
LUTHERAN CHURCH–CANADA
CONGREGATIONAL SITE TOOLKIT



How do I update the phone number, email address, and other key contact information 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 "Theme Settings" in the sidebar, on the left-hand side.
4. On the right side of the page, you will see a box where you can update contact information by category. Once you're ready for the revised information to go live, click "Publish" (Top right corner). If the updated information does not show up right away, you may have to refresh the page.

NOTE: Most congregational websites also have key contact information on their home page. Don't forget to make any changes there as well!