

# How to Edit Parishes

Manage > Directory Listings

Directory type = parish and churches

"type" (field) = parish

Click on Apply

**Diocesan Directory**

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Directory type

Name

City

Zip

Parishes and Churches

Type

Parish

Apply

You can scroll to search for the parish or you can type the name of the parish into the 'Name' field and click Apply. Once the parish is found, clicking on the parish name in blue will take you to the parish page , or scroll to the right and click on "EDIT" to go into editing mode.

Tabs for Editing the information on the Parish pages are

Basic Info

Contact Info

Addresses \*

Clergy

## Basic Info:

Holds information like Vicariate, welcome paragraph from priest, parish tag, parish image, etc. (If you fill in a current empty field and it doesn't populate to the public page- let FC know.)

## Contact Info

phone, website, emails, giving- separate more than one by a comma.

## Addresses

Separate addresses for parish and churches. Parishes can use the office address fields and churches the church address fields. None= no map Don't fill in Geofield information.

## Clergy

start typing priest/ deacon name, click on it when it shows in blue. If it doesn't appear, needs to be added in as a "people" first. More than one? Separate them with a comma. In Residence, or Deacons to add more than one, just click on the "add another item" button.

## To add a Church to a Parish

Under the Child Org(s) in an empty field, start typing the name of the parish, click on it when it appears in blue. No need to add Parishes to churches.

## Related Org(s)

Can be Schools, or other parishes- but not churches.

**Welcome Text** and **General Info** will appear on the public side above the Masstimes

Always remember to **Save** before exiting the editor.