

# Church Themes

## Getting Started Guide

## **This documentation applies to all themes distributed by ChurchThemes.**

The example images used in this guide are from the Urban City theme, but if you have purchased another theme, all functionality will be the same.

A Video Version of this Tutorial is available at  
<http://ChurchThemes.net/Getting-Started-Guide>.

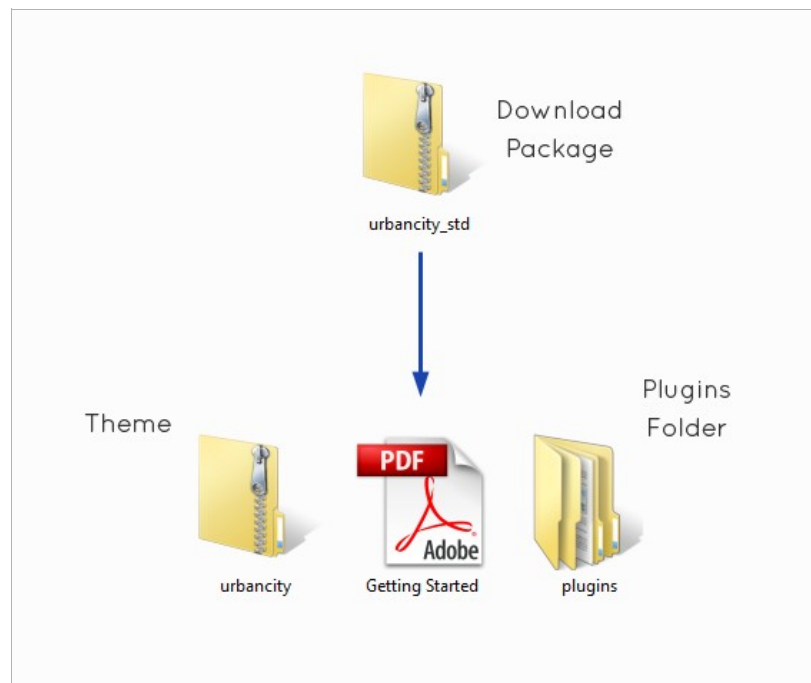
## Introduction

Thank you for choosing ChurchThemes! We're excited about the themes we create, and we're confident that your theme will give you an engaging and powerful presence on the web. It is our hope and prayer that your site will help the ministry of your church or organization reach the lost and make disciples.

We've put a great deal of effort into making our themes easy to use so that you can focus your time and energy on your people. This Getting Started Guide is all the information you need to get your Theme up and running.

Each ChurchThemes Download Package (e.g., yourtheme\_std.zip or yourtheme\_dev.zip) contains several files. This guide will focus on two folders within that .zip file: The theme .zip file and the plugins folder.

(If you have purchased the Developer Edition of the theme there will be other files/folders in your Download Package that will not be addressed in this guide.)



## **What You'll Need**

This guide starts at the most basic level, so all you'll need to begin is an installation of WordPress (available from WordPress.org).

## **What This Guide Covers**

This guide is designed to simply get your site up and running, so it covers:

