title of Need'.
- Body:** A rich text editor with a toolbar containing bold, italic, underline, text color, font size, bulleted list, numbered list, quote, link, and unlink icons. Below the toolbar is a text area with the placeholder 'Write a description here'.
- Description:** A text box containing 'EMHC Replacement for 10:00 am'.
- Date (Optional):** A text box containing '04/24/2016'.
- Location:** A text box containing '120 Abington Drive'.
- Sharing Options:** A checked checkbox for 'Allow this post to be shared'. Below it are two text boxes: 'Share with other groups' (containing 'St. Benedict the Abbot') and 'Share with other people'.
- Publicize:** A checked checkbox for 'Publicize on The City Plaza' with the subtext 'With a private URL'.
- Advanced Options:** A section with a dropdown arrow and four checkboxes: 'Women-only', 'Leadership', 'Priority', and 'Limit email'.
- Attachments:** A link '+ Add a file' with the note 'drafts do not save file attachments'.
- Who can see this?:** A section with the text 'Two groups on The City: up to 949 people. But it may be shared with others in The City, and will be available publicly on the web.'
- Buttons:** At the bottom right are three buttons: 'Cancel', 'Save draft', and 'Post this!'.

36. How do I fill a *need* for a replacement volunteer?

Quite often certain Groups such as Lectors, Altar Servers and Eucharistic Servers need to get replacement volunteers when assigned volunteers can not physically be present for their assigned tasks. One way that has worked well to get replacement volunteers is to post a need entitled “Replacement Needed for(describing the need)”.

Step 1: On your News Feed go to GROUPS, click the + to expand your Group List.

Step 2: Select the Group that you need to request the replacement for. (The City 101 is selected in this example.)

Step 3: Select Start a New Post

Step 4: Select type of Post –**NEED**

Step 5: Enter a Title –For example: “Replacement Needed 10:00 am Mass”

Step 6: Add text to further explain the need.

Step 7: Click + add a task or item.

Step 8: Enter the type of need such as Altar Server or Lector and enter the date you need a replacement If you have multiple needs such as 2 Altar Servers, just add a 2nd line item.

Step 9: Click **Post this!**

The image displays two screenshots of a Facebook group interface for 'The City 101'. The top screenshot shows the 'Start a New Post' menu with 'Need' selected. The bottom screenshot shows the 'Creating a need for' form with fields for Title, Body, and a list of items. Red arrows and circles highlight the steps described in the text.

Step 1: On your News Feed go to GROUPS, click the + to expand your Group List.

Step 2: Select the Group that you need to request the replacement for. (The City 101 is selected in this example.)

Step 3: Select Start a New Post

Step 4: Select type of Post –**NEED**

Step 5: Enter a Title –For example: “Replacement Needed 10:00 am Mass”

Step 6: Add text to further explain the need.

Step 7: Click + add a task or item.

Step 8: Enter the type of need such as Altar Server or Lector and enter the date you need a replacement If you have multiple needs such as 2 Altar Servers, just add a 2nd line item.

Step 9: Click **Post this!**

If you can help fulfill this need, open the item and sign up. ****Note-you need to open the item to respond by checking (just v) so the need is appropriately filled, and everyone can see it.** When you fill a need, you will get a reminder e-mail automatically the day before, reminding of what you volunteered to do. Make it a habit check-in when you see needs posted to ensure all needs are being met.

37. What is a Service Opportunity?

This is a very special kind of post (a need), designed to help Service Groups get the word out to our congregation regarding volunteering opportunities. You can only create a service opportunity if you are a member of a Service Group; no other Group type (e.g., religious, social or community ministries) has this service ability

Once you create a service opportunity it exists in at least two places. First, it lives as a need in the Group that created it. Secondly, it displays in the Service Opportunities section of the Growth menu where the entire *City* congregation can view it. This is where all service opportunities are displayed for two months hoping that someone will fulfill each opportunity. You can watch a three-minute Create a Service Opportunity video on St. Ben's website at <http://www.sbapeters.org/>.

