LUTHERAN CHURCH–CANADA

CONGREGATIONAL SITE TOOLKIT

How do I update the calendar on my congregation's website?

1. Type or copy your custom Wordpress link into your browser. This will direct you to a login page. The link will look something like the following, but with your congregation name:

   www.yourcongregation.lutheranchurchcanada.ca/wp-admin

2. Login using your credentials (Your user profile will have been set up by LCC's Communications Director).

3. This will take you to the "Dashboard" – Click "Events" in the sidebar, on the left-hand side.

4. In the Events Tab under "All Events" you will see any events you currently have. You can click "Add New" to create a new one, or you can edit any pre-existing events in the calendar. Input any relevant details such as event location, description, and start/end times.

5. Once you're ready for the information to go live, click "Publish" (Top right corner). The event should now be visible on your calendar (If it's not, try refreshing the page or clicking back a month and then forward again).

NOTE: If you are having issues with events displaying on the wrong day, the timezone for your site may need to be adjusted to suit your local timezone. If you think this might be the case, please contact LCC's Communications Director.