FirstDay Sites: How-To Guide

Your church website, member tools and screens, working together.

FirstDay Studio · November 2026

FirstDay Sites is your church's website and member area in one place: public pages, announcements, a calendar, sermons and podcast, a member directory, a prayer list, church email, and an urgent notice banner. It connects to FirstDay Display Pro and Display Lite, so an announcement approved in Sites shows on your website, in your church email **and** on the screens in your building.

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Who does what (roles)

Role	Can do
Admin	Everything: settings, accounts, screens, plus all staff tasks.
Staff	Manage content (pages, announcements, calendar, members, prayer list, sermons, email) and approve member submissions.
Member	Sign in to the member area: directory, own contact details, events and RSVPs, submit announcements and prayer requests.

Your church's site is at the address we gave you when your account was set up (or your own domain, if you connected one). The admin area is at <your site>/admin.

Sign in and secure your account

1. Your first admin receives an **invitation email**. Open the link (it works once, for 7 days) and choose a password of at least 10 characters.
2. Later, sign in at <your site>/login with your email and password.
3. Forgot it? Use **Send me a link** on the sign-in page. Reset links work once, for 2 hours.

Turn on two-step sign-in (strongly recommended for admins)

1. Click **Account** at the top of any admin page.
2. Under **Two-step sign-in**, scan the QR code with an authenticator app (Google Authenticator, Authy or Microsoft Authenticator), or type the key shown.
3. Type the 6-digit code and click **Turn on two-step sign-in**. From now on, you enter a code from the app after your password.

Good to know: After 8 wrong passwords for one account (or 40 from one network address) in 15 minutes, sign-in is paused for 15 minutes. A whole church signing in over the same Wi-Fi is fine, because only wrong passwords count. Each two-step code works only once. Changing your password signs you out on your other devices.

First steps for a new church

1. **Settings**: name, address, service times, theme and logo.
2. **Website**: edit the home page and add a few pages.
3. **Announcements**: set up your categories.
4. **Members**: add your members (and invite them to sign in).
5. **Accounts**: add staff accounts for the people who help.
6. **Screens**: link your Display Pro or Display Lite PC.

Church settings and look

Go to **Settings** (admins only).

- **Church**: Name, Tagline, Address, Phone, Public email, **Service times** (one per line) and Time zone. These appear in the website footer and the Service times and Address blocks.
- **Look**: choose a **Theme** (Navy and gold, Deep teal, Warm coral, Light and simple, Forest green) and upload a **Logo** (PNG, JPEG, GIF or WebP).
- Click **Save settings**.

Build your website pages

Go to **Website**.

Add a page

1. Type a **New page title** and click **Add page**.
2. Set the **Address name** (the end of the web address, for example about), tick **Show in the menu**, and set the **Menu position**.
3. Add content with **Add a block**, then click **Save page**. Tick **Published** when it's ready for visitors.

Blocks you can use

Block	What it shows
Welcome banner	Big heading, text, an optional button and

Block	What it shows
	picture.
Heading / Text	Section titles and paragraphs (a blank line starts a new paragraph).
Picture	A picture from your library, with a caption and a description for screen readers.
Button	A button linking to another page or website.
YouTube video	Paste the video link or ID.
Service times / Address and contact	Filled in automatically from Settings.
Announcements / Upcoming events / Recent sermons	Live lists; choose how many to show.

Pictures

Upload pictures in the picture library on the Website page (PNG, JPEG, GIF or WebP, up to 8 MB). Each picture gets a **number**; type that number in a Picture or Welcome banner block. Each church has 10 GB of storage. To remove a picture, click Delete under it; pages that used it lose that picture. Your logo can't be deleted here (change it in Settings).
Use **Move up** / **Move down** to order blocks, **Remove** to drop one, and **View site** at the top to see the result.

Announcements

One announcement shows up everywhere: the website, the member area, the weekly email and your screens.

Set up categories

At the bottom of **Announcements**, add categories (for example “Upcoming Events”, “Ladies Class”, “Youth”). For each one:

- **Members only**: shown only in the member area, never on the public website.

- **On screens**: sent to linked Display Pro and Display Lite screens.
- **Days**: how long an announcement in this category stays up by default.

Post an announcement

1. Under **Post an announcement**, choose a **Category**, type a **Title** and **Details**.
2. Set the **First day** and, if you like, a **Last day** (empty = the category's default).
3. Click **Post**. It appears under **Current and scheduled**.

