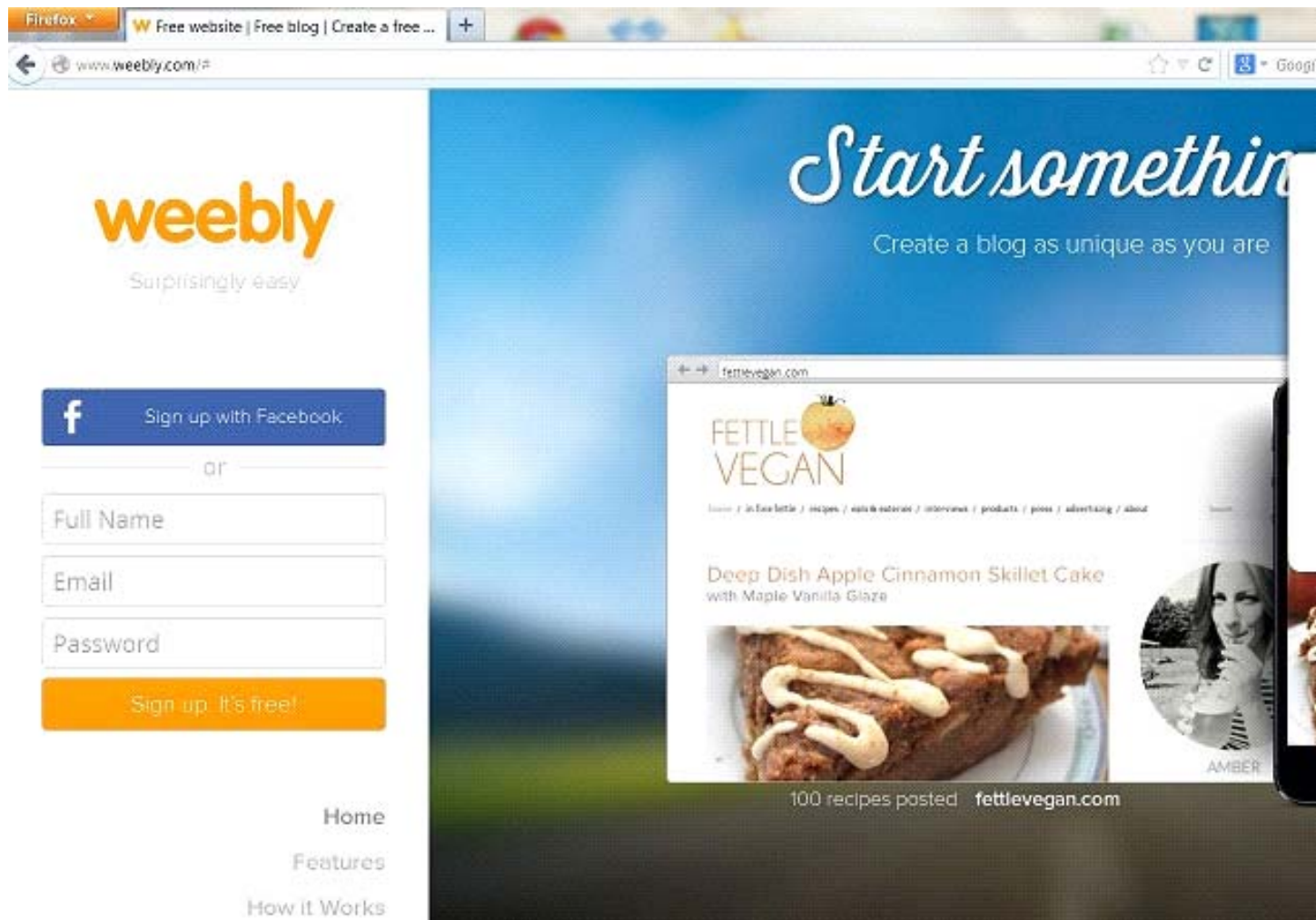


To Add Preschool Closed Notice

Go to WWW.weebly.com



In the top right corner click the Login button. Enter your email and password then click Login.

NOTE: There is NO “Undo” in Weebly. Double check what is outlined to be deleted before clicking the delete button.

The screenshot shows the Weebly user interface. At the top, the Weebly logo is displayed in orange. Below it is a navigation bar with tabs for MY SITES, DOMAINS, INVITES, BILLING, ACCOUNT, and SUPPORT. The 'MY SITES' tab is active. Underneath, the 'My Sites' section features an 'Add Site' button. A single site is listed: 'Messiah Lutheran Church and Preschool at' with the URL 'http://www.messiah-indy.org' and an 'Upgrade' link. To the right of the site name are three buttons: 'Edit' (blue), 'Stats', and 'More' (with a dropdown arrow). A light blue sidebar is visible on the left, and a partial text box on the right contains the text 'What's the nu... thing you'd lik... improved on...'.

