HOW TO USE THIS WEBSITE

Church Recording members should find in the Members part of the website the keys to production of a Church Record.

In **CR Organisation** there is the full, up to date edition of the complete Church Recording *Handbook*. This *Handbook* is the definitive description of, and specification for, our traditional Church Records. Every Recorder should look through it to understand how Church Recording works before moving on to the Section allocated to them.

Also in **CR Organisation**, *Organising the Record* is the information which a Group Leader must have and implement.

In **Sections** there is the information for each of the 000 – 900 Sections. Here Church Recorders will find what they need for their Recording specializations. In most cases the Section starts with the appropriate extract from the *Handbook*, which can be downloaded and printed.

Then there are detailed guidance notes elaborating upon the *Handbook*, some sample pages, often a glossary and sometimes an aide memoire. Pattern catalogues and "how to" notes also feature. This is essential reading for a Church Recorder.

In some Sections there will be a copy of Powerpoint presentation slides. These give an excellent pictorial view of the subject to supplement, but not to be a substitute for, the detailed notes.

In **Sections**, there is the practical information for Recorders in *Scotland* and for *Photography*.

All these things are found by hovering a cursor over the heading to produce a drop-down menu.

The **Site Map** shows the layout of the things on the website. An item can be opened by clicking on it in the Map.

Remember to log out when leaving the Members part of the website. The Members part of the website will be further developed and improved in the light of practical use. Constructive comments and ideas will be helpful. They, and questions about using the website should be sent to web@churchrecordingsociety.org.uk

Additions, alterations, deletions & suggestions

So that the website is managed in an orderly way, the Trustees have agreed the following protocol:

CHURCH RECORDING SOCIETY WEBSITE PROTOCOL

The website is under continuing development. Any Member of CRS may propose enhancements and improvements. The purpose of this Protocol is that additions, changes and deletions are handled in an orderly way.

Keith Cross keithcross236@gmail.com is the Webmaster responsible for the maintenance, updating and good order of the website. He is not a Trustee of CRS.

Harold Clarke web@churchrecordingsociety.org.uk is the Trustee Web manager assisting and liaising with the Webmaster.

Together, they have the technical expertise to run the website.

The making of additions, changes and deletions

Any proposal is sent to Harold Clarke (using this link to a website form)

Website modifications form

As the co-ordinator. HC will:

1. Check technical feasibility;
2. Check compatibility with the website generally;
3. If he feels it is simple and advantageous, arrange implementation himself or with Keith Cross;
4. When it would be a substantial change, assess whether or not the source is authoritative, the form satisfactory and the change technically feasible. If they are, he can arrange implementation. If this is not obvious or it is a proposal requiring work, he will refer to the original contributor, an appropriate 'Help Desk' expert or the person whose responsibility the subject is, for assessment;
5. If a proposal is not advantageous or is not feasible, respond to the proposer appropriately.

A record is to be kept of updates to the website.

A Word version of the latest edition of every website document must be stored in the Google Drive account. Redundant editions may be deleted.

Adopted14.06.21

So, in the first instance, contact Harold Clarke web@churchrecordingsociety.org.uk He will tell you what is needed.