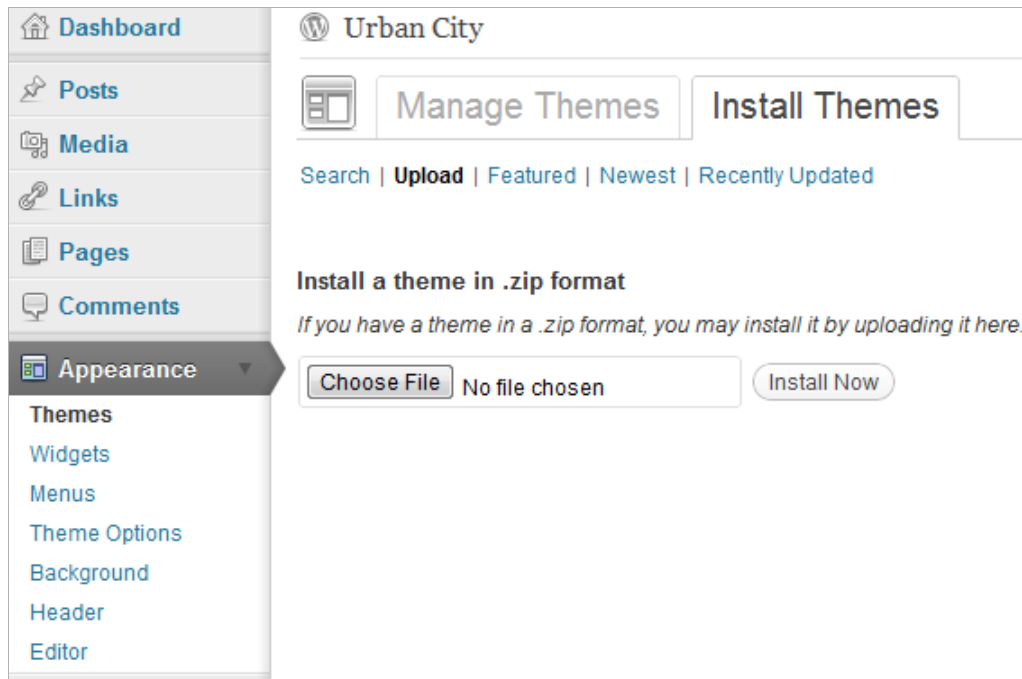
- I. Install/Activate Your Theme (Page 4)
- II. Install/Activate Third-Party Plugins (Page 5)
- III. Configure Permalinks (Page 7)
- IV. Linking to Archives (Page 8)

If you have questions that are not covered by this guide, please see our ChurchThemes Support Center at <http://churchthemes.net/support>. If you need help with a WordPress issue, there is a great deal of documentation available at <http://codex.wordpress.org>.

## I. Install/Activate Your Theme

Installing a Theme is a very simple process.

1. Log in to the WordPress Administration Panel
2. Select the Appearance panel, then Themes.
3. Select Install Themes
4. Select Upload.
5. Use the Upload link in the top sub-menu to upload a zipped copy of your Theme that you have previously downloaded to your machine.
6. After the Theme has uploaded, select Activate.



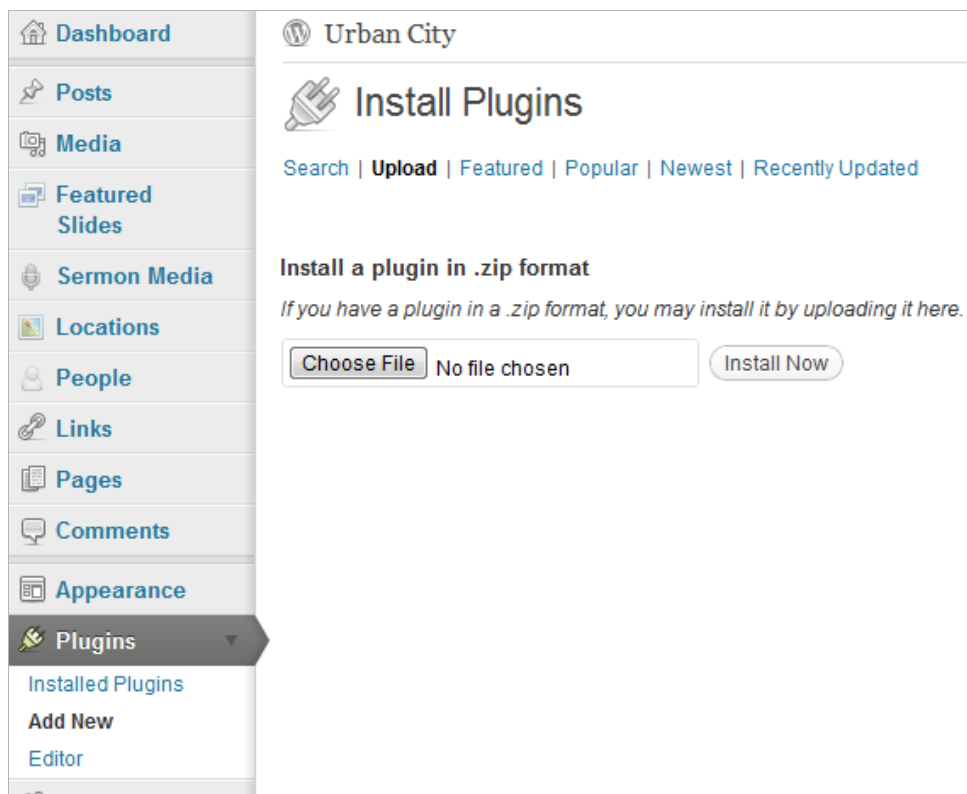
## II. Install/Activate Third Party Plugins

