

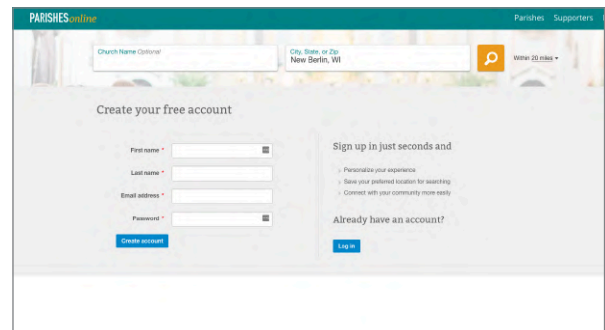
HOW TO CLAIM YOUR PARISHES^{online} LISTING

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.

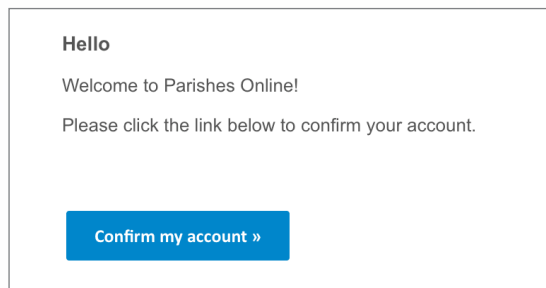
- 1 Go to **www.parishesonline.com**. In the top-right corner, click **Log in**. On the pop-up screen, click **Sign up now**.



- 2 Create your free account by entering your first and last name, email address, and a password. Click **Create Account**.

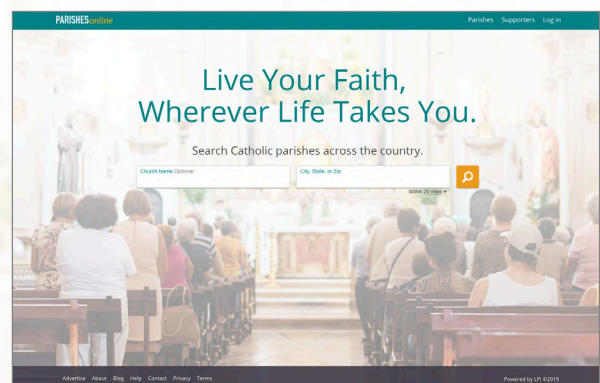


- 3 A confirmation email will be sent to you. In the email, click **Confirm** my account.

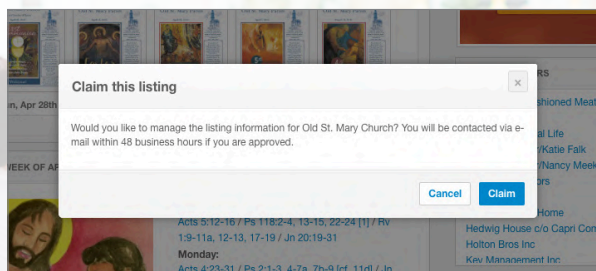


- 4 On the **www.parishesonline.com** home page, enter your customer number (in the Customer Name field) and your city, state, or ZIP. Click the search icon.

Note: Your customer number is located on the Contact Sheet included in your Welcome Packet.



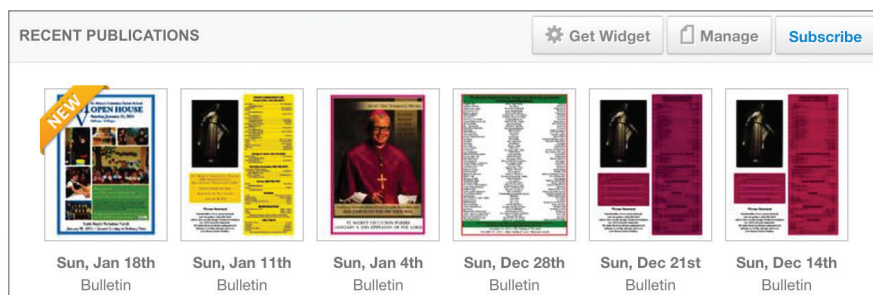
- 5 Scroll down to the Our Supporters box on the right and click **Claim this listing to edit this page**. Click **Claim**. You will receive a confirmation email within 48 hours of when your account is verified.



HOW TO INSTALL THE PARISHES^{online} WIDGET

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, City, and State 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.

The screenshot shows the "Manage Publications Widget" configuration form. It has a title bar with a close button (X). The form contains the following fields:

- "Widget title" with a dropdown menu showing "Our publications".
- "Publications displayed" with a dropdown menu showing "8".
- "Widget width" with an input field and "px" label.
- "Widget height" with an input field and "px" label.

At the bottom, there is a note: "Leave width and height options blank if you're unsure. The widget will conform to the width and height of the area you paste it into." and two buttons: "Cancel" and "Next".

The screenshot shows the "Manage Publications Widget" confirmation dialog. It has a title bar with a close button (X). The text inside says: "Preferences saved. Copy and paste the code below into your website." Below this is a text box containing the HTML code: `<script type="text/javascript" src="http://widget.parishesonline.co`. At the bottom right, there is a "Close" button.