Keyholder

Keyholder is an information app which provides details about all of the Church of England parish churches and Church in Wales churches so that visitors can get the most out of visiting these wonderful buildings.

The app displays a map showing which churches are open to the public during the day and which ones are locked, have keyholders or are open at certain restricted times. It also provides links to all of the major sites on the Internet which have further information about each individual church.

The information is updated on a daily basis, most of which comes from other users of the app. You are able to add your own comments, information and pictures for any of the churches and thus increase the usefulness of Keyholder for everyone.

Registering

Keyholder can be used without registering. Without registering and subscribing (see the next section) the app will only show the information for a small selection of churches around Northampton (churches elsewhere are displayed, but not active) and the **Friends of Friendless Churches** and **Churches Conservation Trust Churches** throughout England and Wales. You will also not be able to access any of the frequent updates nor be able to add your own comments or photographs.

In order to subscribe and unlock the extra features you first need to register with the Keyholder server. Registering is easy. Just access the *Additional* menu (the three dots ... in the menu bar) and select *Register*. You are required to enter a valid email address, a password (both twice - to make sure you have entered them correctly), your first and last name and a description. The email address is used both for confirming your registration and for identifying you when the server is contacted. It is used internally by Keyholder, is not distributed to third parties, and other users cannot see it. The password needs to be a minimum of 12 characters long and, if shorter than 15, should not have *certain obvious words* in it for security.

Your first and last names are required to identify your comments - it is preferred that you use your real name and not a pseudonym. The description can be anything you wish (e.g.: "architectural student", "tourist", "church photographer", etc).

Once you are registered you will be able to purchase a subscription.

Subscriptions

In order to be able to use all of the features of Keyholder you must purchase a subscription. Without a subscription the app will only show the information for a small selection of church-

es around Northampton (churches elsewhere are displayed, but not active) and the **Friends of Friendless Churches** and **Churches Conservation Trust Churches** throughout England and Wales. You will also not be able to access any of the frequent updates nor be able to add your own comments or photographs.

Purchasing a subscription is easily done. From the *Additional* menu select *Subscribe*. This will take you to a page with buttons to select different lengths of access. If you press one of these you will be taken to your device's subscription service (you need to have internet access for this to happen). From here you can select whether to continue with the purchase or cancel. Please note that the subscriptions are **repeat billings**. If you do not wish to be charged on an on-going basis when your initial subscription expires, then you will need to cancel your subscription from your own account on the app store (this cannot be done via this app. You will need to access your account via a web browser).

Updates

From time to time the information on the churches will be updated, both by the server administrator and by other users of this app. You will receive a notification on your device when this occurs. Updates are scheduled by your device and usually occur once or more per day. Any updates will also be downloaded within 15 minutes should you make a comment or take a photo using the app.

The main display

The map shows the positions of c.15,000 churches in the app's database and, for most of them, what their average locking status is.

The main display is shown on the right and is what is displayed on the screen after registration.
At the top are three buttons:

Location. Pressing this will turn on GPS tracking and the button will change to reflect this . The map will re-centre to your present location (this may take some time, depending on various factors such as whether you are indoors or not). Pressing the button again will switch off tracking.

Map key
My churches
Map filters
Location
Church marker
Account error
Selected church