These WordPress Plugins are not required to use your theme, but they are highly recommended as they will enhance the functionality of your website. These plugins are neither developed nor maintained by ChurchThemes, but are included in your download for your convenience.

### A. Installing Plugins

Follow these steps for each Plugin .zip file:

1. In the WordPress Administration Panel, select the Plugins panel, then Add New.
2. Use the Upload link in the top sub-menu to upload a zipped copy of the following plugins found in the plugins folder of your ChurchThemes Download Package.
3. After the Plugin has uploaded, select Activate.



## B. Audio Player

Audio Player is literally the audio player that appears on Sermon Pages.

<http://wordpress.org/extend/plugins/audio-player/>

## C. RefTagger

RefTagger turns Bible references into links to the verse on Bible.logos.com and adds tooltips with the text of the verse.

<http://wordpress.org/extend/plugins/reftagger/>

## D. Events Manager

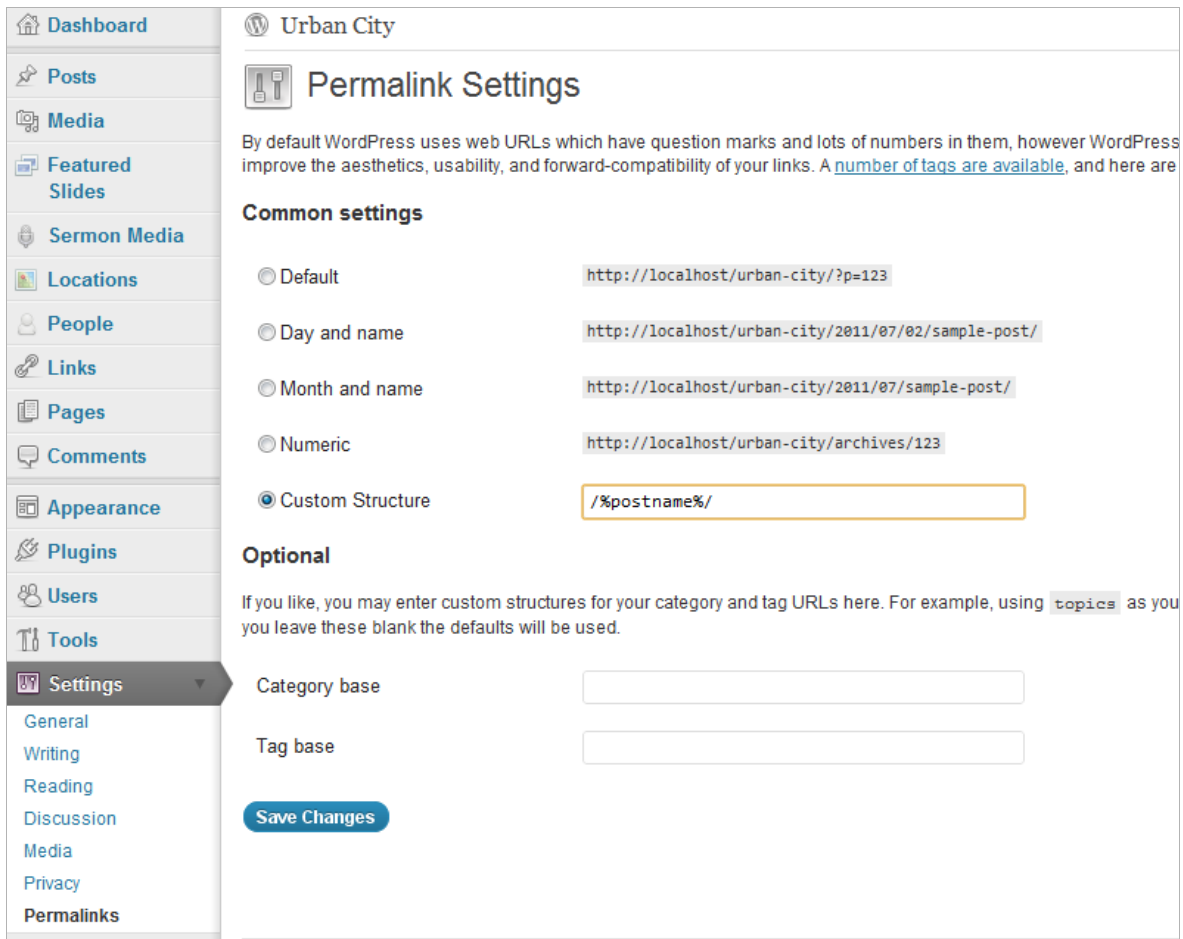
Events Manager is a fully-featured event registration management tool including recurring events, locations management, calendar, Google map integration, booking management. Simply put, it adds an event calendar to your website.

