

# A Church Near You

## How to adopt your parish entry – instructions for Wakefield churches/parishes

'A Church Near You' ([www.acny.org.uk](http://www.acny.org.uk)) enables people to find the church nearest to where they live (or for visitors, nearest to where they're staying) and provides a map of the parish indicating where the church is located. It also gives churches a way of having their own mini web site, with details of services and events and other information.

All the churches in Wakefield Diocese have a simple entry on the site. This is administered by Chris Freeman (Wakefield Diocese web administrator) working with Oxford Diocese (who run A Church Near You).

A nominated person for each parish or benefice can login to the site and add the following information:

- a description of the church(es)
- service times
- regular and one-off events
- photos
- news pages
- contact information
- links (e.g. to your own website)

### All churches need to sign up and enhance their entry.

1. Make sure your incumbent knows about ACNY and that you are planning to enhance the entry for your church.
2. Register on the site at [www.acny.org.uk/register](http://www.acny.org.uk/register), giving your name and surname, your preferred user name and password, your email address and select your diocese (Wakefield)!
3. You will receive an email confirming that you have been registered with ACNY.
4. Follow the instructions in the email and log in.
5. Once logged in to the "Control Panel" follow the instructions to transfer your church(es).
6. Enter details to find your church: normally either the town or saint's name should be sufficient.
7. Select your church from the list presented and click the button to "Add or Transfer" the venue.
8. You will get a warning that your church's entry is "owned" by Chris Freeman. She is the Wakefield Diocesan administrator of ACNY. Request the transfer anyway, adding a reason. NB: If the church is "owned" by someone else, it has already been transferred, and the new owner will have to approve the transfer.
9. The transfer request will then be assessed. If you have used an email address where the domain obviously relates to your church we will normally assume that it is allocated to the right person – in this case the transfer is generally done within a few days. Personal email addresses (unless they are shown on your website or in the Diocesan Directory) can be created by anyone for any purpose, and a check will be made. This is why your incumbent needs to know! If you are listed in the diocesan Directory, we will try to phone you rather than the incumbent.
10. You will get an email from Chris confirming the transfer. Chris' email is [chris.freeman@wakefield.anglican.org](mailto:chris.freeman@wakefield.anglican.org). Her telephone is 01484 714553.
11. When you next log in, you will find your church(es) added to your Control Panel. Please allow a few days for this to happen – the checks are necessary in order to try and prevent your church's entry being hijacked!
12. Each church is responsible for their own entry. Don't forget to keep your church's entry up to date.

