Guide to Registering as an editor on A Church Near You

This guide has been written to help you gain permission to edit your church's A Church Near You (ACNY) page.

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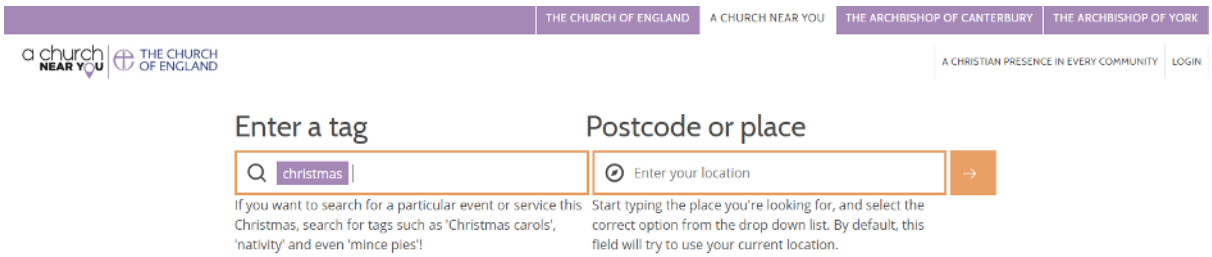
Summary

To request access to edit a church's page, you will need to create an ACNY account and then send the request. Start by clicking "Edit this Church" on your church's page to see the page where you can register for an account, and then click on "Edit this Church" again while logged in to request access.

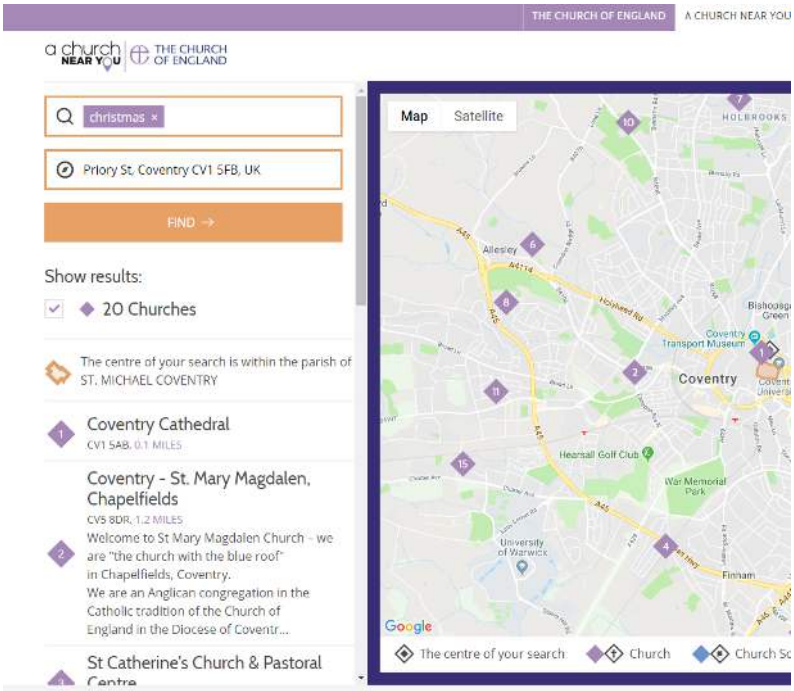
New editors for a church must be approved by the church's vicar. If your church does not have a vicar, you will need to send the ACNY team a message after requesting permission to edit the church. Instructions for vicars creating accounts and for requesting access directly are in Part 3 below.

Finding your church

1) Go to www.achurchnearyou.com



2) Click on the Postcode or Place box, where it says "Enter your location", and start typing the name of your parish or area.
3) A list of places (geographic places rather than the name of your parish or church) will appear under the box. Click on the one that is closest to your church, then click the orange button with an arrow next to the box.
4) You should then see a screen which looks like the picture on the right.
5) Click on the name of your church in the list on the left, and then click on the "VISIT PAGE" button.

