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LUTHERAN CHURCH–CANADA  
**CONGREGATIONAL SITE TOOLKIT**



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## How do I create a Page 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](http://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" – On the left-hand side, select Pages > Add New.
4. You can set your page up as a "Parent" page or subpage, creating a hierarchy of pages (e.g. "Resources" might be the Parent page to the subpage "Video Gallery"). To create a subpage, in the **Page Attributions** box, select the Parent dropdown menu. The dropdown menu contains a list of all of the Pages already created for your site. Select the appropriate parent Page to make the current Page a "child" Page.
5. To change the URL part (also referred to as "slug") containing the name of your Page, use the "Edit" button under the Page title on the Edit screen of the particular Page.
6. If you would like your Page to have a Title Banner, you can toggle Add Title Banner in the **Page Options** box. You also have the option to add a Custom Banner for that page.
7. Add content to the Page and click Publish when ready. *It is a good idea to preview your Page before you hit Publish.* Under the **Page Attributions** box, you can also change the template for the page you are using if you would prefer to have "two-columns" (This option will create another content box to edit).