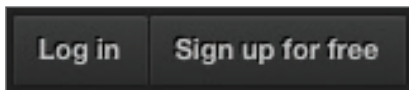


How to claim your Parishes Online listing

Parishes Online is a great tool for sharing your bulletins or newsletters online and on your website. Claiming your Parishes Online page is simple and allows you to customize your page and share information with your parishioners.

- 1 Go to www.parishesonline.com; click the **Sign up for free** button located in the top right corner.



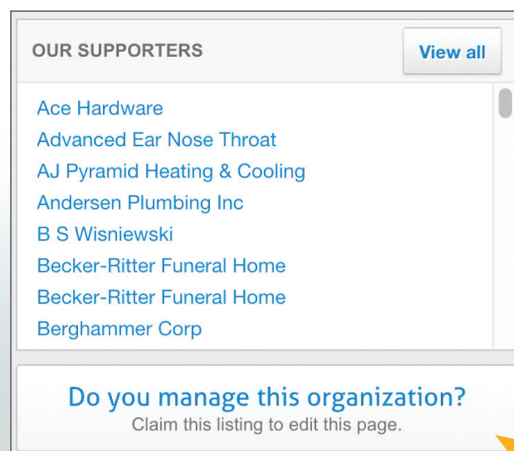
- 2 Enter in your name, email address, and password to create your free account. A confirmation email will be sent to you. Click the **Confirm my account** link in that email.



- 3 Go to www.parishesonline.com, type your customer number in the search box, and click the **search icon**. Your customer number is located on the Contact Sheet included in your Welcome Packet.



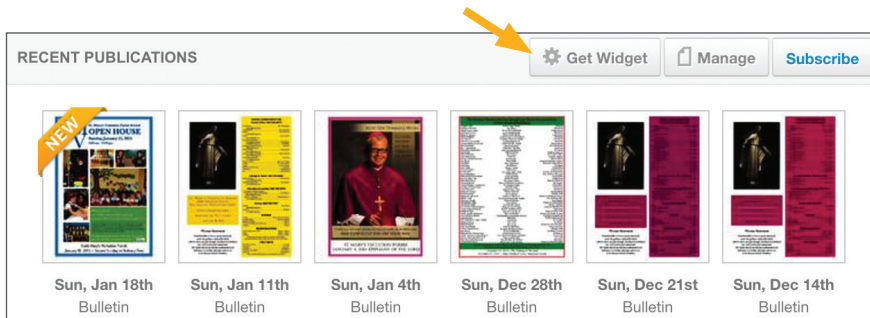
- 4 Click the **Do you manage this organization?** button located on the right-hand side underneath your supporters. You will receive a confirmation within 48 hours when your account is verified.



How to install the Parishes Online widget on your website

The Parishes Online widget is a great way to give your members a way to view your newsletters and other publications right on your website. Once installed, your publications will appear right on your website ready to be viewed, downloaded, or printed.

- 1 If you have not done so already, follow the instructions on the other side of this page to claim your Parishes Online listing.
- 2 Go to www.parishesonline.com and log in. Type your customer number in the search box, and click the **search icon** to view your claimed listing. Your customer number is located on the Contact Sheet included in your Welcome Packet.
- 3 Click on the **Get Widget** button located in the top right corner of the **Recent Publications** section.



- 4 Choose a title for the widget and the amount of publications to display at a time. If you know the width and height of the area the widget will be displayed in on your website, enter it in. If not, simply click **Next**.
- 5 Copy the HTML code displayed and send to your webmaster for placement.

