

Suggestions for Removing Out-of-date Things From your Church Website and Planning for Updating Information

1. **Have a page of announcements** (it might be a Google Doc). Update this (one) page frequently. (This page of announcements might also be used for other purposes, such as on Sundays, newsletter, or bulletin boards.)
If this is a Google Doc posted on a webpage, then people may edit the Google Doc and the website is *automatically* updated (and the person editing the announcements page need not know how to update the web pages).
2. **Utilize a calendar.** Old information automatically goes away as we move forward. A Google Calendar can be *embedded* on a web page.
3. **Put time-sensitive information near the top of the page.** Reasons: (a) this is what people want to know, (b) the person updating the site doesn't have to hunt for out-of-date information.
4. **Write the page (description) in such a way that it is timeless**, as much as possible. Do *not* embed time-sensitive information inside paragraphs (where it is hard to find).
5. **Use a 'timer,' if you have it.** Some websites allow you to 'use a timer' on announcements, for example. That is, the item has a start and end date. It falls off the website automatically.
6. **Limit the number of places on your website with time-sensitive information** (and information that might change).



➤ **General Rule:** It is better to have the key information (for example, day, time, place) in one place (on one page) and multiple links to that page, than to have the key information in repeated in multiple places and on multiple pages.

This leverages *the power of the hyperlink*. Liberally use [More information](#) links to send users to the key information.