Map

Find church

Recent comments

Notes

Additional

Map filters. Pressing this will show a selection of filters that you can apply to the churches shown on the map. For more information on these please see the section **Map filters** towards the end of this guide.
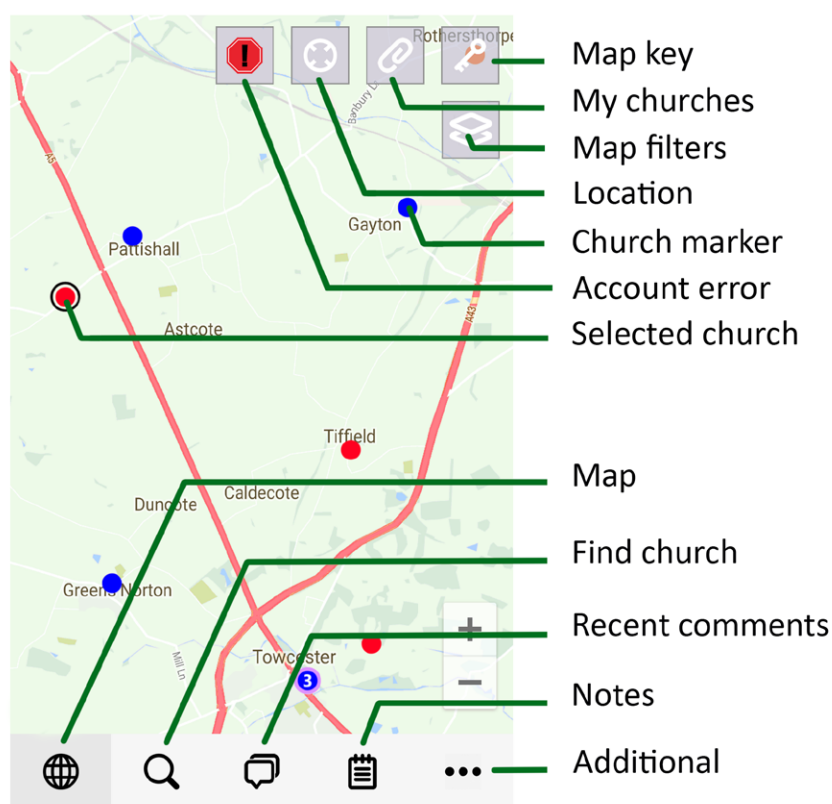
My churches. Pressing this will change the map to only display the churches which you have visited and commented on. Pressing it again will switch it back to the normal display. The first time you press it you may briefly see a dialog box as the app scans the churches and finds the ones you have visited (i.e.: ones you have made a comment on. You should wait for the dialog to disappear.
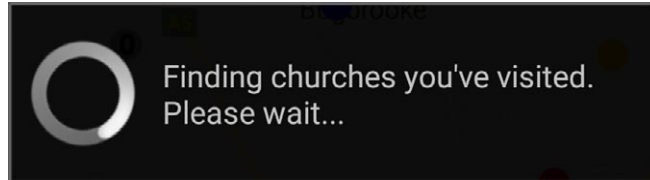
Map Key. Pressing this will display a key to the symbols on the map as shown on the right. Each coloured dot on the map represents the state in which a visitor will normally find the church.

A *Locked* church is, as the status suggests, locked and has no explicit information as to how to access it (although the churchwarden's or incumbent's contact details may be given).

Locked with a keyholder means that there is a notice in the porch or on the churchyard board telling visitors how they may access the inside of the church. It means an explicit notice *for visitors*, not just churchwarden contact details.

Special opening times indicates that the church is open at certain times and the times it is open for are less than four days in the week.

Open means exactly that, although the length of time a church is left open during the day may vary (e.g.: 10am to 4pm, or 8am to 6pm). If a church is open four or more days a week it is classed as open.

Other use means that the church is now used for other purposes (e.g.: been converted into a house or storage building). Does *not* apply to CCT, FoFC, or disused churches.

Ruined is, as the name suggests, ruined (this is not used to indicate partial ruination; a church with the nave in ruins and the chancel in use would be classified under one of the other statuses).

Unknown status / Subscription required If you have a subscription it means that nobody has as yet recorded the status of the church - *here is your chance to do so by visiting it and recording the status*. If you have no subscription then this indicates that the church is outside the area you are allowed to view.

Has photos indicates that there are one or more photographs for the church. A lilac circle around the church marker indicates that there are photographs of the church taken by Keyholder users.

