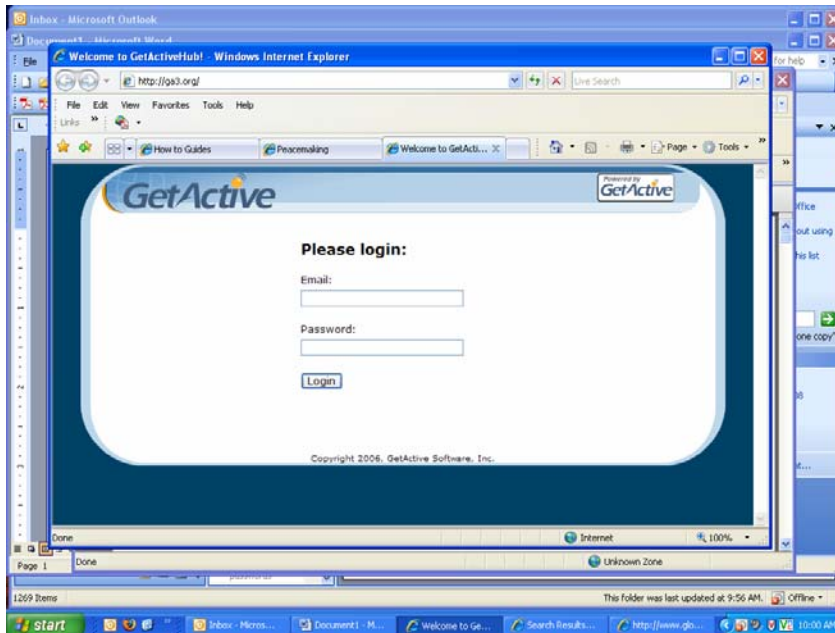
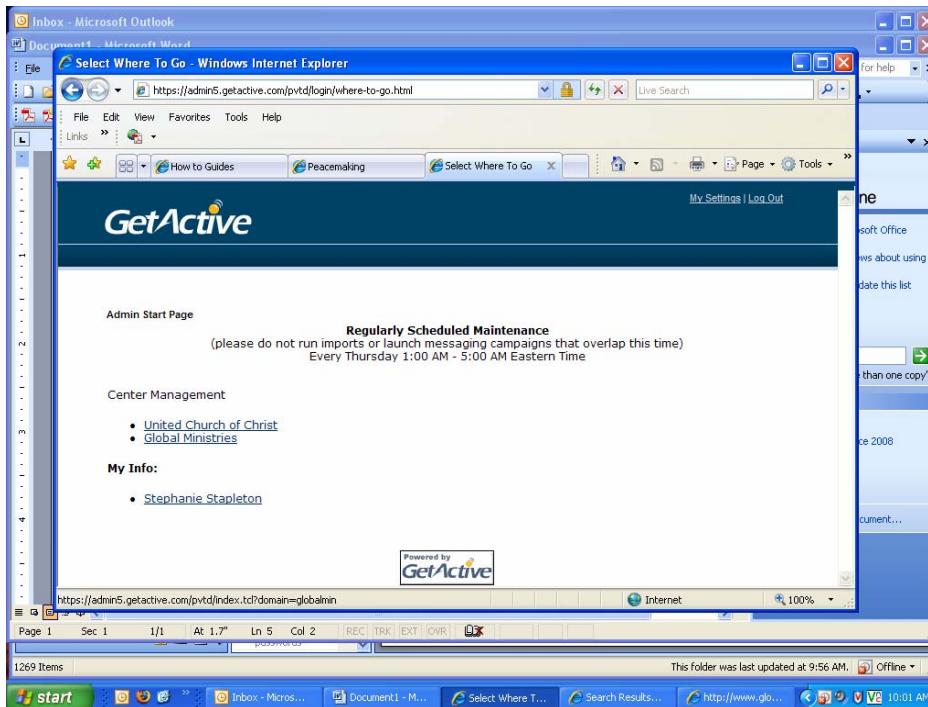


