

Change View

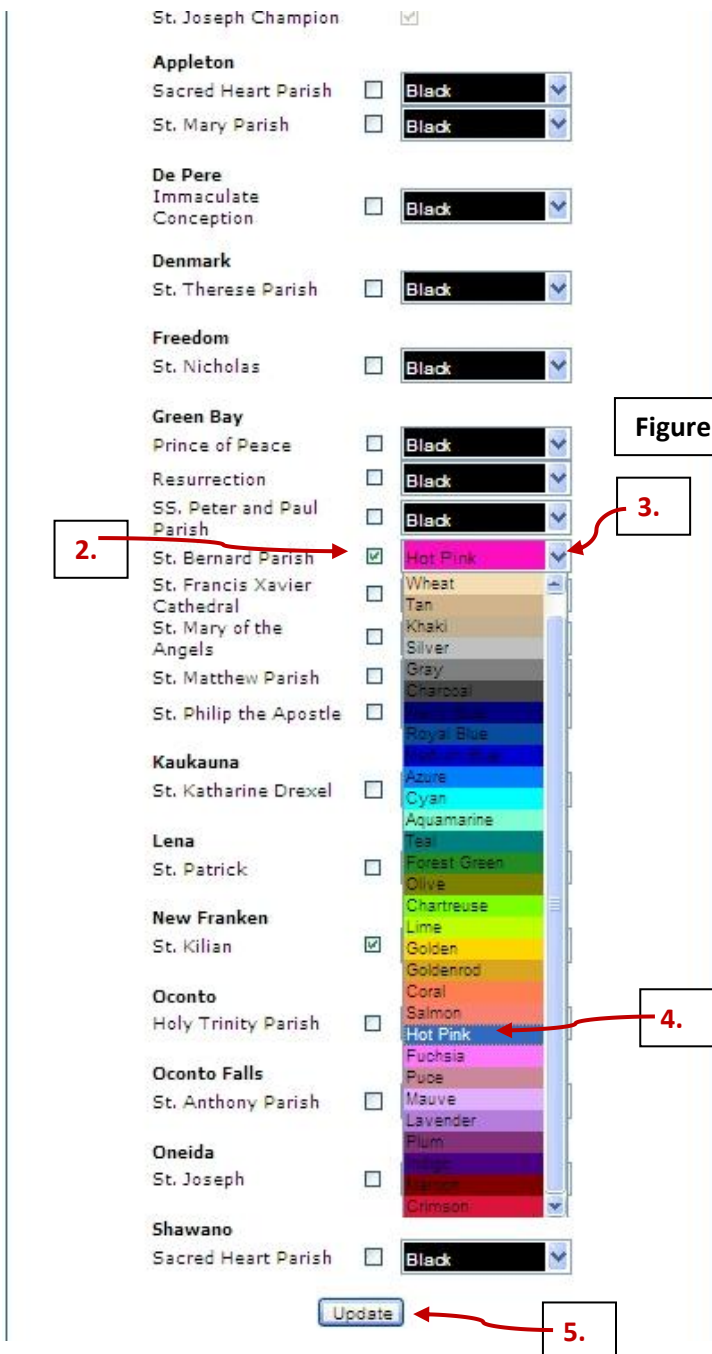


Figure 2

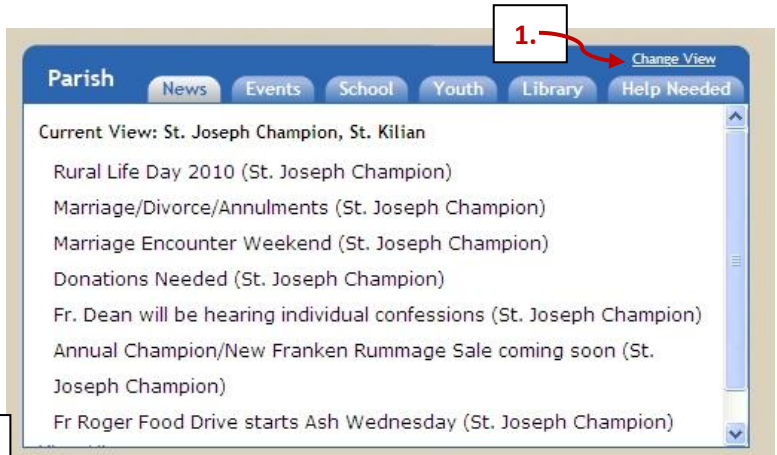


Figure 1



Figure 3

You have the option to add as many parishes as you wish in the Parish Section. [Figure 1] There are two ways to differentiate between the parishes. One is the Parish name is in parentheses. The second is you may choose to have each parish show up as a different color. These will also transfer to the Calendar link on the left side of the web page, and you may view all events in a calendar format.

To add parishes and choose colors.

- 1.) Click on **Change View**: (Figure 1) This will bring up the Change Parish View editing section. (Figure 2)
- 2.) Click on the **box** next to the parish name you wish to add in order to place a check mark. (Figure 2)
- 3.) Click on the **arrow** on the right of the color for the parish you wish to add. This brings up the color section. (Figure 2)
- 4.) Click on the **color** you wish to have for that parish. (Figure 2)
- 5.) Do this for each parish you need. After you have all the parishes you wish. **Click on update**. (Figure 2)

Figure 3 shows what it looks like with different Parishes added. [boxed in areas are the new parish news] All parishes will show up in News, Events, School, Youth, Library and Help Needed sections.