Click the blue Edit button.

Firefox | Weebly - Website Creation Made Easy | www.weebly.com/weebly/main.php

PRO | BUILD | PAGES | STORE

T | [Grid Icon] | [Music Icon] | [S Icon] | [More Icon]

BASIC

TITLE | TEXT

IMAGE + TEXT | IMAGE

GALLERY | SLIDESHOW

MAP | CONTACT FORM

STRUCTURE

DIVIDER | COLUMNS

Messiah Lutheran Church and Preschool at Eagle Creek

Home | About | Connect | Preschool | Ministries | Small Groups | Resources


Coming together to worship.
Tell me about worship service at Messiah.

[Click here to edit.](#)

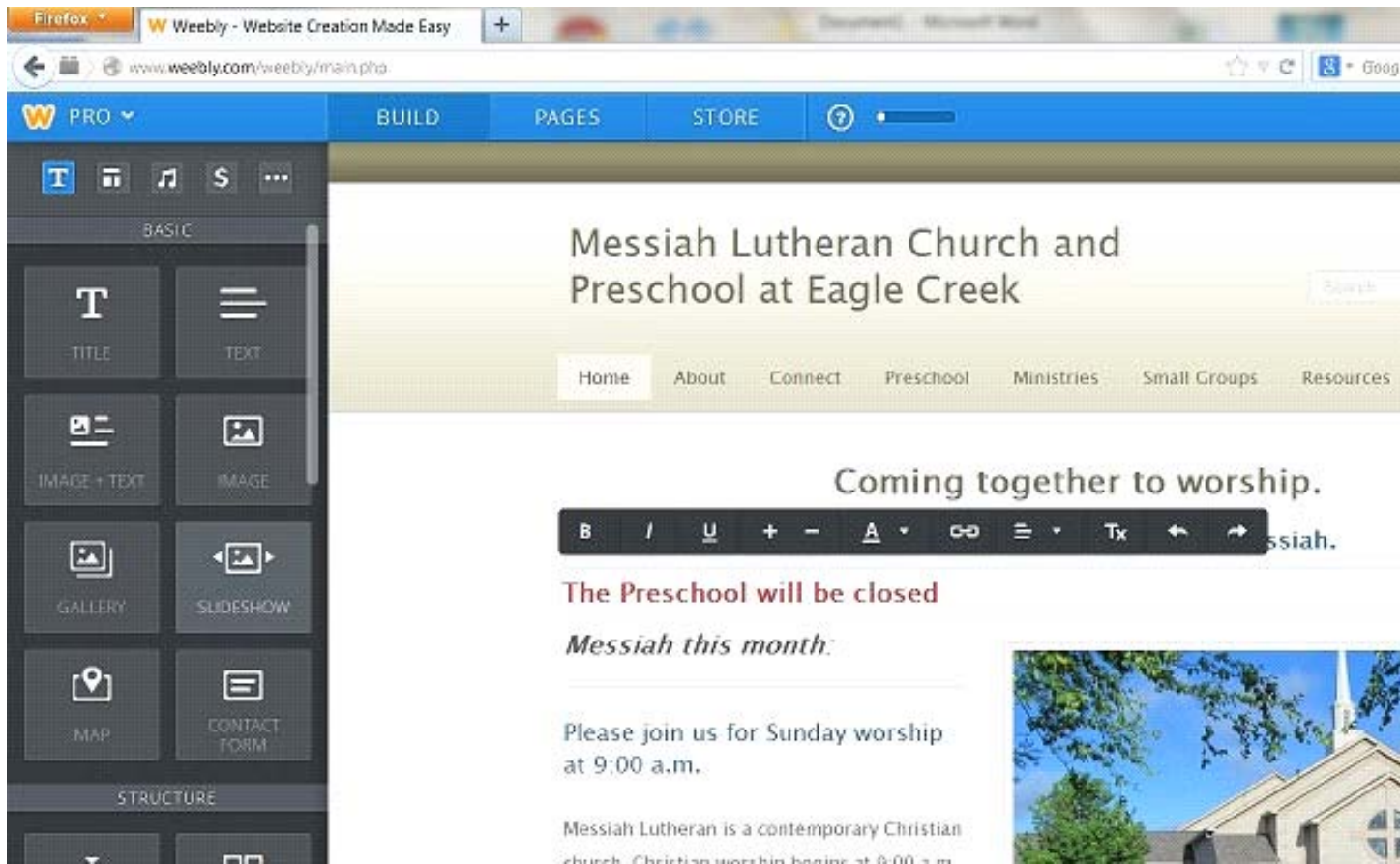
Messiah this month:

Please join us for Sunday worship at 9:00 a.m.