Creating A New Partner or Project

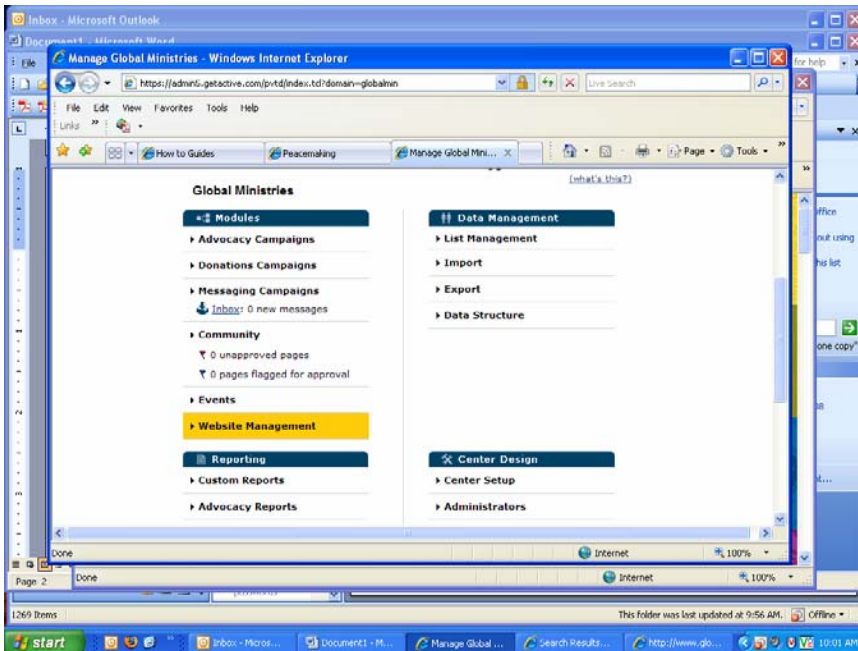
Log in to www.ga3.org



Select Global Ministries



Select Website Management



In the upper left corner, click on folders (or just click on any folder) You can also select your folder directly from here.

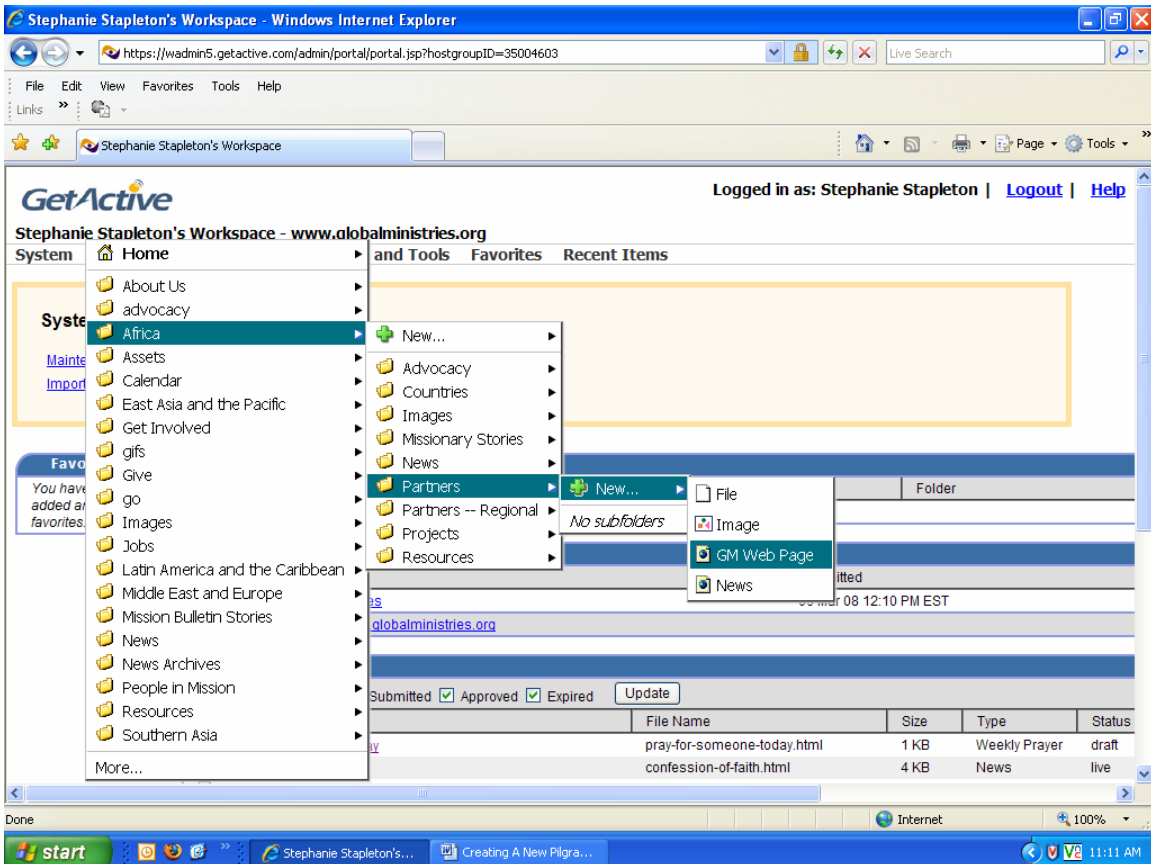
You will probably get “you do not have permission to access this folder”—That’s OK—

Go to the area the partner or project is in. If it is a project click the project folder, if it is a partner select the partner Folder...etc.

