

WPC SESSION WEBSITE OVERVIEW

The WPC session works “paperless” as much as possible. The church website (www.websterpresby.org) hosts a private section where session members may see upcoming meetings schedules, share committee minutes, etc.

To begin, be sure you have a user ID in the WPC website. **If you already do, skip this section.** If you don't:

1. Go to www.websterpresby.org
2. Click on the link “Family of Faith”
3. Where it says “Don't have a user ID...Click here”, click there.
4. Enter your last name, first name and date of birth (MM/DD/YYYY)
5. Click “Submit”
6. You will be presented with a form where you define a user ID, a password and other information about you.

If you have problems creating your user ID, contact Dennis Waehner at Denwae@swbell.net.

If you have a user ID:

1. Go to www.websterpresby.org
2. Click on the link “Family of Faith”
3. Enter your user ID and Password
4. Click the “Other” link near the top of the page
5. You should see a virtual sticky note that says “Special Groups” and under it “Session”. Click on “Session”
6. You should see a web page similar to the image on the next page

Webster Presbyterian Church Member Area - Session Page - Windows Internet Explorer

http://www.websterpresby.org/sessionPage.asp?folder=December 2009

File Edit View Favorites Tools Help

Webster Presbyterian Church Member Area - Session ...

Session Web Page

**Special Meeting of the Congregation, Election of Officers, Sunday, December 20, Sanctuary, following 11:00 a.m. worship

**Called Meeting of Session, Saturday, January 9, 9:30 am (2010 Budget - current Session PLUS new Elder Class)

**New Church Officer Ordination/Installation, Sunday, January 17

**New Elder Training, Wednesday, January 20, 6:30 pm

**Presbytery training for new officers, Saturday, January 23, 9 am - noon, St. Luke's Presbyterian Church

**Stated Meeting of Session, Tuesday, January 26, 7:00 pm

**Annual Meeting of the Congregation, Sunday, January 31

**Session Retreat (all Elders), Saturday, February 20

Click [Here](#) for Time and Talent Reports

Session Files

<ul style="list-style-type: none"> ☞ Miscellaneous ☞ January 2010 ☞ December 2009 	<p>December 2009</p> <table border="1"> <thead> <tr> <th>FILENAME</th> <th>POSTED BY</th> <th>POSTED ON</th> </tr> </thead> <tbody> <tr> <td>2010_1_Church_Officer_Training.pdf</td> <td>hpdeleon</td> <td>12/16/2009</td> </tr> </tbody> </table>	FILENAME	POSTED BY	POSTED ON	2010_1_Church_Officer_Training.pdf	hpdeleon	12/16/2009
FILENAME	POSTED BY	POSTED ON					
2010_1_Church_Officer_Training.pdf	hpdeleon	12/16/2009					

Internet 100%

- In the top section, the clerk posts information regarding upcoming meetings and events
- Be sure to visit the link “Click Here for Time and Talent Reports”. Using these reports, you can find who has volunteered to do ministry work. When you need volunteers, go here first!
- Scrolling down, you will see the “Session Files” section described below...

VIEWING / DOWNLOADING FILES ON THE SESSION WEB PAGE

Webster Presbyterian Church Member Area - Session Page - Windows Internet Explorer

http://www.websterpresby.org/sessionPage.asp?folder=December 2009

Click [Here](#) for Time and Talent Reports

Session Files

December 2009

FILENAME	POSTED BY	POSTED ON
2010 1 Church Officer Training.pdf	hpdeleon	12/16/2009
Fellowship e-mtg 12-15-09.doc	Joani	12/16/2009
Proposed Agenda Stated Session Meeting December 15 2009.doc	gfisseler	12/15/2009
PERSONNEL TEAM Dec. 2009.doc	kkbraeuer	12/15/2009
WPC Care of Members report December 2009.doc	jchase	12/15/2009
WPC Care of Members report December 2009.doc	jchase	12/15/2009
YMC Minutes for December 2009.doc	Cmurray	12/15/2009
Family Promise.doc	Kinz	12/14/2009
Mission Committe minutes -120609.doc	sys	12/14/2009
Children Ministry Team Motion.doc	Cathy Black	12/14/2009
ProposedCommunionDates2010.doc	dennisw	12/14/2009
Stewardship and Finance Monthly Report Dec. 2009.doc	MikeStearns	12/14/2009
Board Of Deacons Minutes 2009.doc	gfisseler	12/14/2009