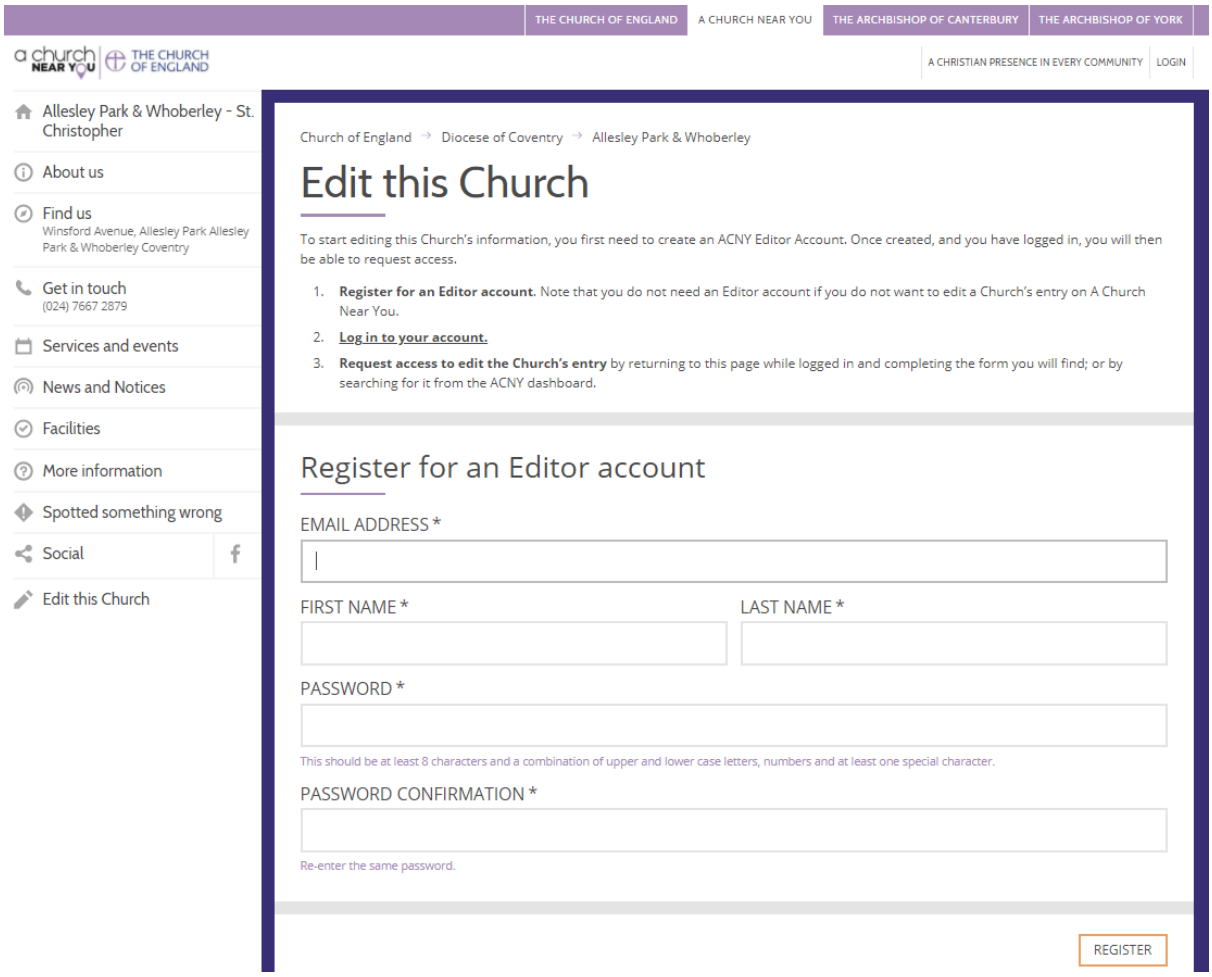


Creating an account and requesting permission to edit your church's page

1) While on your church's page, click on "Edit this Church" at the bottom of the list on the left. The first time you do this (or afterwards if you have not logged in), you will be taken to a page asking you to register for an ACNY account.



2) That page will look like this:



3) Write your email address and name in those boxes. Choose a password for your new account, and write that in the Password and Password Confirmation boxes. Then click REGISTER.
4) You will be taken to a login screen. Enter your email address and password and click LOG IN.
5) You will also receive an email asking you to confirm your email address by clicking on a link in the email.
6) Once you have done these, go to your church page, and click "Edit this Church" again.
7) The next screen will be called "Claim your Church". Write a short message in the box to the person who will approve your request (see below), and press "REQUEST ACCESS".
8) When your request is approved, you will be able to edit your church's page.

