
LUTHERAN CHURCH–CANADA
CONGREGATIONAL SITE TOOLKIT



How do I add a new Written Sermon (PDF) to 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" – On the left-hand side, select your Written Sermons Page.
4. Below the column where you'd normally update the content on that page, you will see a box titled **Written Sermons**. If you don't have the Written Sermons feature activated for your website yet, please contact LCC's Communications Director.
5. Hover over the right side of the column and hit the **+** sign to add a row. You can then input the **Sermon Label** (which will display as the title of the PDF on your website). It is a good idea to name your sermons consistently (e.g. If you always write out the title of your sermon; or if you, instead, put the day in the Church Year, etc.). You can also add the **Sermon Text** in the third column.
6. In the middle column, hit **"Add file"** then click the "Add media" button and drag the PDF for your written sermon into the **Media Library**. It is a good idea to be mindful of what you name the PDFs and keep it consistent, as this will show up in the URL and will also help you if you want to search for this document in your Media Library later. Select the PDF.
7. Click Publish when ready. *It is a good idea to preview your Page before you hit Publish.*