38. How can I volunteer for a Service Opportunity?

You can use the reply feature of a posted need (i.e., service opportunity) to respond via *The City*. You can write a message to the leader of the service team to learn more or volunteer. The person who posts a need may also list a phone number or snail-mail address in order for you to respond.



39. How do I find people with skills needed for a Service Opportunity?

Anyone on *The City* is able to find people who have a certain skill.

To find users with a skill

1. In the search bar in the upper-right of every page on *The City* (above your name), begin typing the name of a skill you'd like to find.
2. Select the correct item from the list of **Skills** provided at the bottom of your search results.
3. At the bottom of the next page is a list of all the people with that skill.
4. Once you've found someone with the skill you need, click the person's picture to visit his profile and start a message with them to see if he/she can help you out.

If you are a leader or manager of a Group you can send a message to everyone with a specific skill; for example, there are ten people with photography skills as of mid-2016.

1. From the Skill page, click **+ Send a Message to the people with this skill**
2. In the panel that descends, enter your message text.
3. Click **Send Message**.
4. You could decide to follow-up individually with these people.

40. How can I find and get people to join my organization?



You can view the three-minute video **Raising Volunteers** on our church website. It describes a simple process of searching *City* member's profiles that should identify each person's God-given skills. If you have a service need (e.g., a photographer for a Cub Scout event), you can search "photography" (a listed skill) to identify people who selected photography as a skill; currently we have ten such *City* members.

There is a link that allows you to simultaneously send a message (e-mail) to these ten people identifying your service opportunity. Alternatively, you could contact people who you know on this list. **Or you can do both which is a much more effective way to communicate.**

41. How do I create a Prayer Request?

When something comes up in life that you need your community to pray for, a *City* prayer request may be in order. To create a prayer request:

Enter a title and the body of your prayer request.

Please be careful NOT to reveal personal information that should NOT be shared across a Group.

1. In the left navigation menu, click **News**.
2. Click **Start a New Post**, and then click **Prayer**.
3. Click **Select a Group** and select the Group name from the drop-down list.
4. Enter a title and body. Please do not include information that is **TOO PERSONAL**.
5. Apply any additional options:
 - Use the text formatting tools to make your message look the way you want.
 - Select **Allow this post to be shared** to share this post with other Groups or your friends.
 - Select **Publicize on The City Plaza** to choose Plaza options.
6. Attach a file to your post.
 - Click **Advanced Options**.
 - Click **+ Add a File**.
 - Click **Choose File** to browse for what you want.
 - Repeat this process to add more files.
7. Click **Post This!**

Topic | Event | **Prayer** | Need | Photos

Creating a prayer for **The City 101**

Title
Prayer Title

Body
Prayer Description

Allow this post to be shared

Share with other groups **St. Benedict the Abbot**

Share with other people

Publicize on The City Plaza With a private URL

Advanced Options

Women-only Limit email

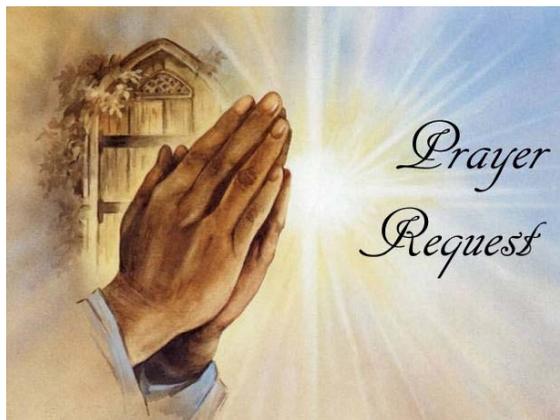
Leadership

Priority

+ Add a file drafts do not save file attachments

Who can see this?
Two groups on The City: up to 949 people. But it may be shared with others in The City, and will be available publicly on the web.

Cancel Save draft **Post this!**



42. How do I create a Photo Album?

Creating a photo album is a **great way to remember and celebrate God's work in your Group**. One picture of your choice (i.e., the Album Cover) will be larger than the others; see example below (Ben's Men Habitat for Humanity). Please note that some internet providers only allow 3 to 10 megs of images to be transmitted at one time.