Messiah Lutheran is a contemporary Christian church. Christian worship begins at 9:00 a.m. followed by christian fellowship. The church is located on the west side of Indianapolis at the

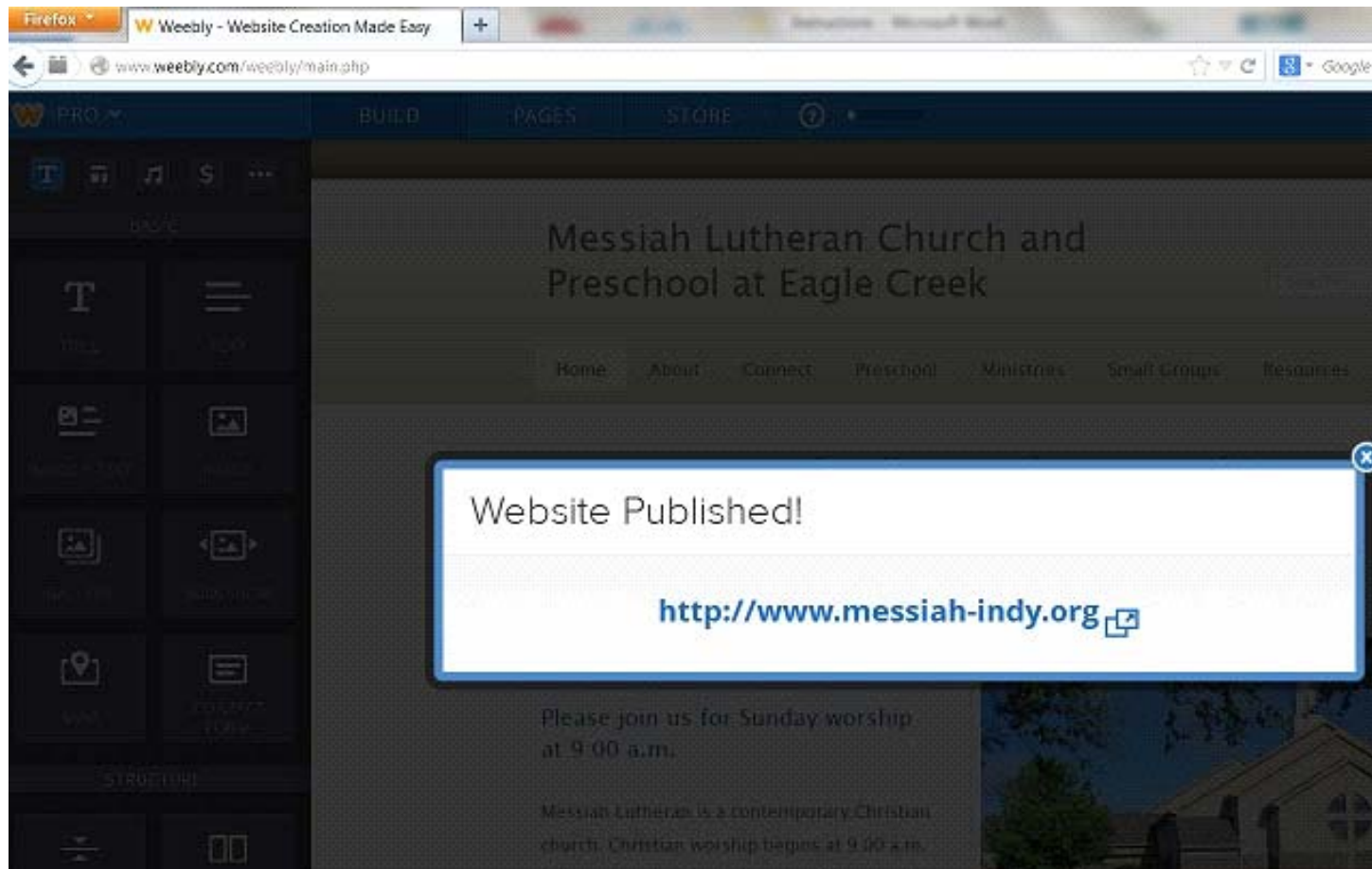


To the left and above the church picture click in where it says : Click here to edit. Click in this field and back space out the "Click here to edit". Then type in what you want to say about the school closing.



After the new text is entered, click in the same field again and the black text edit bar will appear. With the cursor highlight the text. The text size, color etc can be changed.

