

PARISH GUIDE

Gallery — How It Works

The life of your parish, in pictures — the grotto, the chapel, the bell tower, feast days and ministry life.

A simple, step-by-step guide for parish staff · Powered by Nave

At a glance

The **Gallery** is a simple, beautiful photo page for your parish. Staff upload photos — the grotto, the bell tower, the chapel, a feast-day procession, ministries in action — give each an optional caption, and arrange the order. Parishioners and visitors browse them in a clean, mobile-friendly grid. There's nothing to design: drop in photos and they look right.

1 · Staff upload a photo



2 · Add an optional caption



3 · Arrange the order



4 · It appears on the Gallery page

The link appears when you're ready. The **Gallery** link only shows up in your site's menu once there's at least one photo — so an empty gallery never sits in the navigation. Add your first photo and the page goes live. Tools that go a step beyond the basics are marked

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What's in one gallery photo

Each item is a single photo. Only the image is required — a caption is optional.



Photo

A JPG, PNG, or WebP image (up to 10 MB). Uploaded right from your phone or computer.



Caption

An optional short line under the photo. e.g. "Our grotto", "Guadalupe procession". Optional.



Order

Up/down controls set the sequence. The Gallery shows photos in the order you choose.



Where it shows

The public **Gallery** page, in a tidy grid. Mobile-friendly, captions shown beneath each photo.

Part A • For parishioners

No account or sign-in needed — the Gallery is public for anyone visiting your parish website.

USE CASE 1 • BROWSE THE PARISH PHOTOS

Who: Anyone visiting the parish website. **Goal:** See the life of the parish.

1. Open **Gallery** from the menu (it appears once the parish has added photos).
2. Browse the grid — the grotto, the chapel, feast days, ministries in action.
3. Each photo shows its caption, if one was added.

Result: A warm, welcoming look at your community — especially inviting for newcomers deciding to visit.

Part B • For parish staff

You add and arrange photos from one admin screen — **Admin** → **Gallery**. No design skills needed.

USE CASE 2 • ADD A PHOTO

Who: Parish staff. **Goal:** Put a photo on the Gallery.

1. Open **Admin** → **Gallery** and choose a photo to upload (JPG, PNG, or WebP).
2. Optionally add a short **caption** — e.g. "Our bell tower".
3. Click **Add photo**. It appears on the Gallery page right away.

Result: The photo is live, and the Gallery link appears in your menu (if it's the first one).

USE CASE 3 • PUT YOUR BEST PHOTO FIRST

Who: Parish staff. **Goal:** Control the order.

1. In **Gallery**, use the **up/down** controls on each photo to arrange the grid.
2. Lead with your most inviting, current photos — the front of the church, a recent feast.

Result: The Gallery opens with the photos you most want people to see.

USE CASE 4 • CAPTION A PHOTO

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Who: Parish staff. **Goal:** Add a little context.

1. Type a short caption beside the photo and click **Save**.
2. Keep it brief — a place, a feast, or the ministry shown.

Result: Visitors get a touch of story without cluttering the page.

USE CASE 5 • REMOVE A PHOTO

Who: Parish staff. **Goal:** Keep the Gallery fresh.

1. Click **Delete** on any photo you no longer want shown, and confirm.
2. If you remove the last photo, the Gallery link simply hides itself again.

Result: The Gallery always reflects the parish as it is today.

Quick reference

Where do I add photos?	Admin → Gallery. Upload a photo, add an optional caption, and click Add.
What photo types work?	JPG, PNG, or WebP, up to 10 MB each.
Why don't I see a Gallery link?	The link appears once you've added at least one photo, so an empty gallery never sits in the menu.
How do I change the order?	Use the up/down controls in Admin → Gallery. The page follows that order.
Are captions required?	No — the photo is enough. A short caption is optional, and shows beneath the image.
What should we photograph?	The things that make your parish yours — the grotto, the bell tower, the chapel, feast-day processions, and ministries serving.

The big idea: a few good photos say "you're welcome here" better than any paragraph. Add the places and moments that make your parish home, and the Gallery does the rest.