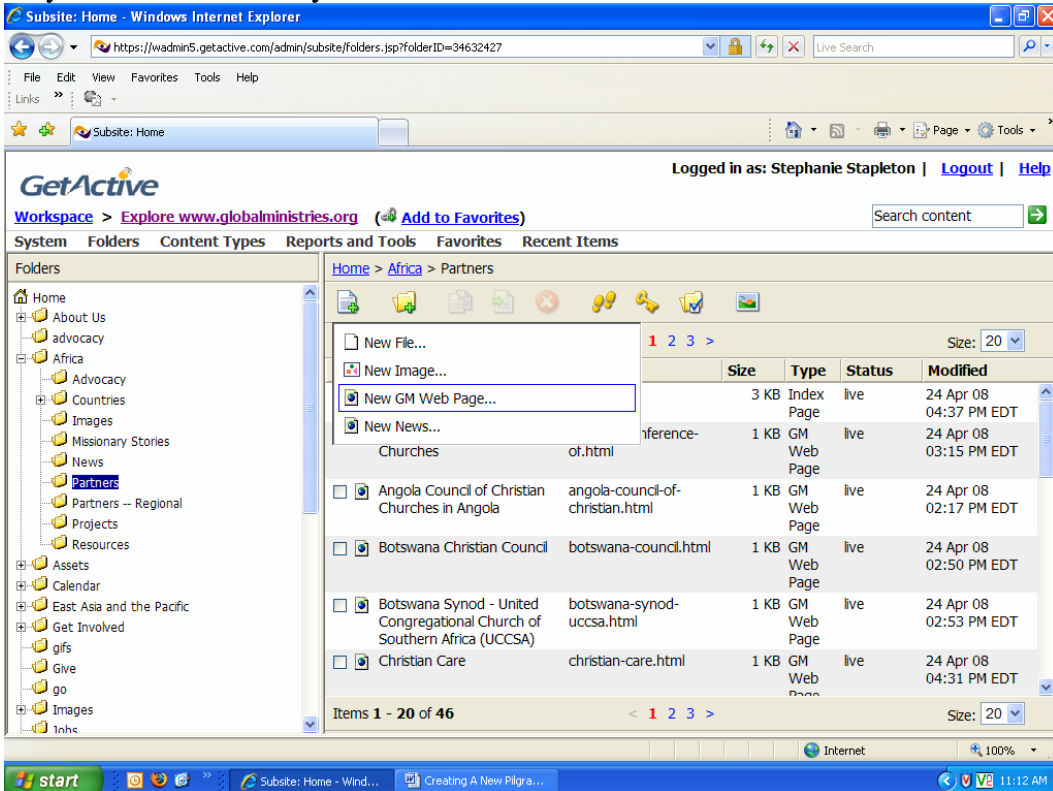
Note that some areas have a “Regional Projects/Partners” Folders. This is because we can only select one country on a GM web page (it’s a long story). If you are adding something that is located in many countries, it is best to add your project/partner in a “regional” folder.

You are going to want to Create a new **GM WEB PAGE** in the appropriate folder

You are looking for a green plus sign or one of these  Click on the to add a new GM Web Page...select “New GM Web Page”



Or you can do it this way



Now you will tell your page who he is and where he belongs

The screenshot shows a web browser window titled "Authoring Wizard: Enter properties". The address bar shows the URL "https://wadmin5.getactive.com/admin/item/actions/properties-edit.jsp?itemID=36449676". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. A progress bar at the top indicates five steps: 1. Enter properties (active), 2. Enter body content, 3. Preview, 4. Schedule, and 5. Submit. The form fields are as follows:

- Title: All Africa Conference of Churches (highlighted with a red box)
- Description: All Africa Conference of Churches
- File Name: all-africa-conference-of
- Display Template: Default single display
- Thumbnail Image: A placeholder box with "Choose..." and "Clear" buttons.
- Author Name: An empty text input field.
- Custom Date (mm/dd/yyyy): An empty date input field.
- Issue-Topic: A dropdown menu with "Choose one..." selected, showing options: Advent/Christmas, Children, and Climate Change.
- Mission Area: A dropdown menu with "Choose one..." selected.
- Country: Kenya
- Get Involved Type: A dropdown menu with "Choose one..." selected.
- Staff Contact: Sandra Gourdet
- Exclude from What's New:
- Exclude from Live Search Index:

Title: What people will see in the list of projects/partners

Description: For search engine keywords (you can also just copy some of your text or at least the name of the partner)

Filename: This is your URL address (it Chooses one automatically, but you may shorten it)