<http://wordpress.org/extend/plugins/events-manager/>

### III. Configure Permalinks

This step is critical for the correct functioning of your Archives.

1. In your WordPress Administration Panel, navigate to Settings > Permalinks.
2. Select the Custom Structure radio button.
3. Type `/%postname%/` into the text input box.
4. Select Save Changes.





#### **IV. Linking to Archives** (About Archive Naming and Slugs)

This section will address issues relating to setting up Menus in WordPress, so it is a bit more advanced than simply installing the theme. However, this procedure is very important and specific to ChurchThemes, so we are including it in this Getting Started Guide to ensure you are able to set up your menus quickly and easily.

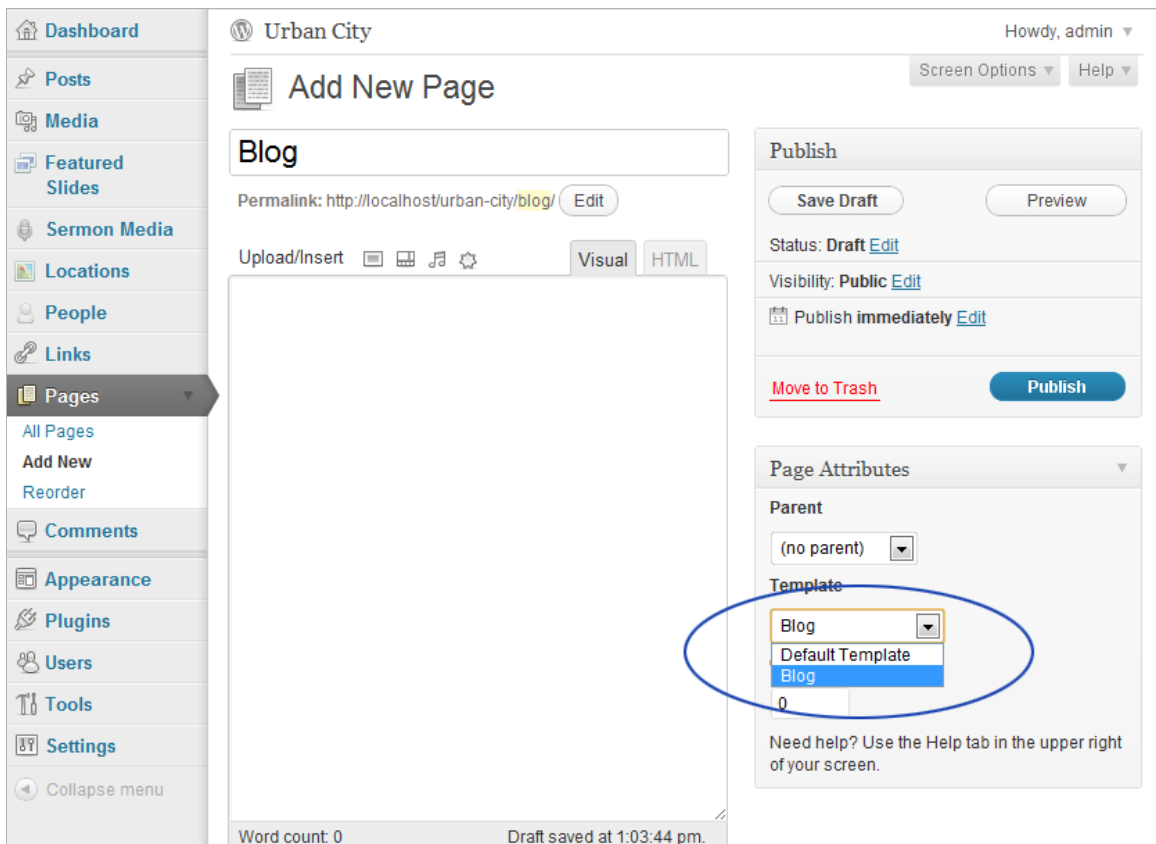
When setting up a Menu in Wordpress, there are several ways to create links to content on your site. For instance, you can simply link to a page, or you can create custom links and add them to your Menu. (More information on WordPress Menus is available at [http://codex.wordpress.org/WordPress\\_Menu\\_User\\_Guide](http://codex.wordpress.org/WordPress_Menu_User_Guide).)