1. Click **Start a New Post**, and then click **Photos**.
2. Click **Select a Group** and select the Group name from the drop-down list.
3. Add photos to the album. You can do this two ways:
 - Click **Upload Photos**, select the photos you want to attach from your computer, and click **Open**.
 - Drag and drop photos from your computer to the drag and drop section.
5. Enter a short descriptive title.
6. Enter more detailed description of your album below formatting tools.
7. Apply any additional options:
 - Use text formatting tools to make your message look the way you want.
 - Select **Allow this post to be shared** to share this post with other Groups or your friends. Select **Publicize on The City Plaza** to choose Plaza options.
 - Select **Allow others to add photos** to give other Group members access to adding photos to the album.
 - Click **Advanced Options** and select **Limit e-mail** to prevent sending an e-mail notification about this album.
8. Click **Post This**

To add photos to an existing album

1. Click the album post from the news feed or in the Group stream.
2. Click **Add Photos**.
3. Select the photos you want to attach from your computer and click **Open**. The photos appear automatically in the album.

To edit an album

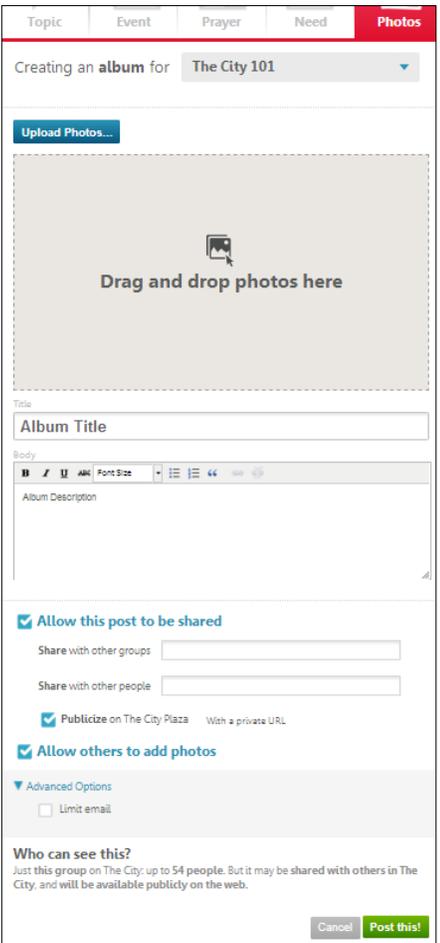
1. Click the album post from the news feed or in the Group stream.
2. To the right of the title, click  and click **edit this album**.
3. Make the desired changes to the album's title and description.
4. To edit photos, click **Manage Photos**.
5. Make the desired changes to the photos and click **Done**.

To select an album cover

1. Click the album post from the news feed or in the Group stream.
2. To the right of the title, click  and click **edit this album**.
3. Click **Manage Photos**.
4. Hover your mouse over image you want to use, then click **Album cover**.
5. Click **Done**.

To delete a photo

1. Click the album post from the news feed or in the Group stream.
2. To the right of the title, click  and click **edit this album**.
3. Click **Manage Photos**.
4. Click the image you want to delete, then click "X" in upper right-hand.
5. Click **Done**



SECTION FIVE Leadership, Promotions, eBible

43. How do I start a Group?

There are two different situations that determine how to proceed. If a church organization already exists and is recognized by St. Benedict's congregation, a hierarchical approval would not be needed to start a Group. For a brand new organization, getting the approval of the Pastor would be required. In both cases having capable leader(s) is required.

For a new Group to exist, members must know its vision and mission and whether it should be aligned with an existing Group. Should this new Group be included in our weekly bulletin and/or on our church website? How can *The City* be used to identify those in the congregation who could be willing members of this Group? How could *City* functionality add value to Group members? How will you invite members to join this Group?

Once these questions are answered, a City Administrator (e.g., Mike D'Onofrio, City Mayor) can electronically commission a new Group. The Group leader(s) or manager(s) are responsible to designate assistants in their Group to help members learn how to benefit from *City* usage.