If your vicar has an account with ACNY and has registered as the administrator for your church, when you make the request they will receive an email. They can approve your request either by following instructions in the email, or without the email logging on to their ACNY account and going to the church's page; clicking "Manage Editors"; and then clicking "Pending Requests".

Registering for an account if you are the Minister

If you are the Minister of a church, an ACNY account will allow you to edit church pages and give other people access to do the same (see the notes above). Each church can have up to 5 editors.

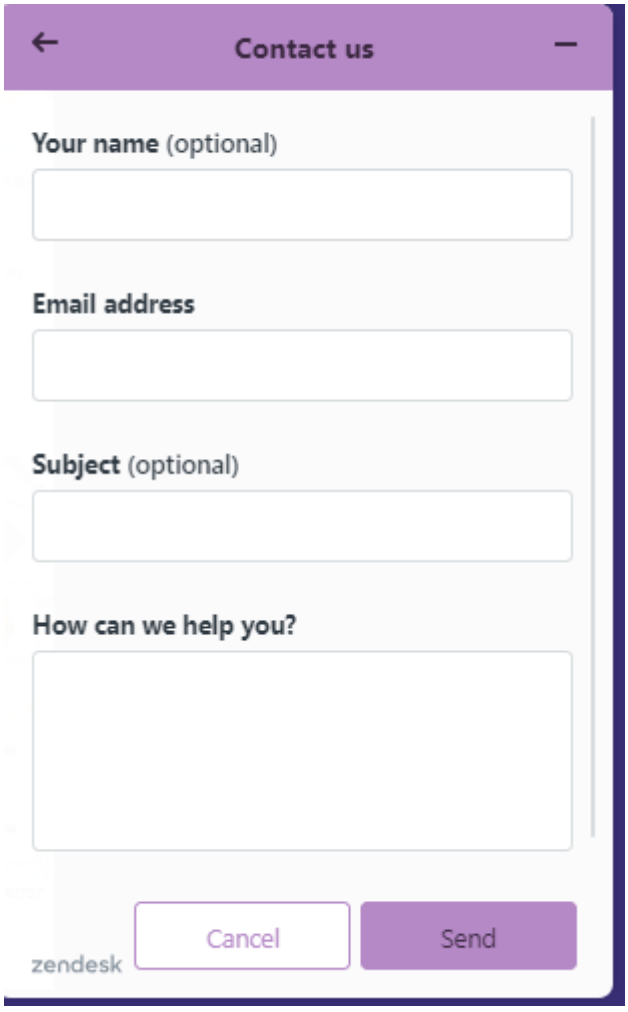
To set up an account:

1) Follow the instructions for creating an account above, using the email address which is in your contact details in your Crockford's entry.
2) This is necessary because your requests to edit a church will be automatically approved if you are the minister of that church, and the system checks that by looking at the Crockford's database.
3) In more detail, from the ACNY Help pages: "If you are the vicar who leads a church your application to edit that church on AChurchNearYou is automatically approved so long as:
   A. You have listed an email address on your Crockford's entry and you have not requested to have your contact details restricted
   B. You are using that same email address for your AChurchNearYou account
   C. You are included on the Crockford's entry for the church(es) you're requesting to edit (if you don't have a Crockford's subscription you can check if you're listed on a church's entry by going to the church's AChurchNearYou page and clicking More Information, if you're listed under the Crockford's Contact Details section you're listed on the entry)"

If your church is in interregnum, etc.

If you have made a request to edit a church but your church does not have a vicar, or for some other reason you cannot gain access in that way, you will need to contact the ACNY team. To do this:

1) Firstly, make an account and request permission to edit your church's page as explained above
2) Log in to your ACNY account, go to your church's page, and click the purple "Help" button in the bottom right of the screen. Then click "Contact us", and the box shown on the left should appear.
3) In the "Email address" box, put the email address attached to your account.
4) In the "Subject" box, put "Request for manual approval to edit a church"
5) In the "How can we help you?" box, you need to say why you need a manual approval. You also need to give the ACNY number for your church. That number can be found at the top of the screen, in the website address ("URL") for your church's page. For example, the URL for St Alkmund's in Duffield is: https://www.achurchnearyou.com/church/13370/ so their A Church Near You ID is 13370.



For more help

For more guidance, the ACNY help pages have an article "How to become an approved editor of a church", which you can find here: https://achurchnearyou.zendesk.com/hc/en-us/articles/360002398413-How-to-become-an-approved-editor-of-a-church