An Archive is a list of your posts (or custom post types). It is a very common way to display your content. Due to the limitations of WordPress there are two ways ChurchThemes links to Archives.

## A. Creating a Post Archive

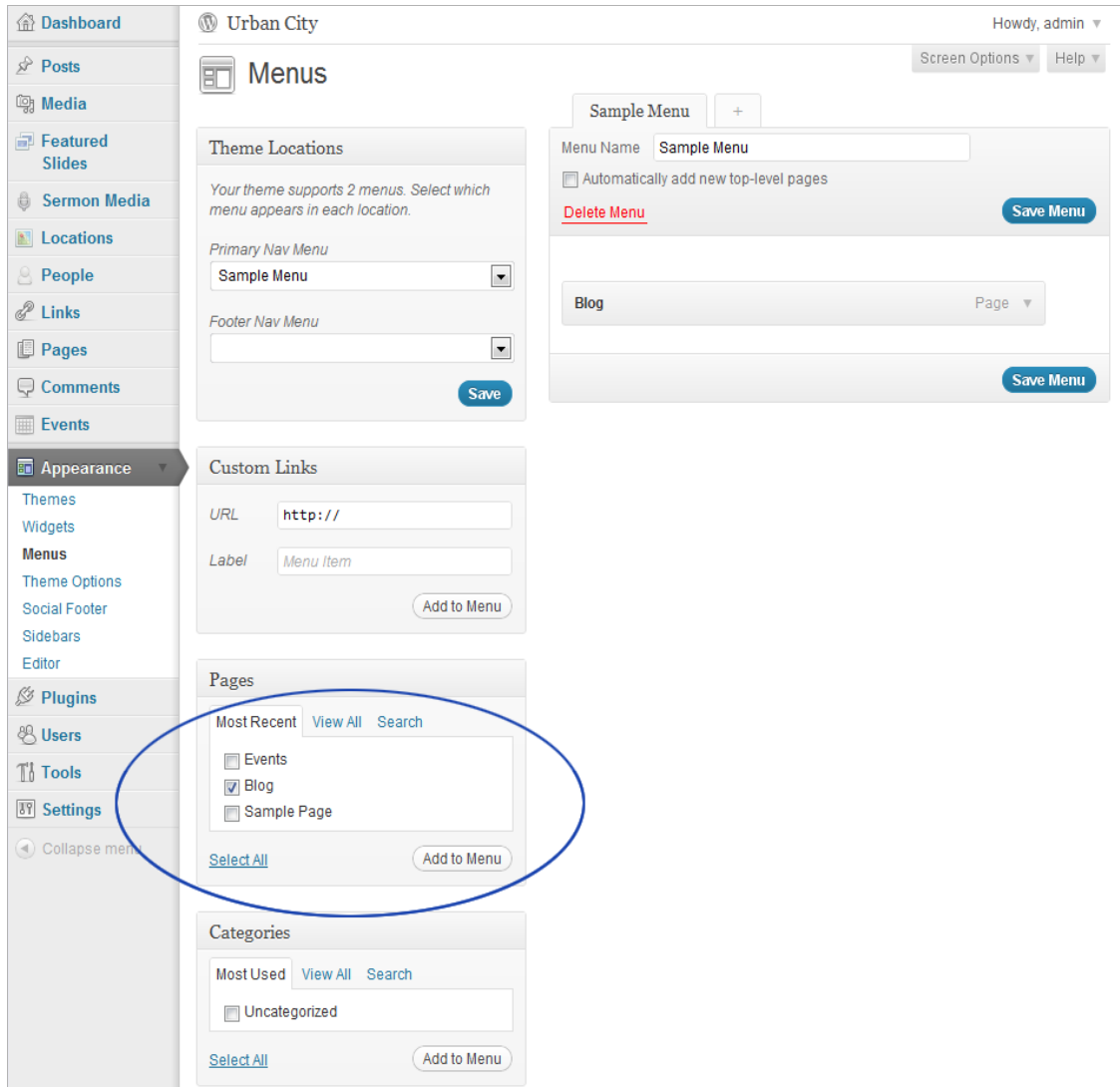
This step applies to Posts only (not Sermons, People, Locations, etc). It is used for creating a list of Posts, most likely in the form of a blog or news section.