In addition, the map also marks Churches Conservation Trust and Friends of Friendless Churches sites.
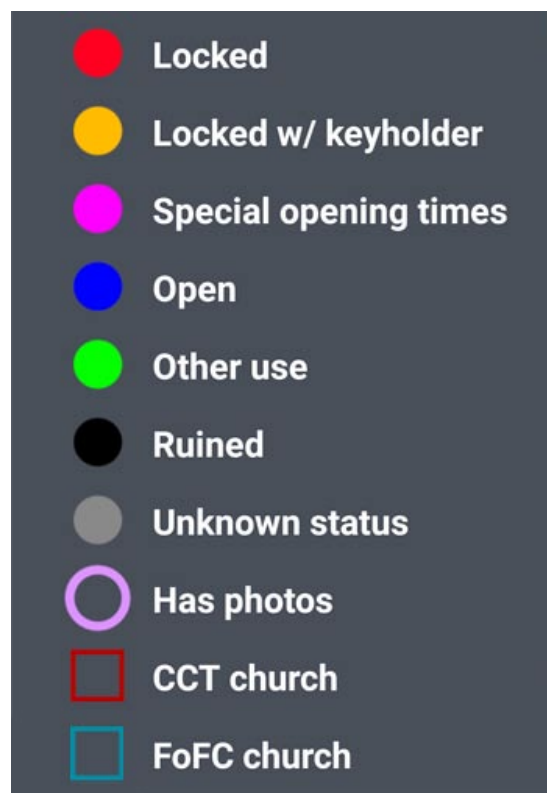
A number displayed inside the coloured dot represents the average star rating of the church. Churches with no ratings do not display a number. Star ratings can be made when a comment is made for the church. The number shown on the map is the average rating from al comments for that church.

On the bottom right of the display are two buttons: **+** and **-**. These can be used to zoom the map by fixed amounts each time they are pressed. You can also zoom the map by pinching with your fingers.

The map displays c.15,000 sites and, so as to increase performance of the display, the points are only shown when the map is zoomed in to an appropriate level. If you zoom out to show a large proportion of the country *the symbols will no longer be shown*. Zoom in again to re-display them.

Sometimes you may see two other buttons. **You should pay particular attention to these:**

⚠️ **Information.** When pressed this button displays any important information or news relating to Keyholder. Normally it is used to notify you of a new version of Keyholder (if you do not have auto-update enabled for your particular device then this information display notifies you that you need to update manually). It is wise to update to the latest version; not only for bug fixes but because older versions of Keyholder are not guaranteed to continue working. Bug fixes and security updates sometimes necessitate changes that will break old versions of Keyholder. In general, versions older than 18 months are not supported.

🛑 **Account error.** This button apperas when Keyholder has detected a problem with your account credentials. You should immediately press this button and follow the instructions. Keyholder will be unable to download new updates from the server until the problem is rectified.

You are required to enter the email address you used to register Keyholder with (this can be seen on the Additional -> Account page) and press the *Send verification code* button. This will send a verification code to your email account. Make sure to look in any spam or junk email boxes in case the email is saved there. The verification code expires after 30 minutes, so if you have not received the email by then press the button again.

Reset Password

IMPORTANT! Your account credentials have become invalid and the app can no longer check the server for updates. Please reset your password.

Please enter the email address that you used to register your Keyholder account and press the Send Verification Code button. A verification code sent to your email account should arrive within a few minutes. If it doesn't, check the email address you typed in above and resend it. The code will expire after 30 minutes.

your@email.com

Send verification code

Please enter the verification code that was sent to your email address and also the new password to set for your Keyholder account, then press the check button below.

verification code

Please enter the password of your choice for your Keyholder Account (minimum 10 characters: it is

If the email address is not the one you registered with then it will not be accepted. You may have made a typo, so check carefully. If it is correct then check the Additional->Account page which shows the email you registered with. You may have subtly made a mistake when you registered. In that case, uninstall Keyholder and reinstall it and re-register with a new account and your correct email address. If you are still having problems the email *android@cbnewham.com*

Once you have the code, type it into the input area asking for the verification code further down the page. Then type in a new password (and a second time to make sure it was typed correctly). The password needs to be a minimum of 12 characters long and, if shorter than 15, should not have *certain obvious words* in it for security. Once you've done this, press the

green check button to have your password set to the new one.

