

Customisable Postcard Guide

Creating a customised visitor postcard is a great way to create a resource that is personalised to your church and has a genuinely local feel.

Visitor postcards can be set on the Welcome table or other prominent place, with a clear note that these are free of charge for visitors to take if they would like.

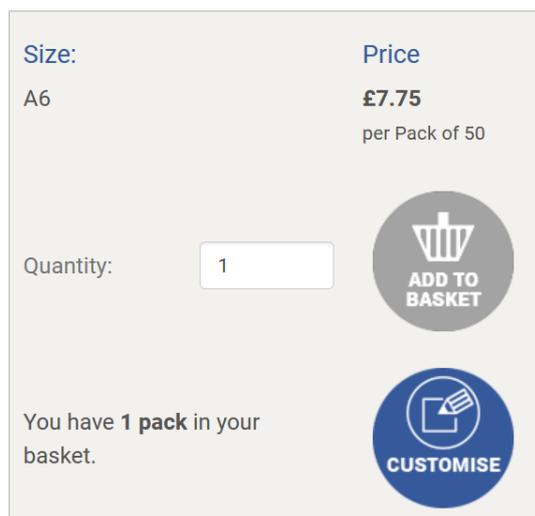
Including information about the church and our vision for our work in the local community can be inspiring for ad hoc visitors, and providing a QR code can be an accessible, quick and easy way for the visitor to respond with an impromptu donation.

Hints and Tips

- Use a quality image – perhaps a beautiful photo of your church building or a piece of artwork such as a line drawing or a reproduction of a painting.
- If using a photo, make sure you have permission from everyone visible in a photo, especially the parents or guardians of any children.
- If using artwork, please ensure that you have obtained permission from the artist, respecting their copyright.

To create your customised postcard

1. Add the desired number to the basket (orders come in packs of 50).



2. Select 'Customise'
3. Sign In or Create Account with Church Print Hub if you don't have one already.
4. Give your postcard 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.*

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

STEP 1 Below is your product

Customisable area below:

A

Page 1
Page 2

A

D

E

F

G

STEP 2 Type your text in below

A - Page 1
B - Page 2
C - Page 2

D - Page 2
E - Page 2
F - Page 2

G - Page 2

Select image...
Remove image

⊘ No image selected

STEP 3 Edit your text and then Preview your design

Align:
⏪
⏩
⏴
⏵
⏶
⏷

Size:
↔ Initial
↗ Grow
↕ Fill

Q

PREVIEW

✓

SAVE & EXIT

STEP 4

When you're happy, click Save & Exit below

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

A	Insert an image here
B	The name of your church here.
C	<p>A short sentence about why donations and gifts are valuable to your church. This can be in general terms, as suggested below, or include brief details of a specific fundraising appeal</p> <p>The suggested text is:</p> <p>Gifts to our church are a response to God's generosity to us and enable us to live out Christ's story in our local community.</p>
D	<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 style="margin-top: 10px;"><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 style="margin-top: 10px;"><i>We hope you have enjoyed your visit. If you have any questions, please contact XXXX.</i></p>
E	The name of your church here.
F	Insert the QR code to your online Giving page here.

G Insert the details of your church's bank account here.

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'



8. You will now be taken back to your shopping basket where you can continue shopping or click checkout to proceed to sale. You can amend the quantity you wish to order at the checkout stage.
9. If you have been given a discount code, please enter this at this stage.

If you would like to discuss any aspect of this postcard design, please do contact helen.james@chichester.anglican.org

For technical queries on the customization process, you can also call Church Print Hub on 020 3004 6631.