1. Create a new Page (not Post), and title it whatever you like. In our example, we'll use "Blog".
2. Leave the content area blank.
3. In the right sidebar, under Page Attributes, change the Template to Blog.



4. Click Publish.  
(Continued...)

5. Navigate to your Menu by selecting Appearance > Menus.
6. Under Pages, select the checkbox next to "Blog" and click Add to Menu.
7. Select Save Menu.



## B. Linking to Events Manager

Linking to Events Manager is very similar to linking to a Blog on your Menu. During installation of the plugin, a Page called "Events" is created for your convenience.

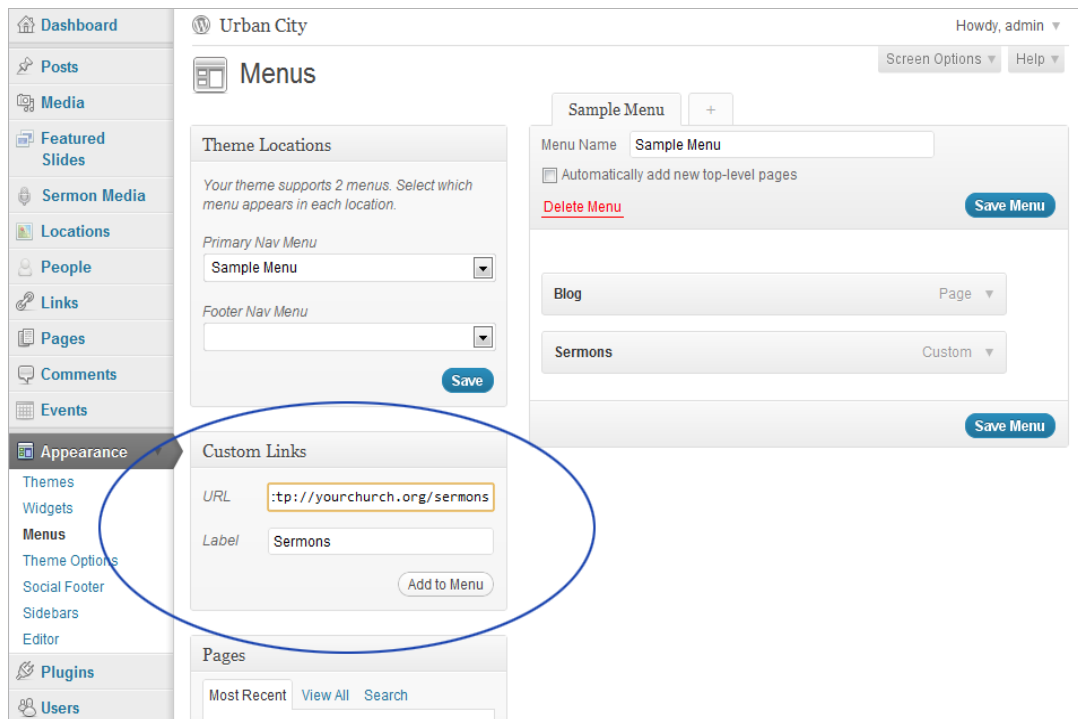
1. Navigate to Appearance > Menus
2. Under Pages, select the checkbox next to "Events."
3. Click Add to Menu.
4. Click Save Menu.