44. What should a Group leader or manager do?

For a Group to prosper its leadership needs to be able to communicate, organize, delegate and follow a plan to achieve the Group's mission. *The City* is tool to help Groups, especially heling get members closer to Christ.



There is a Leader's Checklist document that identifies a process for a leader or manager to follow; this is available on the church website and as a featured content (i.e., located at the top of the News feed) of the Leader's Group. This one-page checklist identifies a *City* process to learn, lead, set up your Group, join members and then effectively use *The City*. About twenty *City* videos (most two to four minutes in length) can be found on our church website. Each of these are briefly described in the Leader's Checklist.

Each Group is assigned a *City* mentor to help Group leader(s), manager(s) and assistant(s). With such a large congregation, St. Benedict's parish needs to have many people in many organizations to be capable to show others how to benefit from *City* usage.

45. What is engaging content?

One of the main responsibilities of Group leaders, mangers and *City* assistants is to motivate their membership via engaging content. Content on *The City* should encourage growth in our relationships with Christ through living together in **community**.

Though some communication will be informational, we should be striving to make content engaging by creating content that expects responses (i.e., question-based, conversational, and as brief as possible). For example, a church bulletin is informational and akin to a monologue. *City* communique's can be collaborative simultaneously involving many and akin to a dialogue.

There is an Engaging Content document on our church website. Once read and used a few times, a leader will internalize this common-sense approach. **Key questions per communique** include:

- Who needs to see this information? Will they value it?
- Who is likely to engage with it?
- Should it be shared to any other Groups?
- Should we create a promotion that leads to this content?
- Can I make this post more engaging?
- When is the ideal time to post this information?
- Am I using the best type of post for this information? Topic? Event? Need? Prayer? Album?

46. What is a promotional block?

Group leaders and managers can create promotional advertisements that their Group members can see in the Group's promotion block on the lower right side of their Group page. When a promotion is posted within a Group, members of the Group are the only people who can see the promotion. Here's an example for Ben's Men:



**Rigatoni & Meatball
Dinner — Oldies Dance**

**Saturday, June 4, 2016
6:30 to 11 pm**

**Ticket price: \$15 per person or
\$25/couple**

**For tickets call:
Erm Hartmann at
724-941-8349**

If you want a promotion to be seen by St. Benedict's entire *City* population, it should **initially be posted** in the St. Benedict the Abbot Group; note that promotions *cannot* be shared with other Groups. Please send the completed promotion and request via a *City* message to (First) Carol Dolinar, (Second) Janet Roberto, or (Third) Lisa Walsh. Also, note that once information is posted on our St. Benedict the Abbot website, then there is an url address that is available as a link on your *City* promotion for more information.

Promotions should be 198 pixels wide (about 3") and 352 pixels long (about 5"). For the best page layout, a ratio of 9:16 is suggested, which gives you a promotion size of 198 x 352, but *height is completely* up to you. So you may wish to make a 3" wide by 5" long template (e.g., using Microsoft PowerPoint or another graphics program) to develop your promotions.

To make a promotion, it takes experience with a graphics program such as Microsoft PowerPoint, Adobe Fireworks or Photoshop or any program that will allow you to save a file as an image (.jpg or .png). Having an **eye-catching graphic and limited verbiage** is most effective – less text is more. You can link your promotion to a url address such (e.g., on our church's website) showing more details for your event or cause.

47. How do I create a promotional block?

1. You can develop a promotion (i.e., a .jpg or .png) by using **Microsoft PowerPoint**. You can:
 - Under the Design tab, select Slide Size, click Custom Slide Size
 - Select a width of 3 inches and height of 5 inches
 - This PowerPoint slide could be saved as a “Promotional Template” to develop promotions
 - Possibly list event information on church website (i.e., to get an url address) via Carol Dolinar
 - Insert graphic, MINIMAL text & *possibly* “Click Here for more Information” at website url address
 - Can insert a text box covering the entire promotion with a colored fill (e.g., yellow in example)
 - You may have to click on this text box and select Send to the back to see graphic and text
 - You may have to select Send to the Back *again* to allow your graphic and text to be seen
 - Could use text with contrasting color or white font (i.e., reversed out using colored fill in text box)
 - Save this promotion as PowerPoint file
 - Then save the slide that you want as a promotion as a .jpg (i.e., an electronic image or picture)