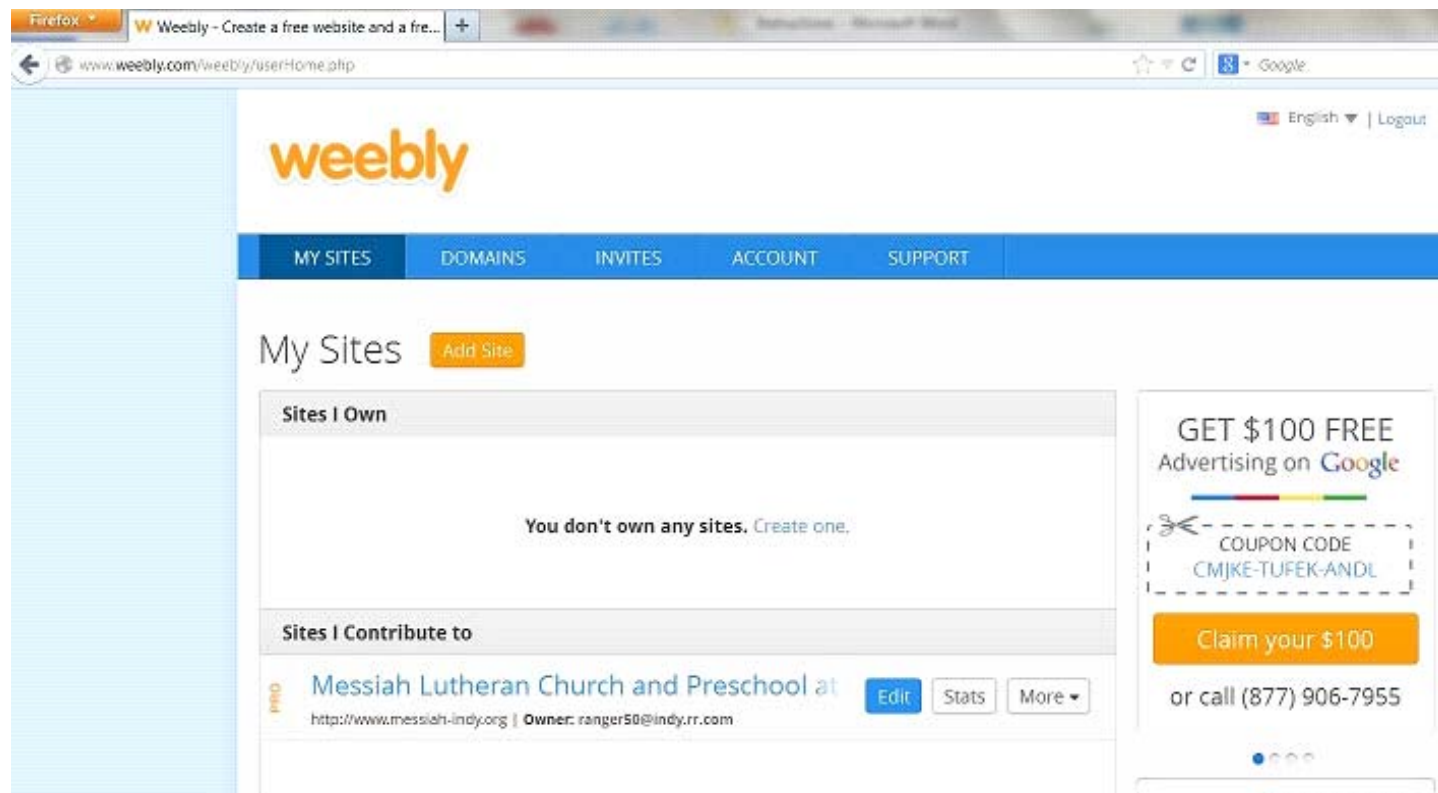
In the top right hand corner there is orange button labeled Publish. Click publish.



After the published button is done the above window will open. If you want to see what is currently on the website click the hyperlink <http://www.messiah-indy.org>.

The screenshot shows the Weebly website editor interface. At the top, the browser address bar displays "www.weebly.com/weebly/main.php". The Weebly logo and "PRO" are on the left. A blue navigation bar contains "BUILD", "PAGES", and "STORE" buttons. Below this is a dark sidebar with various editing tools categorized under "BASIC" and "STRUCTURE". The main content area shows a website for "Messiah Lutheran Church and Preschool at Eagle Creek". The page has a light beige header with a search bar and a navigation menu with links: Home, About, Connect, Preschool, Ministries, Small Groups, Resources, and Location. The main content area features a heading "Coming together to worship." followed by "Tell me about worship service at Messiah." and a link "Click here to edit." Below this is a section titled "Messiah this month:" with a horizontal line. The text reads: "Please join us for Sunday worship at 9:00 a.m." and "Messiah Lutheran is a contemporary Christian church. Christian worship begins at 9:00 a.m. followed by christian fellowship. The church is located on the west side of Indianapolis at the". To the right of this text is a photograph of a modern church building with a large circular window and a steeple.

Next to the Publish button there are three horizontal lines. Click these lines for the drop down box. Click Exit Editor.



In the top right hand corner click Logout.

You are done!

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