Display Template: you can just ignore that

Thumbnail Image: you can ignore that

Author Name: You can type in your name if you'd like people to know you created the web page, if not leave blank

Custom Date: Tell your story how old it is (when he was created)

Issue Topic: Select anything that your story relates to. Hold down the Ctrl key on your Keyboard to select more than one

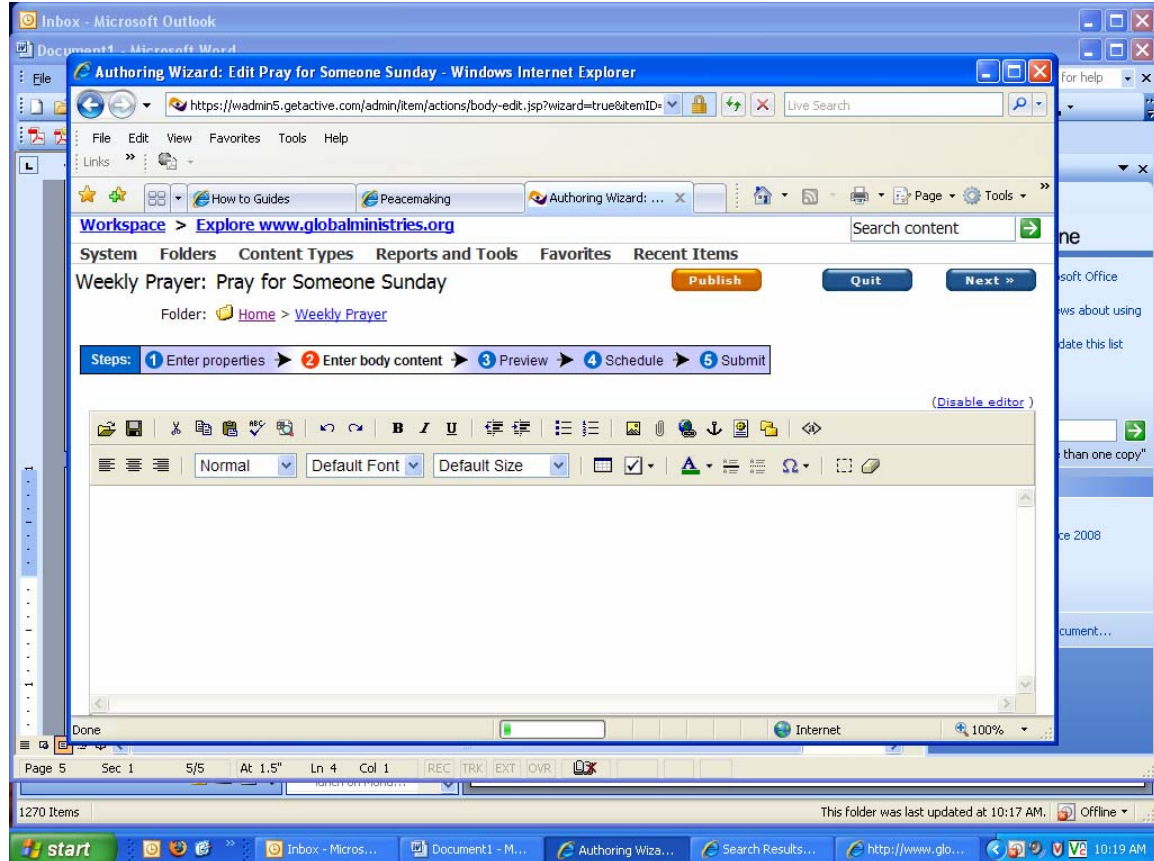
Mission Area: Select the area your partner/project is in

Country: Select the country your partner/project is in

Staff Contact: Select your name if you want people to contact you for more information about the story

You can Leave all the Check Boxes as they are

Click Next




Enter whatever it is you want people to know about your relationship with this project/partner. You are now entering the “Body content” for your page

*You may want to create an external link to a partner (select the text or image you want to be the link, click the globe icon, have the link open in a new window, and then copy the web address you want them to go to)

*For projects you want to create your links to blackbaud, and link to the page where there are instructions on how to give through the mail. I would have these open in a new window too so people can refer back to them. You can also just copy and paste the colored box from another project page from that area and just change the name of the project. It might also be a very good idea to make some links back to the country page for that project so that potential donors can see just about EVERYTHING Global Ministries does in that country and feel good about making a donation ☺

Note : Shift+Enter is a regular Enter

Note you won't have to enter the title again because it is already going to show up at the top of the page.

Add any images you feel are necessary. (use the little yellow square with the picture of the mountain) add  your picture...it shouldn't be more than 350 pixels wide. You can also create a folder where you can add your images to keep them organized 😊

Click Next or publish and follow any prompts...