The Navigation Bar

At the bottom (or side) of the main page is a **Navigation Bar**. From left to right the tabs are **Map**, **Find a Church**, **Most Recent Updates**, **Current Notes***, and **Additional Keyholder Pages**. The highlighted icon is the page you are currently on.

* Not currently available in Apple iOS Keyholder.

Find a Church

This page allows you to find a church by its place name or by the county and place name within it.

If *Any* is selected for the County, all places for all counties will be available for selection when tapping on *Place*. If a specific county is selected then only the places for that county will be available when tapping on *Place*.

Tapping on **County**, **Place**, or **Dedication** opens a selection page. The selection page shows a scrollable list of all of the available selections. Tapping on one of the list items selects it and returns you to the **Find** page.

The box at the top allows you to quickly navigate to an item in the list. By typing the initial letters of a name into the box the list will start to reduce to those items beginning with those letters. Tapping the **Cancel** button clears the box and returns the list to the full number of items.

You can exit the selection page at any time without making a selection by tapping the back button.

Once you have made your choices for County, Place, and Dedication, tapping the button with the green check mark will return you to the map display with the selected church highlighted with the selection circle around it.

You can exit the *Find* page at any time by selecting one of the other Navigation Bar options.
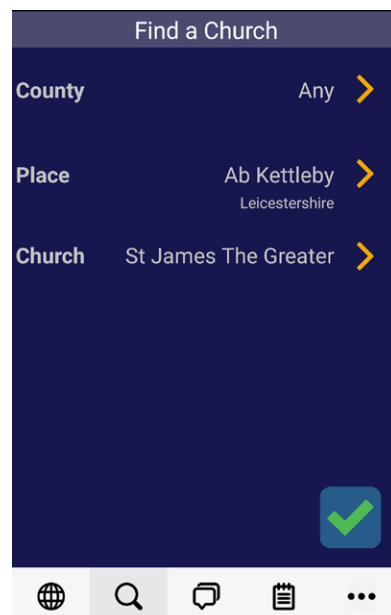
Most Recent Updates

This page displays a list of the most recent comments and photos provided by Keyholder users.

The display is similar to that shown for the **View Comments** page. The coloured bars indicate the status of the church (the same as on the map).

You can turn on and off the types of items displayed in the list by selecting the checkboxes at the foot of the page.*

Tapping on any of the entries will take you to the particular church on the map.

Note that if you are not subscribed, the list will show the most recent comments with the county and place names, and the names of the contributors redacted.

* Not currently available on Apple iOS Keyholder.
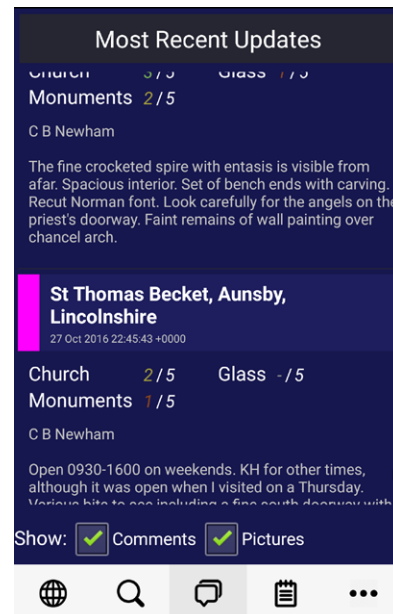
Current Notes and the note system

The note system is not currently available on Apple iOS Keyholder

This page displays a list of eight coloured text entry boxes. These allow you to add global notes, such as reminders for churches you particularly want to visit. Any edits you make to the text are automatically saved.

