1. Go to website: either www.UUHonolulu.org or www.UnitariansofHI.org

2. Explore, read, reflect– Visit the website, read about our church activities and groups, get Sunday service info, watch videos or listen to podcasts of sermons.

3. See the "Member" section on the right side of the main navigation bar. Click on it to show the drop down menu- top item is "Login"

4. Login, your id = your email address, temporary password = "FUCH2017!" When you log in you will see a black bar on the top of the website- that gives you "member power"

5. Write a News Post, from the +New link on the black bar, click "Post". Make it short and interesting, include an image if possible. The post will be reviewed and published by webmaster Kanoa. Your post will be on the home page, in the weekly newsletter and in social media, if appropriate.

6. Write an Event Entry, use + New link, fill in date, category (will determine color coding on the calendar), time, location (church or other, add the room needed in the description.) Your Event will be reviewed, date and room confirmed and published by the office manager, Suzette. Event will show up on the calendar, on an event page, on the homepage and in the Weekly Newsletter.

7. Make the website current, growing and dynamic! - Add, improve, edit, and add media to website pages. Leaders of committees and others who want to contribute to website development need advanced access. Contact our webmaster, Kanoa Ishihara @ webmaster@unitariansofhi.org for advanced access to make changes OR for him to make improvements with your input.

8. Enjoy and Upload Photos to our Google Photo Album. Click the G+ icon, upper right on the website.

9. Enjoy and Upload Videos on YouTube. Click the YouTube icon, upper right on the website.

10. Interact– Read and comment on the Membership blog in the Member section and on Facebook and Twitter posts from others. Click the social media icons on the upper right.

# UUHonolulu Sharing Messages and Media!
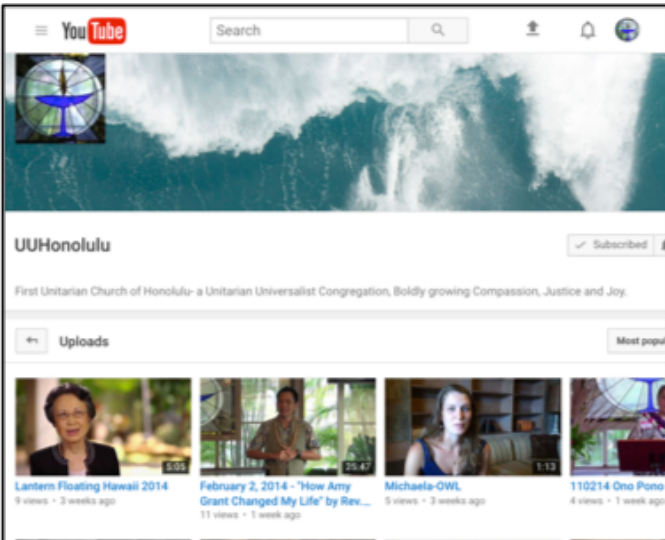
YouTube

1. Click on the YouTube link on the website or-go to YouTube, type in "UUHonolulu."

2. Choose from over 100 videos, Click the right arrow to the right of featured videos, until you see "View All" Click to see array.

3. Click the Upload icon at the top to add your videos to share with the community.

facebook

1. Click on the Facebook link on the website or-go to Facebook, type in "UUHonolulu."

2. Click "Like" under the featured picture.

3. Read, like, and comment on post that interest you.

4. Visit First Unitarian Church of Honolulu groups (ADORE, Young Adults, Jubilee.)

twitter

1. Click on the Twitter icon link on the website or go to Twitter and type "UUHonolulu."

2. Click "Follow" so that our tweets will show up in your Twitter stream.

3. Like and retweet posts of interest to you and your followers.

g+
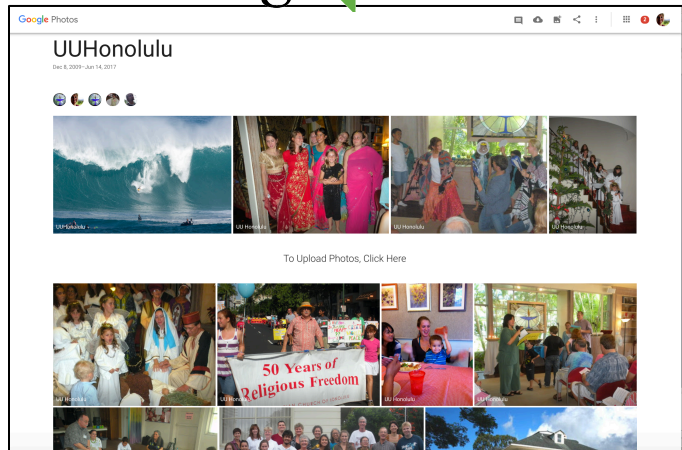
1. Click on the G+ icon link on the website or go to Google Photos and type in "UUHonolulu."