Approve member submissions

Members can send announcements from the member area or by email. They wait under **Waiting for review** until staff click **Approve** or **Reject**. Nothing from a member goes live without a person approving it.

Let members email announcements

1. In **Settings > Announcements by email**, enter the mailbox's **IMAP server**, **Port** (993 is usual), **Mailbox user** and an **app password** (not the account's main password).
2. Tick **Check this mailbox every few minutes** and save.
3. Members email that address. The **subject** is the title; start it with the category in brackets, like [Upcoming Events] Ladies class Tuesday. The body is the details.

Good to know: Only emails from addresses in your member list are accepted, and each waits for review, because email “From” lines can be faked.

Calendar and events

Go to **Calendar** and add an event: **Title**, **Starts**, **Ends** (optional), **Location** and **Description**.

- **Repeat every week until** makes a weekly event.
- Tick **All day** for all-day events. **Show on the public website** (otherwise members only) and **Show on the church screens** control where each event appears.
- Members can RSVP (with guests); see the **RSVPs** list on each event.
- An iCal feed lets people add the calendar to Google, Apple or Outlook calendars.
- Upcoming events can show on your screens as “Coming Up” (see Screens).

Members and the directory

Go to **Members**.

1. Add a member: name, email, phone, role, and dates (Birthday, Wedding anniversary, Baptized, Became a member).
2. Choose a **Household**, or **New household…** and type its name, address and phone.
3. Optional: add a **Photo** (seen only by signed-in members).
4. Set the check boxes: **Listed in the directory**, **Show birthday and anniversary**, **Photo may appear on the church screens**, **Does not want church emails**.
5. Click **Save**. To let the member sign in, add their email and send the invitation.

- The directory can be printed and exported as CSV.
- Members can update their own contact details under **My information**. Their name, role and household are changed by the church office.
- Birthdays and anniversaries for the next two weeks appear on the member home page.

Prayer list

- Members add requests in the member area; staff review them in **Prayer list**.
- Each request has who it's for, the request, updates, and an **On the list until** date.
- Requests are seen only by signed-in members. Names marked **OK for screens** can show on linked screens if you switch that on.
- For privacy, request text is erased 7 days after it leaves the list.

Sermons and podcast

1. Go to **Sermons** and enter the **Title**, **Speaker**, **Date** and **Scripture**.
2. Upload **Audio** (MP3 or M4A, up to 300 MB) and/or paste a **YouTube** link. Or let the Sermon Uploader post recordings for you (see the next section).
3. Tick **Show on the website and podcast** when the sermon is ready. Leave it unticked to **hold it for review**: the sermon and its audio stay off the website, archive and podcast, and only staff can play it. The Sermons list shows each one as published or held for review.
4. Save. The sermon appears on the Sermons page and in your **podcast feed**, which

listeners can add to their podcast app.

Sermon Uploader (automatic recordings)

FirstDay Sermon Uploader is a small Windows app for the sound-booth PC. It watches the folder your recorder saves to, waits for each recording to finish, converts it to MP3, names it and posts it to Sites as a sermon, so nobody has to upload sermons by hand.

Set it up

1. In Sites, an administrator opens **Screens**, chooses **Sermon Uploader** and clicks **Make a pairing code**. The code works once, for 15 minutes.
2. Install **FirstDaySermonUploader-Setup-<version>.exe** on the sound-booth PC. It does not need administrator rights.
3. In the app, open **Settings**, enter the **Sites address**, the **Pairing code** and a **Name for this PC**, and click **Link to FirstDay Sites**.
4. Under **Folder to watch**, click **Choose…** and pick the folder your recorder saves to. Click **Save settings**.

The app runs in the system tray and starts with Windows (**This PC > Start when Windows starts**). The PC appears in Sites under **Screens > Linked screens and PCs**, where **Unlink** stops it at once.

Settings worth checking

- **When uploaded**: **Hold for review in Sites** (the default) or **Put on the website right away**.
- **Names**: sermon titles and file names are built from words such as {service}, {month}, {d}, {yyyy} and {speaker}. The default title is “{service} Sermon - {month} {d}, {yyyy}”. Untick **Name sermons and files automatically** to keep the recorder's file name.
- **Services**: the service name (Sunday Morning, Sunday Evening, Wednesday Evening) comes from the day and time the recording started. Use **Add a service** for your own times.
- **Sermon details**: a default **Speaker** and **Description**.
- **Convert to MP3**: WAV, FLAC, WMA, AAC, OGG and other audio become MP3. The defaults are 96 kbps (good for speech) and **Mono**. Tick **Even out the volume** to level

loud and quiet speakers.