If you press the **Notes** button on the church **Details** panel, you will be able to select from the eight choices as well as one marked **No note attached**. A marker appears on the map at the location of the church in the colour you have selected. Selecting the no note option clears any marker that was previously on the church.

Please note that the comments are saved locally on the device and are not uploaded to the server or currently transeferable to another device.

Additional Keyholder Pages

On this page are buttons which will take you to other lesser used sections of the app. If you are not subscribed, a button titled **Register/Subscribe** will appear at the top.

Help.

This manual will be displayed.

User Forum

Takes you to the Keyholder User Forum on Google Groups. The forum allows users of the app to make comments or suggest improvements to the app itself.

About.

Displays the email address for support as well as the version number of the Keyholder app and the version history.

Account.

This shows your account details including you user name (email address), display name, account level, and the number of days left on your subscription.
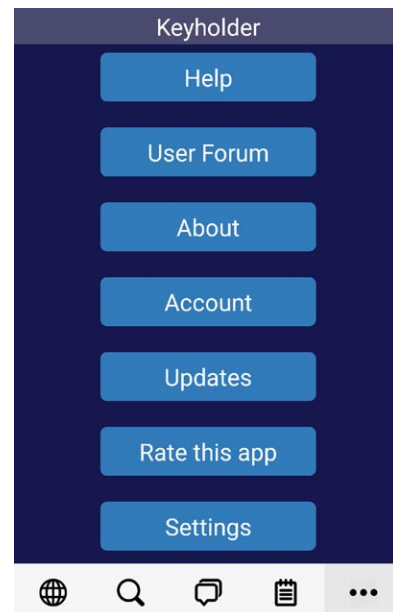
If you elected to connect to your Twitter account on registration then your Twitter handle will appear under the **Twitter** section along with a button to sign out of Twitter. If you did not connect during registration the button will allow you to sign in to Twitter.*

The section titled **Re-send Activation email** allows you to resend the registration activation. You should not have to use this - please check you junk email folder first as the original activation email may have been placed there.

* Not currently available on Apple iOS Keyholder

Updates.

This page shows the date the server was checked for updates and the last time updates were downloaded. It also displays the total number of churches, comments and pictures. This is provided purely for your interest. The upload and download process is transparent and occurs asynchronously in the background at times the device finds suitable.

Rate this app.

Not currently available on Apple iOS Keyholder.

Takes you to the app store page for the app so you can rate it and provide feedback, if you wish to.

Settings.

Not currently available on Apple iOS Keyholder.

Checking the **Retain photos on device** option will save any photos you take with Keyholder to your gallery.

The details panel

Tapping on a church on the map will bring up the details panel showing the name of the church, the place it is located, the diocese it's in and its national grid reference. Below this is a series of button. Not all of the buttons will be visible; it depends on where the church is located and what information about it is available.

💬	View, add and edit comments about the church.
🧭	Map navigation from your present loctation to the selected church.
📷	View and take pictures of the church. (*not currently available in Apple iOS Keyholder*)
⊕	The *A Church Near You* website.
🅰	The *Churches Conservation Trust* website.
⛰	The *Corpus of Romanesque Sculpture in Britain and Ireland* (CRSBI) website.
CV MA	The *Corpus Vitrearum Medii Aevi* (CVMA) website.
🔔	The *Dove's Guide* church bells website.
✳	*Cadw*'s entry (Welsh churches).
〰	The *Images of England* website (English churches).
◉	The *Friends of Friendless Churches* website.
⛪	The *Geograph* website. (*not available in Apple iOS Keyholder*)
🧍	Google *StreetView*. (*not available in Apple iOS Keyholder*)
🛡	The *Victoria County History* website (*currently Herefordshire only*)
e	The *Essex Churches* website by John Whitworth.
n	The *Norfolk Churches* website by Simon Knott.
s	The *Suffolk Churches* website by Simon Knott.
⛪	The *Nottinghamshire Churches* website.
📋	Add a note to the church (*not currently in Apple iOS Keyholder*)
ⓡ	Report incorrect information about the church.

