

# Customisable Welcome Card Guide

Creating a customised Christmas welcome card is a great way to create a resource that is personalised to your church and has a genuinely local feel.

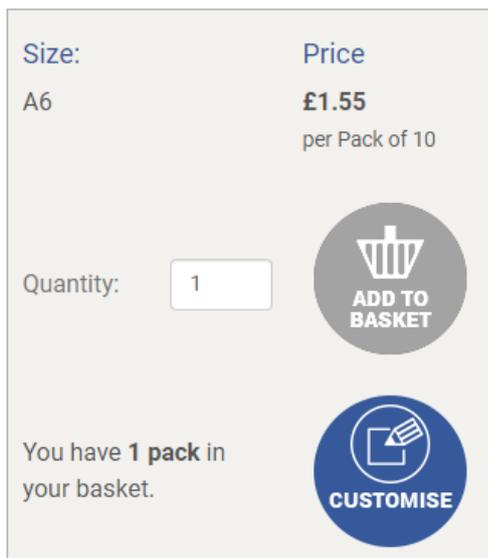
Christmas welcome cards can be distributed with the order of service or left in pews for people to take home with them.

## Hints and Tips

- Use a quality image – photos of people communicate the outreach of your church immediately, but you may also want to include a beautiful photo of your church building as it is part of your local community's identity. Perhaps you might like to include a photo of your church at Christmas.
- Make sure you have permission from everyone visible in a photo, especially the parents or guardians of any children.

## To create your customised welcome card

1. Add the desired number to the basket (orders come in packs of 10).



2. Select 'Customise'
3. Sign In or Create Account with Church Print Hub if you don't have one already.
4. Give your welcome card a title and press 'Start'. *Any other customised materials in your account will appear on the page in blue, if you need to order more or edit a previous design.*

# At the heart of Christmas

Name your customised creation:

Start

To help you recall your customised text for future use please provide a useful name e.g *Contact Details, Address Details, Parish Details.*

I don't need to name it thanks

Start

Find my previous customised creation:

Find

If you have previously created some custom text, these are listed below to enable you to copy this text into your new customisation should you wish to do so. Alternatively, click **Start** to continue.

## 5. Begin customising from the customisation screen

Follow the steps below to customise your product with your contact details:

**STEP 1** Below is your product

**Customisable area below:**



**STEP 2** Type your text in below

A - Page 1    B - Page 1  
C - Page 2    D - Page 2    E - Page 2  
F - Page 2

Select image...    Remove image

No image selected

**STEP 3** Edit your text and then Preview your design

Align:

Size:

 PREVIEW

**STEP 4** When you're happy, click Save & Exit below

 SAVE & EXIT

You will need to provide the following by toggling between buttons in the A-F box indicated in the picture above.

<b>A</b>	Insert an image here
<b>B</b>	The name of your church here.
<b>C</b>	The name of your church here.
<b>D</b>	<p>Include an introduction to your church here. It's a good idea to include a contact email address or phone number for people to stay in touch. For example:</p> <p><i>Thank you for visiting XXX today. We are proud to be the heart of our village community, a place of peace and sanctuary, providing a space to encounter God in all walks of life,</i></p> <p><i>We hope you have enjoyed your visit. If you have any questions, please contact XXXX.</i></p>
<b>E</b>	Insert your church's bank details here so that people can give via bank transfer
<b>F</b>	Insert your church's QR code here.

## At the heart of Christmas



6. When you have added everything, click 'Preview' to view a draft version of your welcome card.
7. Once you are happy with your final design, click 'Save and Exit'

**STEP 4** When you're happy,  
click **Save & Exit** below



8. You will now be taken back to your shopping basket where you can continue shopping (we suggest customising a Christmas giving poster that includes your church's QR code) or click checkout to proceed to sale. You can amend the quantity you wish to order at the checkout stage.

Remember you can come back and edit and reorder your poster in the future if you need to make changes.

If you have any issues with the customisation process, please do contact [giving@churchofengland.org](mailto:giving@churchofengland.org) or call Church Print Hub on 020 3004 6631.