48. How do I post a promotional block?

1. Develop your promotion as a .jpg or png file
2. On [The City](#) expand the **Groups** menu and select the Group you want to advertise from.
3. At the top of the page, click  and select **Group Settings**.
4. Click the **Promotions** tab.
5. Click + **Make a New Promotion**.
6. Click **Browse** to find the image (i.e., your .jpg or png) that you want to upload, then select it.
7. Can add more information (*optional*), if a you want to link the promotion to an url address.
 - a) This link can be to a page inside or outside [The City](#) such as a page on the St. Benedict website
 - b) If detailed information is on our church website, you can link this information to your promotion
 - c) You can (optional) cut and paste this url address in the box: “Where do you want it to link to?”
8. Your promotion should have a limited lifespan unless you want to see it to eternity. You should enter an **Expiration Date**. On this date, the [City](#) stops displaying this promotions block. For example, if the event occurs on a specific date, you could set the expiration date as the day after the event.
9. Select the box “**This promotion is active.**”
10. Click **Create**.

*Let people know about
Your upcoming event!*

49. How do I change a Group name? From year to year?

Faith Formation (aka CCD) is our largest church organization with 1,200 students and roughly 800 families. Groups have been established at the grade level (e.g., third or fifth grade) with about 70 teachers (aka Catechists) in nine grades. Every year students progress up a grade level, however, we need Group members to remain intact. To accomplish this, we will merely change Group names every year.

As a leader, you may want to edit or change the name of your Group. Ask an administrator for [The City](#) to do the following:

1. Go to the Admin settings in your City.
2. Go to Groups.
3. Find the Group you want to make a change to by searching for the name of the Group.
4. On the Basic Settings tab of the Group, you can change the name in the Group Name field.
5. Click the green Update button to save your changes.

50. How can I use eBible?

On *The City's* left-hand navigation you will see eBible as an option. You will get different results depending on how you respond to this function **on your computer**.



Computer Response 1 for eBible

When you click on eBible, you essentially are making the contents of about a dozen Bibles in 16 languages available on your computer, smart phone or tablet; there are many Protestant Bibles. **Please select the NRSV** (New Revised Standard Version) which is the Catholic Bible that coincidentally our pastor, Fr. Bob, uses. When you have internet access, you'll be able to select from all of the books of the Bible in this Catholic version. You can then access the wisdom in the Bible wherever you are.

Computer Response 2 for eBible

When you click on eBible, you can sign in ONCE with an ID and password that you may never use again; you may decide to use the same login ID and password as the one you used for *The City*. This establishes a free eBible account since this electronic functionality is from a bolt-on third party supplier to *The City*. As with any logon and password, write this down in a retrievable location.

As your version, select the NRSV Bible for all eBible content. You can still select readings from all books of the Bible. Additionally, by default you will receive a daily e-mail at the e-mail address that you provide. It will have (a) a few notable questions and answers with usually one of these being fascinating and (b) a verse of the day.

Computer Response 3 for eBible

When you click on eBible, you can sign in ONCE with an ID and password that you may never use again; you may decide to use the same login ID and password as the one you used for *The City*. As your version, select the NRSV Bible for all eBible content. You can still select readings from all books of the Bible.

Additionally, when you are on the eBible site, click on "All" next to "Plans" on the right side of the page. If you are musically inclined, you can select "The Psalms" and/or possibly "Daily Devotion", if you are so inclined.

Computer Response 4 for eBible

When you click on eBible, you can sign in ONCE with an ID and password that you may never use again; you may decide to use the same login ID and password as the one you used for *The City*. As your version, select the NRSV Bible for all eBible content.

Additionally, when you are on the eBible site, click on "All" next to "Plans" on the right side of the page. You can peruse over fifty (50) different Biblical offerings (i.e., Plans) ranging "Colossians Reading" to "Women of the Bible". For the Biblically inquisitive, this could be an interesting exercise.