### C. Adding A Sermon/People/Location Archive.

Once again, an Archive is a listing of your posts. Sermons, People and Locations are Custom Post Types, so they can be simply thought of as blog posts of with special features.

Creating a listing of one of these types is very simple. For our example, we'll add a Sermon Archive to our Menu.

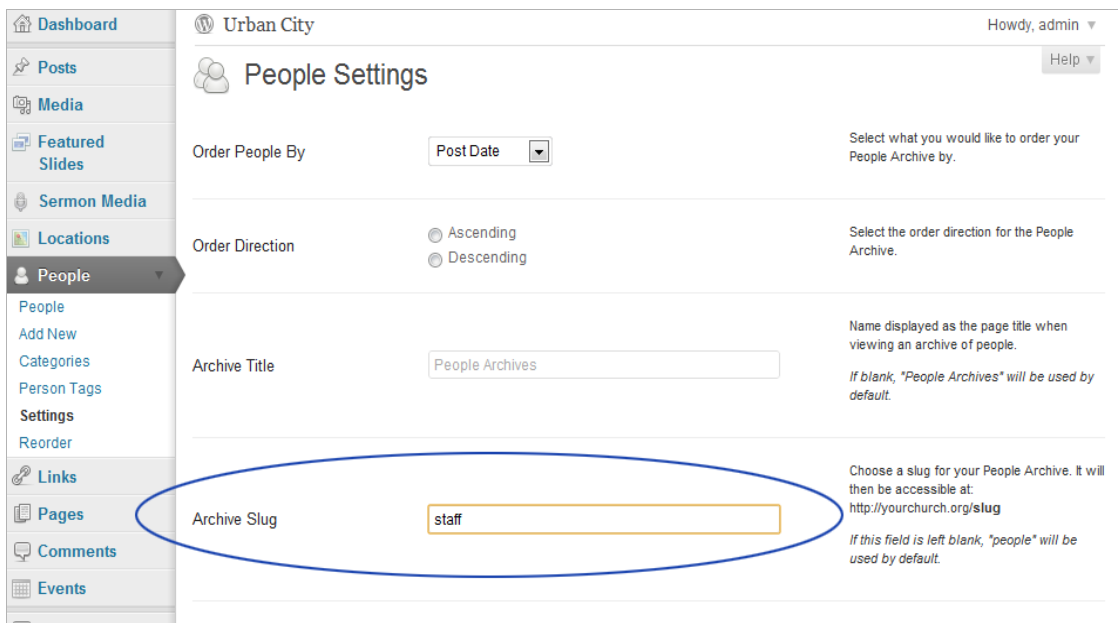
1. Navigate to Appearance > Menus.
2. Under Custom Links, type your URL followed by `/sermons/`.  
(For example: `http://yourchurch.org/sermons/`)
3. Add whatever Label you'd like. We'll use "Sermons."
4. Click Add to Menu.
5. Click Save Menu.



This same procedure is used for People and Locations, simply substitute `/people/` or `/locations/` for `/sermons/`.

#### D. Advanced Information

The text that we're adding to the end of your URL is called a **slug**. If you'd like to customize your slug, (e.g, if you 'd like to change `/people/` to `/staff/`) You can do that under People > Settings > Archive Slug. Just make sure you update the link on your Menu.



## Conclusion

This Getting Started Guide is intended to be very basic, just the information to help you get your site going. For more guides and tutorials, be sure to check out the ChurchThemes Support Center at <http://churchthemes.net/support>.