- **Skip recordings shorter than** (2 minutes by default) and **Wait until the file has not changed for** (30 seconds) keep short test clips and unfinished recordings out.
- **After uploading**: move the recording to the archive folder with its new name, rename it where it is, or leave it alone. **Keep a copy of the MP3 next to it** is optional.

Good to know: The uploader never posts the same recording twice, even after a reinstall. Recordings that were already in the folder before watching started are skipped unless you tick **Also upload recordings that were already there before watching started**.

If something goes wrong

- The **Activity** tab shows the queue and recently uploaded sermons. Problems show there with **Retry now**.
- If the internet is down, the app tries again by itself: after 1, 2, 5, 15 and 30 minutes, then every hour.
- **Check the folder now** looks again at once, and **Open watch folder** opens it in File Explorer.

Send church email

1. Go to **Email**. Choose who it goes **To** (all members or staff).
2. Click **Start with this week's announcements and events** to fill in a weekly digest, or write your own **Subject** and **Message**.
3. Click **Send**. Past emails are listed under **Sent**.

Every email has a one-click unsubscribe link, and members marked “Does not want church emails” are skipped.

Urgent notice

For weather closings or other urgent news: in **Settings > Urgent notice**, type the **Notice** and an optional **Show until** time, then save. It appears at the top of every page of your website **and** as the first slide on linked screens. Clear the box to remove it.

Connect Display Pro or Display Lite screens

Choose what the screens show

In **Settings > Screens**, tick the extras you want besides announcements:

- Upcoming events
- This week's birthdays and anniversaries
- New members
- Member photo wall (only members who allow it)
- Prayer requests marked “OK for screens”

Link a screen PC

1. Go to **Screens** (admins only), choose **Display Pro** or **Display Lite**, and click **Make a pairing code**. You will see an 8-character code and the server address. The code works once, for 15 minutes.
2. On the screen PC, sign in to Display Pro or Lite as an administrator, click **Link to FirstDay Sites** in the FirstDay Sites panel, and enter the address, the code and a name for the PC.
3. Back in Sites, the PC appears under **Linked screens and PCs** with its app, version and status (online or last seen).

- The screens update every 5 minutes and keep working from their last copy if the internet drops.
- Click **Unlink** to disconnect a PC; it stops getting updates at once.
- Display Pro reports the songs it shows. They appear under **Songs shown by Display Pro** (last 6 months), with CCLI numbers, for your CCLI report.

Staff accounts

Go to **Accounts** (admins only). Under **Add a staff account**, enter an **Email**, choose **staff** or **admin**, and click **Send invitation**. You can change roles or disable an account in the list. Ask every admin to turn on two-step sign-in.

For members: using the member area

You can copy this section into a bulletin or email for your members.

1. Watch for your invitation email and click the link to choose a password.

2. Sign in from the **Member sign in** link on the church website.
3. In the member area you can:
    - see current **Announcements** and **birthdays and anniversaries** for the next two weeks
    - search the **Directory**
    - update your phone, email and address under **My information**
    - see **Events** and RSVP (**I'm coming**, with guests) or **Cancel my RSVP**
    - **Submit an announcement** (it is reviewed before it appears)
    - read and add to the **Prayer list**
4. To stop church emails, click the unsubscribe link at the bottom of any church email.

Troubleshooting

Problem	What to do
An invitation or reset link says it expired	Invitations last 7 days and reset links 2 hours, and each works once. Ask an admin to send a new invitation, or use Send me a link again.
A member's emailed announcement never showed up	Check Waiting for review. The sender's email must match their address in the member list, and the subject must start with a category in brackets.
A page isn't on the website	Open it under Website and tick Published (and Show in the menu).
An announcement isn't on the screens	Check its category has On screens ticked, it is approved, and today is between its first and last day. Then press Sync now in the app.
A screen shows “last seen” instead of online	The screen PC is off or offline. It keeps showing its last copy and catches up when it reconnects.

Problem	What to do
Pairing code rejected	Codes last 15 minutes and work once. Make a new one, and check you chose the right app (Display Pro, Display Lite or Sermon Uploader).
Lost access to the authenticator app	Ask another admin for help, or contact FirstDay Studio support.