How to Edit Parishes

Manage > Directory Listings

Directory type = parish and churches

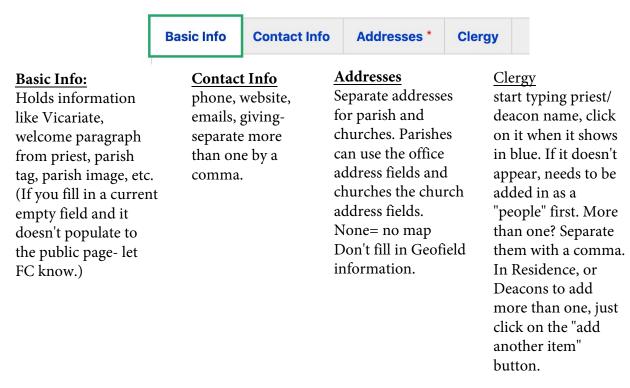
"type" (field) = parish

Click on Apply

Diocesan Directory					
Content Files	Multibanner	Directory listings	Media		
Directory type	Name	City		Zip	
Parishes and Church	es∨				
Туре					
Parish V	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



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.