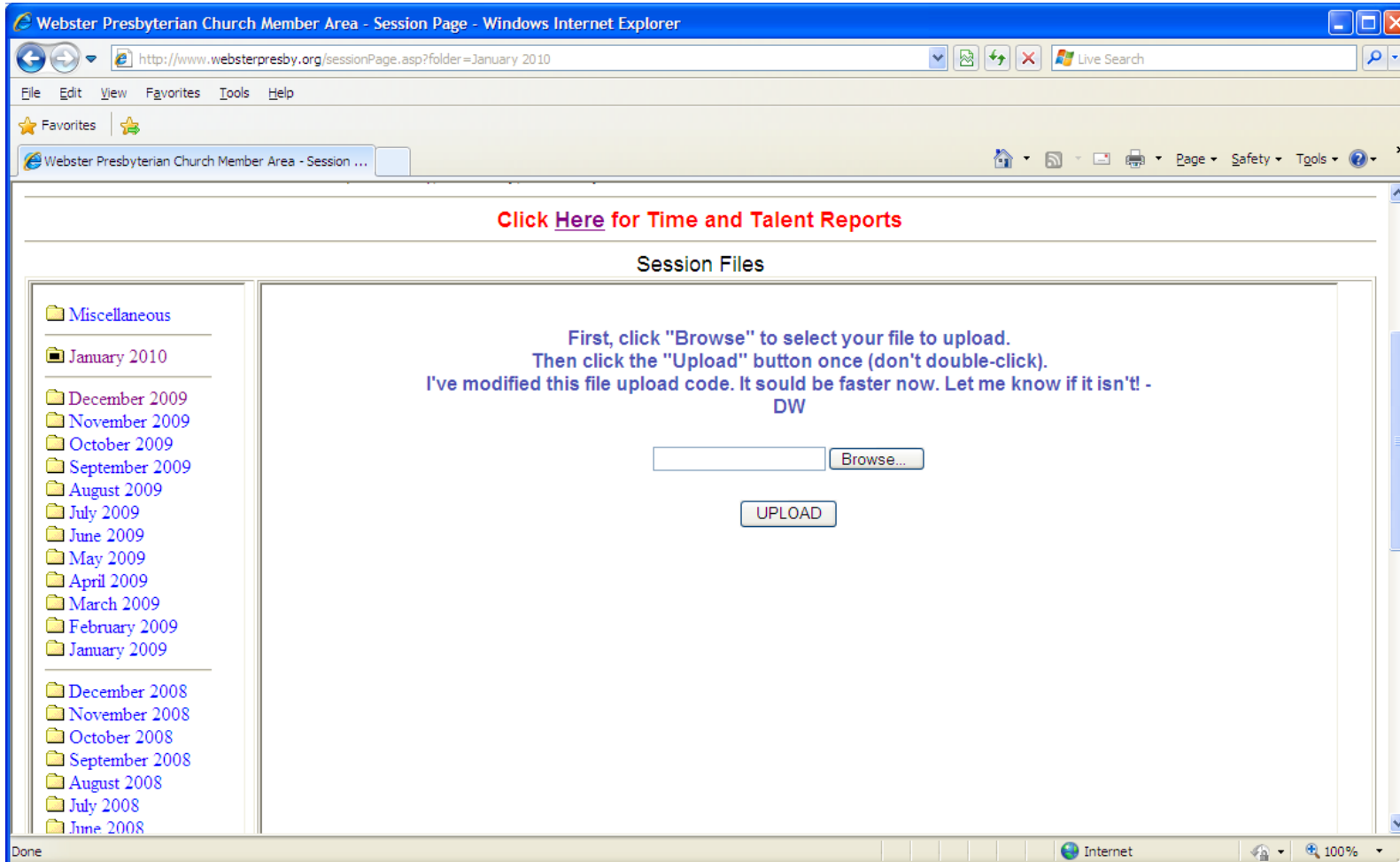
[Remove](#)

ADD A FILE

- Clicking on a folder name will display all the files within that folder including who posted it and when
- If you are the user that posted the file, you will see a link to remove it if you wish
- Clicking on a file name will display the file on your computer

