

## How to find things on our website.

Log on to our website at [www.stjohnscobblehill.ca](http://www.stjohnscobblehill.ca) and if you haven't already done so, you should bookmark the site.

When you log on you get the *home page*.

On the right of the page you will find:

- a) At the top right are the most important and/or current events in the church.
- b) At the bottom right is the current church calendar.

Across the top of the home page (below the 'arch windows') is a menu with:

*Home, About Us, Service Times, Calendar, Announcements, What's New, Search, and Contact Us.*

**What's New** – this is where you should go first. It will tell you if anything has been added since your last visit to the site. It contains a list of all items added and the date they were added to the website in the past few months, e.g. *Notices, Sermons, Reports, Calendars*, etc. If you are looking for something new this is a quick way to find it.

**Announcements** - contains a list of all the *Weekly Notices*, a list of current events, a print version of the current calendar, and the *Reader and Prayer Leader Schedule*. This is also a quick way to find things.

However, the fastest way to find something specific is to use **Search**.

When you click *Search* you will see a list of the alphabet from A to Z.

When you click on a given letter, say 'H', you will see a list of all items in the website beginning with 'H'.

For example:

if you are looking for '*Thoughts on the Hub Church*' you will find it listed under 'H' and under 'T', and

if you are looking for '*Church Notices*' you will find it listed under 'C' and under 'N'.

if you are looking for '*Lectionary*' you will find it listed under 'L' and under 'R' for *Readings*.

I hope this helps, if you have any questions send me an e-mail.

*Jim McBride*

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