View and edit comments 💬

Selecting **Add/Edit Comments** button displays the **View Comments** screen (right). Here you can Add new comments and Edit or Delete existing comments. You can only edit or delete your own comments. Comments made by other users cannot be selected. Also note that comments may only be edited or deleted for up to 24 hours after they've been added. A count-down timer appears to the right of the comment; the proportion of the circle filled in is the time remaining to modify or delete the comment.* After the 24 hour editing window finishes the comment becomes permanent.

* The countdown timer is not shown in Apple iOS Keyholder.

(r) Tapping the R in a circle allows you to report a comment for offensive content. An email is sent to the server administrator and the comment will then be reviewed and, if found to breach the guidelines in the Privacy Policy and EULA, will be removed (usually within 24 hours).

Type information into the Comments field that might help other visitors. Select the choice that best describes the opening arrangements you found. In addition you can give the church and its contents a star rating. You can clear the star ratings by pressing the re-do button.

A note on general Keyholder etiquette: You have up to 511 characters to use for your comment. If you can, mention the features of the church that most impressed you. Also mention any information that may help others in gaining a key if the church is locked. For churches with special opening times, please mention the days and times. When giving ratings, the informal rule that has developed through use by users is that if you could not gain access to the church then you should refrain from giving it a star rating; the exterior in many cases does not reflect how impressive (or not) the interior may be!

View and take photographs 📷

Selecting the **View and take pictures** button displays the **View Photographs** screen. This displays a list of photographs of the selected church (if there are any).

Pressing the **Take Photo** button (bottom right-hand corner) activates your camera (or displays a copyright agreement if this is your first time accessing this section of the app). Once you've taken a photograph you will be presented with a screen on which to enter details.

Similarly, pressing the **Photo Folder** button (bottom right-hand corner, second from the right) activates the image gallery on your device. After you have selected a photo from your gallery you will be presented with a screen on which to enter details.
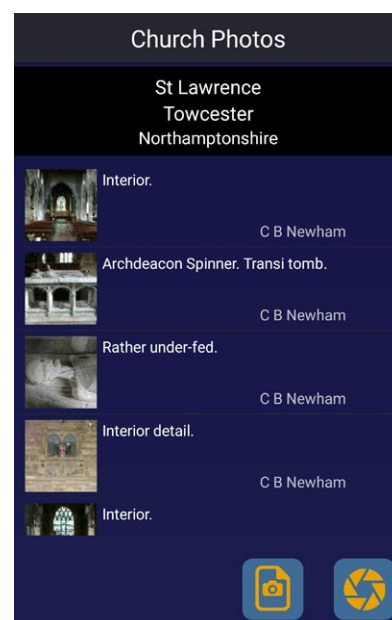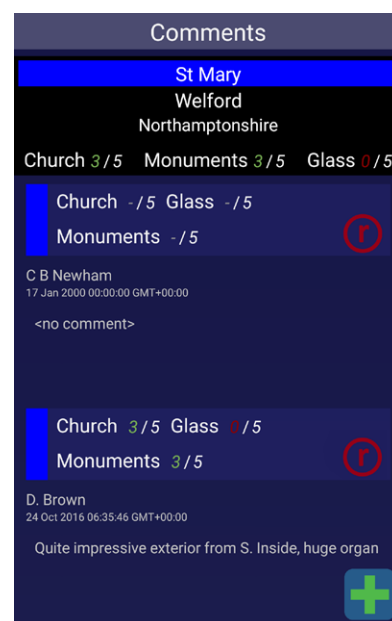
Pressing the back button during image capture or folder image selection displays the **Capture**

Photo screen (right).

If have cancelled taking a photo or you are not happy with the result, you can take another photo by pressing the **Retake Photo** button.

If you have cancelled selecting an image from the gallery or are not happy with your selection, you can select from the gallery again by pressing the **Photo Folder** button.

