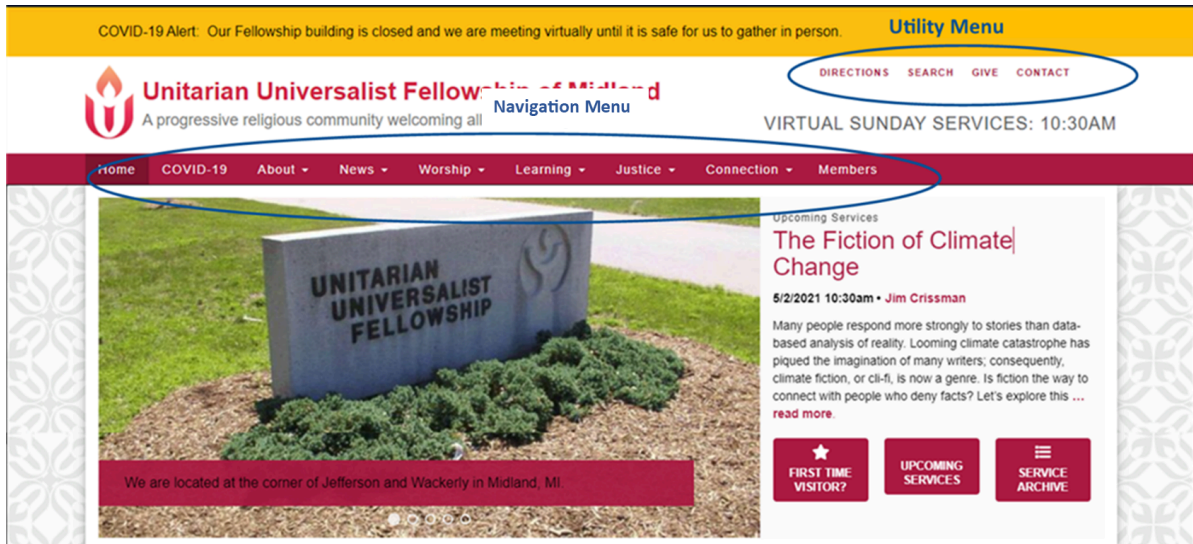


# Navigating UUFoM's Website

Wendy Altmeier, Office Administrator

Welcome to our new website! I wanted to create a handy dandy tool to hopefully answer any questions you may have about the website. These directions were created on a computer. The page may look different on other devices.



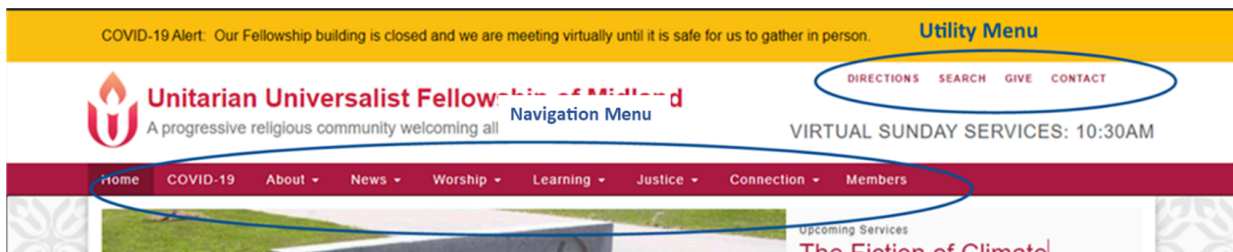
This is our [Home Page](#)! First, you will see 2 menus - the [Utility Menu](#) and the [Navigation Menu](#). These menus are on every page on our website. Also on our home page, you will find scrolling graphics (called a metaslider), [Upcoming Services](#) (which will populate automatically), buttons for [First Time Visitor](#), [Upcoming Services](#) and our [Service Archive](#). These will never change on our home page. Underneath, you will see more content. These are called widgets. Widgets will change, depending on what information is important at the time. The Home Page is the first thing anyone sees when they come to our website.

## Content

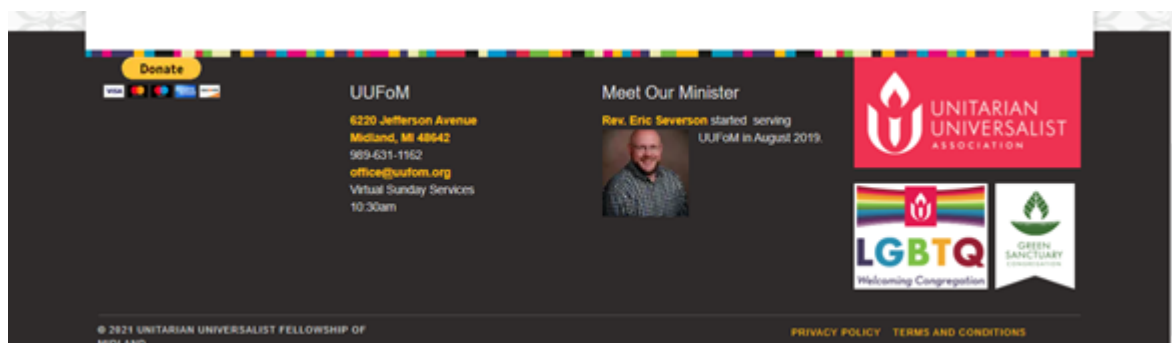
The following content is on ALL pages. Hyperlinks are red! Click them to delve further into topics.