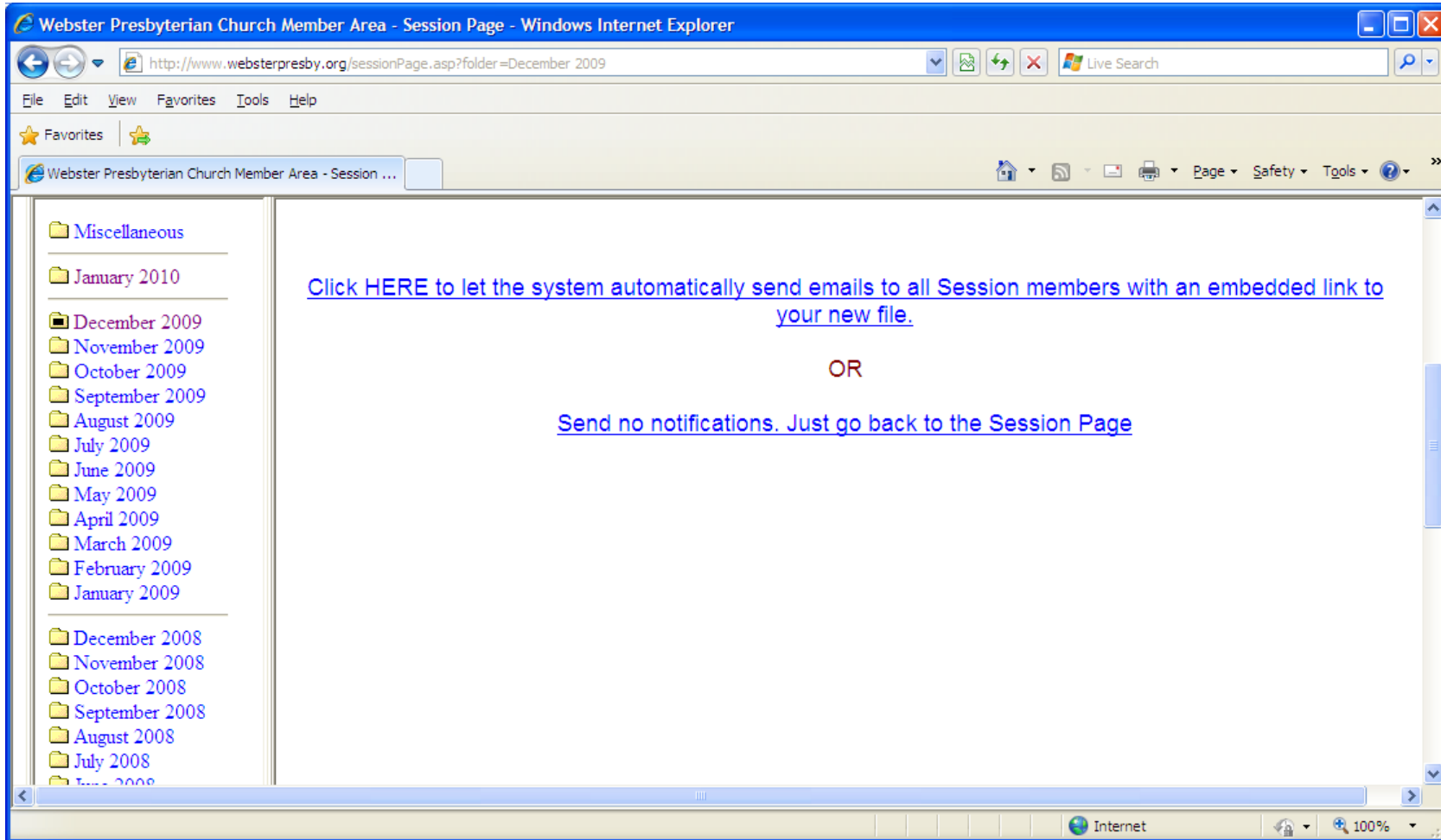
UPLOADING / ADDING FILES TO THE SESSION WEB PAGE

- First, be sure you've selected the folder on the left where you want the file to go
- At the bottom of the screen-grab above you see a button for "ADD A FILE". Click that
- You will see a page similar to the screen-grab below
- Follow the on-screen instructions



UPLOADING / ADDING FILES TO THE SESSION WEB PAGE (Cont.)

- Once your file has been uploaded, you'll see a screen similar to the one below. Clicking the top link will auto-email all session members notification of (and a link to) your file. Clicking the bottom link won't.



If you have problems with any of this contact Dennis Waehner at Denwae@swbell.net.