Photo Comment   254

Please provide a comment

Location of picture
○ Exterior   ○ Interior
○ Exterior detail   ○ Interior detail

The Capture Photo screen displays the image you have taken or selected and allows you to add a comment. You must also select from a set of location options. If you provide no comment of your own a pre-set comment is applied to the picture depending on which location option you chose. Comments can be up to 511 characters long.

If you are currently connected to Twitter via Keyholder then you can tweet the photograph and comment by selecting the Twitter check box. You need to select this box to upload to Twitter for each photo you take. *This feature is currently not available on Apple iOS Keyholder.*

Map filters *

It is possible to filter what is shown on the map by pressing the *Map Filter* button located on the top right of the map display.

Satellite. Shows the "satellite" view of the map.

One-touch Sat. If this is checked then checking or unchecking Satellite will immediately return to the map.

Open churches. Display churches which have an open status.

Keholder churches. Display churches which have keyholder status.

Locked churches. Display churches which have a locked status.

Special opening churches. Display churches which have a special opening status.

Other use churches. Display churches which have other use status.

Ruined churches. Display churches with ruined status.

Ratings. Display the rating number for each church.

Photo markers. Display the photo marker for churches with photos.

Map Layers

☐ Satellite   ☐ One-touch Sat
☑ Open churches
☑ Keyholder churches
☑ Locked churches
☑ Special opening churches
☑ Other use churches
☑ Ruined churches
☑ Ratings
☑ Photo markers
☑ CCT map markers
☑ FoFC map markers

☐ Show only CCT churches
☐ Show only FoFC churches
☐ Show only churches with photos

Church rating
☑ 0 ☑ 1 ☑ 2 ☑ n/a
☑ 3 ☑ 4 ☑ 5
Monument rating
☑ 0 ☑ 1 ☑ 2 ☑ n/a
☑ 3 ☑ 4 ☑ 5
Glass rating
☑ 0 ☑ 1 ☑ 2 ☑ n/a
☑ 3 ☑ 4 ☑ 5

Reset all

CCT map markers. Display the CCT marker for churches which are CCT.

FoFC map markers. Display the FoFC marker for churches that are FoFC.

Show only CCT churches. Show *only* those churches which are CCT.**

Show only FoFC churches. Show *only* those churches which are FoFC.**

Show only churches with photos. Show *only* those churches which have photos.

Church rating / Monument rating / Glass rating. Show only churches with the specific ratings for those catagories.

Reset all. Resets the checkboxes back to their defaults (except for One-touch Sat).

* Not all of these filters are currently available on iOS Keyholder.
** Setting *both* of these will show only CCT *and* FoFC churches.

Terms & conditions

The Keyholder App and associated data are copyright 2012-18 by C B Newham. All rights reserved.

C B Newham takes no reponsibility for any loss or damage caused by the installation or use of this application. Any data that you upload to the server is not guaranteed to be stored nor is any guarantee made as to the length of time it will be kept. Any information derived from this application is not guaranteed to be accurate and you should not rely on it for critical uses. USE AT YOUR OWN RISK.

C B Newham asserts that this application does not record or transmit any personal information stored on your device except for your the email address that you provide on registeration. The email address is not used for any purpose other than confirming and activating your account and for password changes initiated by you and as a means of contacting you should it be necessary. Location information while using the maps is not transmitted and is not stored on the server.

Please read the *End User Licence Agreement* and *Privacy Policy* documents which can by found via links on the **About** page of the app. By using this app you agree to be bound by the terms laid out in these documents.

Photo licence

In order to create and upload images on Keyholder you need to agree to the following Creative Commons License.

Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License.

Credits

The following people have helped with testing Keyholder, providing valuable feedback during its development or have provided extensive information about groups of churches:

Ron Baxter (CRSBI info)
David Bissell
Trevor Cooper
Phil Draper
Steve Dunn (iOS testing)
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John Vigar (numerous additions plus iOS testing)
John Whitworth (Essex church info)
Andrew Wood (Hertfordshire church info)