**Navigation Menu:** Includes [Home](#), [COVID-19](#), [About](#), [News](#), [Worship](#), [Learning](#), [Justice](#), [Connection](#) and [Members](#). When you see an arrow, this means there are more menu options to choose from. When you see something that interests you, click on it. You can always click [Home](#) to come back to the home page. The Navigation menu works the same on all of the webpages.

**Utility Menu:** At the top right corner of every page are four useful links.

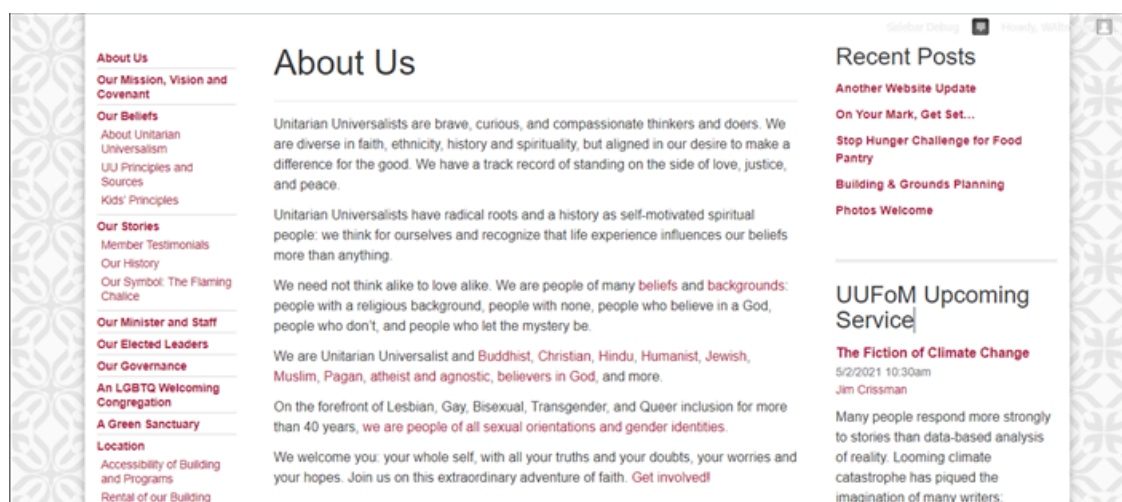


**Footer:** At the very bottom of every page are more links. Hyperlinks at the bottom of the site are yellow. Click them to delve further into topics.



## Navigation Menu Content

When you click on any content in the Navigation Menu, you'll have different menu options on the sides of your screen. The left side menu are pages under the Navigation content you clicked on. On the right side menu, you will see the first five Recent Posts (posts are normally newsletter content), the next upcoming service, a staff and board search (it does not search by position, only by partial name), and a UUA Bookstore social justice selection (clicking on it will take you to their website.)



**COVID-19** - Includes all announcements and UUFoM guidelines surrounding the pandemic.

**About** – Includes a plethora of information about the fellowship and the UUA. It includes some of the following pages:

## About Us

### Our Mission, Vision and Covenant

### Our Beliefs

**Our Stories** contains our condensed History and our Member Testimonials. Check out some of our testimonials and share one of your own along with a photo if you want! Once we have more of these, we may feature these on our home page as these are important for new members to see.

**Our Minister and Staff** contains contact info and bios (coming soon!)

**Our Elected Leaders** will show you who is on our board this year and their contact info. Their bios will be coming soon!

### Our Governance

### An LGBTQ Welcoming Congregation

### A Green Sanctuary

**Location** includes a page about fellowship accessibility. Because we welcome and affirm people of all abilities, we have taken the steps to insure that no one is excluded for full participation in the life of our fellowship.

### Contact

**News** – There are just two menu items here. [Congregation News](#) and [Newsletter](#). [Newsletter](#) contains our newsletter archive. The [Congregation News](#) section contains our newsletter articles.

**Worship** - Most items under here are aimed at the visitors and the public. You can also find descriptions of [Upcoming Services](#) and a list of past services. You may enjoy perusing some of the other menu options.

**Learning** – Information about our [Lifespan Religious Education](#). Has a few different sub-menus underneath.

**Justice** – Only two items under here for now. [Social Justice](#) and [Community Partners](#). You will find information about our LOVE teams and the different things they are doing along with contact information for our LOVE leaders under [Social Justice](#). Our [Community Partners](#) include hyperlinks to agencies and partners who align with our beliefs and may be of use to you.

**Connection** – Tons of things to interest people here! This includes ways to donate, our path to membership, includes info for our first-time visitors, our ministry teams, all of our social activities, and it includes a link to a connection card for people to connect with us. Our [Calendar](#) is also located under this tab. You can view it as a full month calendar, by week or by agenda which is a more linear view.

**Members** – This is password-protected. Your password was sent via email to the email we have on file. Check your spam folders if you cannot find it, contact the office. You will find the UUFoM

Directory here, along with a link to a printable copy. **Church Documents** including **Policies** and **Procedures** are extremely helpful. It includes links to many of our digital documents. The documents do include the submitted board meeting minutes. Any other group or committee who wishes to submit meeting minutes are welcome to do so to share with our members. There is also a link to **Submit an Event**.

## **Conclusion**

If you don't think the website content matches your perception of us, please let me know. Also if you have any content you wish to include (either publicly or to our Members section), share it with us. If you have any questions, comments or need any help navigating, contact our webmaster, Wendy Altmeier. She can be reached at [office@uufom.org](mailto:office@uufom.org), call or text 215-868-8081, or we can set up a Zoom walkthrough.