

Parish Place

Setting Up the “Connect with Us” Feature.

Individuals will often visit your websites with the purpose of sending you email correspondence. ParishPlace provides at least 2 options for facilitating email communication.

The Footer

At the bottom of your Parish Place website, your email address should be listed in the website footer. If a visitor has email software installed on their device and they click your email address in the footer, their email software will open to a pre-addressed email message. They can proceed with typing you a message in the body of the email. (Instructions editing information in your website footer is covered separately.)

The Header

At the top of your Parish Place website, you should have a Connect with Us icon. Visitors who click the Connect with Us icon will be presented with a contact form. Information they key into the Full Name, Email and Comments fields will arrive in your parish inbox as an email.

St. Mary Parish & Assumption of the Blessed Virgin Mary Parish

ABOUT US JOIN US RELIGIOUS EDUCATION MINISTRIES SACRAMENTS WAYS TO GIVE

Contact Us Form

Contact Us

Full Name*

Email*

Comments

Can't read the image? [click here](#) to refresh Enter the code above here

Submit

Setting up the Contact Form Recipient

1. Log into ParishPlace.
2. Click the **Contact Form Recipient** link on the left taskpane.
3. Type an email address on the field. This should be the email to which you would like general email enquires sent.
4. Click **Publish** and the change becomes immediate.

ParishPlace Control Panel

General

- o Welcome
- o My Parish Profile

Manage Content

- o Navigation & Webpages
- o Additional Webpages
- o Scrolling Banners
- o Homepage Content
- o Social Media Feed
- o News
- o Weekly Bulletin

Manage Site

- o Select Modules
- o Colors Header/Footer
- o Contact Form Recipient
- o Google Analytics

Contact Form Recipient

Contact From Email

abvmchurch20@gmail.com

(https://dioceseoferie.org/StLuke/contactus.php)