2. Explore the images.

3. Use the upload icon at the top to upload your images to share with the community.

How to Post on the Website and in the Weekly Newsletter
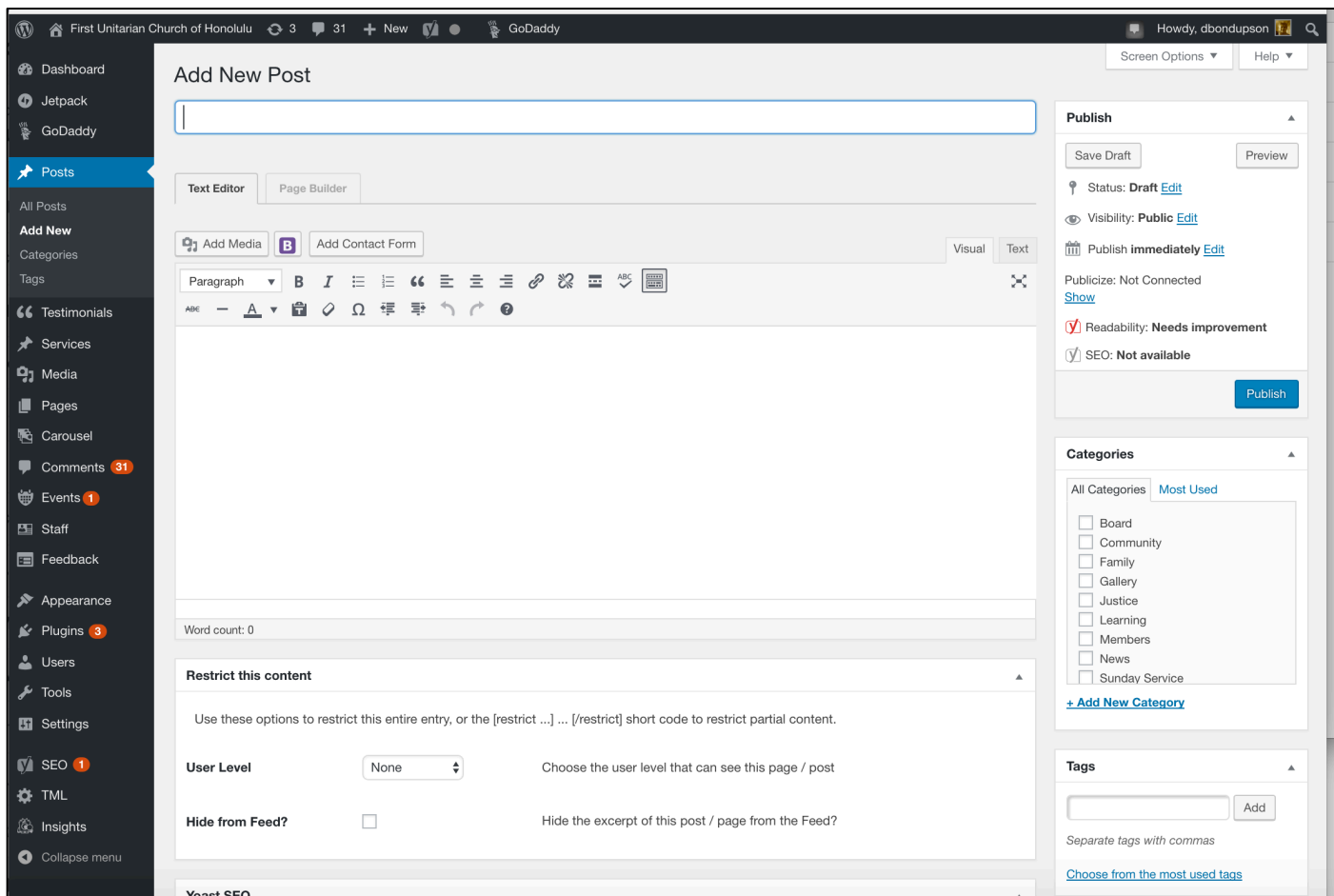
1. Go to website: either www.UUHonolulu.org or www.UnitariansofHI.org

2. Login, your id (email address) and password (FUCH2017! until you change it)

3. Click "+ New" on the black ribbon at the top of the website, choose "Post" from the drop down list.

4. Enter Title: be as descriptive as possible. The more intriguing and specific the title, the greater the interest.

5. Enter a description in the Text Edit box.

6. Click categories that apply. (eg."Justice" if it is an SJC event, "Family" if it is for RE, etc.)

7. Optional: Add "Tags" that will help readers find your event in a search. (eg."A.D.O.R.E." "Racial Equity" etc. for Jubilee Training)

How to Post Events to Website, Calendar and Newsletter

1. Go to website: either www.UUHonolulu.org or www.UnitariansofHI.org

2. Login, your id (email address) and password (FUCH2017! until you change it)

3. Click "+ New" on the black ribbon at the top of the website, choose "Post" from the drop down list.

4. Enter Title: be as descriptive as possible. The more specific the title, the greater the interest.

5. Enter a description in the Text Edit box. If your event will be at the church, list the room(s) for the event at the bottom.

6. Where: below the description window, fill in the location details. If you type "First" the full church name and address should autofill.

7. When: top right of your screen, enter the date and time range for your event.

8. Click categories that apply. (eg."Board" if it is a Board event, "Gallery on the Pali" if it is a Gallery event, etc.)

9. Optional: Add "Tags" that will help readers find your event in a search. (eg. "deep listening" "small group" for Chalice Circle)