

# A Church Near You

How to claim your parish page

www.achurchnearyou.com  
How to claim your Parish Page

This is a two-stage process:

1. Register a user account on the website.  
*- this will give you access to the control panel.*
2. Use the control panel to take ownership of your Parish page(s).  
*- this will allow you to change the content.*

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Stage 1: How to register a user account

- First of all, you need to fill in a form to register your interest ...

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How to register a user account

1. Go to the website.
2. Click on the "Register" link.



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3. Enter the correct details on the form

Type of Enquiry (required)   \* More areas coming soon!

My Email Address (required)

My Comments (optional)

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How to register a user account

4. You have now registered your interest. - Check your email inbox, you will have a message with a link to the registration page.

IT SAYS (among other things):

First you need to register.  
Please complete the form on this page:  
[http://www.achurchnearyou.com/admin/sign\\_up\\_1.php](http://www.achurchnearyou.com/admin/sign_up_1.php)

(You should click on the link to continue your registration.)

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5. Go to the website and enter the correct details on the registration form:

Please complete all fields:

Forename: Fred Surname: Bloggs

Username: fredbloggs

Password: [masked] Confirm Password: [masked]

We recommend your username and password be lowercase, with no spaces: [Help](#)

Email Address: myemail@serviceprovider.co.uk

Please type your email address carefully, if it is wrong we cannot contact you and you cannot log in: [Help](#)

Your Diocese: Ripon & Leeds

Sign Me Up

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6. Check your inbox again, you will receive another email:

**IT SAYS** (among other things):

To activate your membership simply click on this link.  
<http://www.achurchnearyou.com/admin/act.php?tp= XXXxxxXxXXXX>

(You should click on the link to continue your registration.)

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7. Go to the website – You should see this confirmation page.

**Congratulations your account has been activated!**

After logging in, you will be taken to your control panel where you can add your church or churches and manage services and other events.

User Name: fredbloggs Password: [masked]

[Lost Your Password?](#)

[Not a Member?](#)

[HOME PAGE](#) | [CONTROL PANEL](#)

Enter your details and click here to go to the control panel

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**Your account is now registered with A Church Near You.**

- Remember your username and password – you will need them to gain access to the control panel.

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**Stage 2: How claim your Parish Page**

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1. You can access your control panel from the link at the top of the Home Page.

Click Here to add your Church to your control panel

A CHURCH NEAR YOU IN THE DIOCESE OF RIPON & LEEDS

Control Panel

Help: [Troubleshooting / FAQ](#) [Help adding Venues](#) [Contact Support](#)

Options: [Update your e-mail Address](#) [Change your password](#) [Logout](#)

[Customize Your Pages](#) [Add Information / New Pages / Links](#)

**NEW USERS START HERE** -- Add your church / Add a new venue (or transfer-in an existing entry)

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2. On the next page enter your Church or Parish name in the textbox



We have a list of (hopefully) all the Churches and Parishes in the diocese.

Please type a word that should appear in your parish name or church name. Then pick the entry that matches the church you wish to add. If the church does not appear select the parish instead.

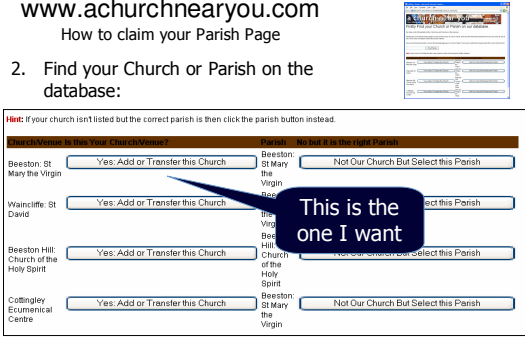
If you are wishing to transfer a church that already appears in A Church Near You to your control then simply select the church from the list.

Beeston Find Parish

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2. Find your Church or Parish on the database:



Hint: If your church isn't listed but the correct parish is then click the parish button instead.

Beeston: St Mary the Virgin Yes: Add or Transfer this Church Not Our Church But Select this Parish

Waincliffe: St David Yes: Add or Transfer this Church Not Our Church But Select this Parish

Beeston Hill: Church of the Holy Spirit Yes: Add or Transfer this Church Not Our Church But Select this Parish

Cottingham Ecumenical Centre Yes: Add or Transfer this Church Not Our Church But Select this Parish

This is the one I want

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3. The warning on the next page is correct – because your page is currently administered by the diocesan website administrator.



Select this option

**WARNING**

According to our records that venue has been added already!

The church was added by [gloria.florence](#)

**Your Options**


Request us to transfer this venue to you

Contact [david.florence](#) :: Contact the webmaster :: Return to admin page

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4. On the next page please enter some information that will let the diocesan website administrator authenticate your request with the relevant people.



Reason for Transfer

My Name is Fred Bloggs and the PCC of St Mary's have asked me to take on this site.

Transfer Now

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You have now registered your request to take over the administration of your Parish page.

- You should now wait for the diocesan website administrator to authenticate your request.
- When this has happened, the page admin tools will appear in your control panel.
- You may get an email to tell you about this, but check the control panel daily just in case....

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Login to your control panel from the link at the top of the Home Page.



Please Log In

After logging in, you will be taken to your control panel where you can add your church or churches and manage services and other events.

User Name:  Password:

[Lost Your Password?](#)

[Not a Member?](#)

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Use the control panel to modify your Church page(s).



ADD EVENT	SERVICE OR THIS VENUE	MODIFY THIS VENUE	GO PUBLIC	DELETE	RESTORE	PREVIEW VENUE	RESET STATS	TRANSFER OWNERSHIP	REVIEWED BY ADMIN
									Approved

**Other Options**

[Add an Additional Page About our Church, a link or some news](#)      [Manage the extra pages we have added](#)

[Add a Photo Gallery](#)

[Add Useful Information about our Parish](#)

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Please use A Church Near You to publicise your church events.

**This is because:**

- XXX people look for Church details on the website every day.
- The diocese will be using these details on their website
- Your own Church website can be automatically updated with these details.
- For those without a website, these details can be made into one (with its own domain name).

***Please ask the diocesan website administrator for further details.***

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