Parish Place - Selecting Modules

1. Log into ParishPlace.

2. Click **Select Modules** on the task pane under **Manage Site**.

3. To display or hide any of the 7 components move the dot to **On** or **Off**.

   If you set a module to OFF the remaining modules will expand to fill the available space.

   The select modules tool does not allow you to edit the content in a module. You can only turn modules On or Off to display or hide the content.

   A sample of how those modules display is shown on the right of the screen (circled below).

   You can turn a module off without the content of that module being deleted. The next time you turn the module on, the original content is preserved.
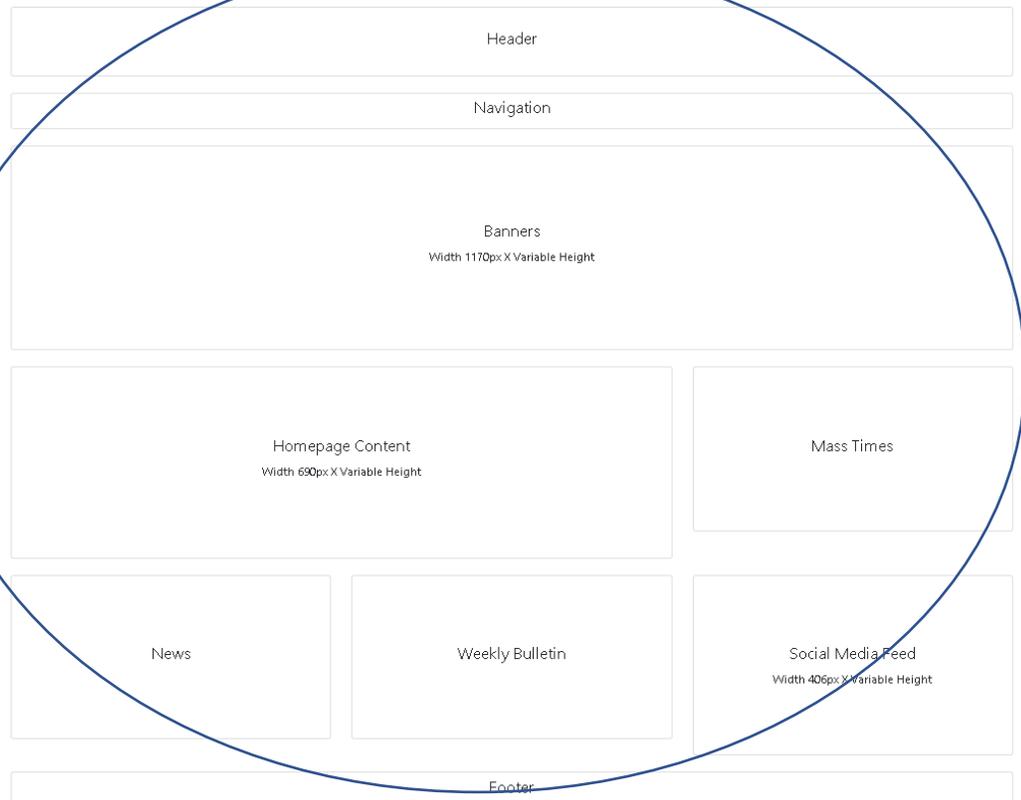
   Website content will move to accommodate the changes resulting from turning a module On or Off.

4. Click **Publish** to save those changes.

5. Open your website in another tab or browser to see how the live website looks with your module choices. (If you wish to make further module adjustments, switch back to the Parish Place interface. Remember to click the "**refresh**" or "**reload**" button on LIVE website tab each time you click the **Publish** button in the Parish Place interface.)

Select Modules

Module	On/Off
Content Updated Successfully	
Homepage Banners	⦿ ON / ○ OFF
Homepage Content	⦿ ON / ○ OFF
Mass Times	⦿ ON / ○ OFF
News	⦿ ON / ○ OFF
Bulletin	⦿ ON / ○ OFF
Social Media Feeds	⦿ ON / ○ OFF
Footer	⦿ ON / ○ OFF

Publish

Header

Navigation

Banners
Width 1170px X Variable Height

Homepage Content
Width 690px X Variable Height

Mass Times

News

Weekly Bulletin

Social Media Feed
Width 406px X Variable Height

Footer

Homepage Banners – Banners provide visitors with a scrolling slide show. Use banners to

o   showcase images of parish facilities or parish life.

o   provide visitors with inspirational pictures and scripture.

o   Advertise upcoming events such as summer festivals or important mass times.

Homepage Content – This module allows you a freeform area to use as you see fit. While most locations will use this module to display a welcome message from the pastor, you can also use this module to display important information about a past event, your Mission Statement or information pertaining to an upcoming event. You can insert text, images and video into this area.

Mass Times – This module will display mass times for your location. If your parish is part of a partnership or is connected to a Mission, mass times for each location

News – Use this module to display a series of articles on topics of your choosing. Ideas for possible topics include a weekly message from the pastor; Stories of inspiration from your local parish, your surrounding area or the world; Information from parish ministries or a recap of a recent parish event. This section can be anything you want it to be.

Bulletin – This module allows you to host each Sunday bulletin in PDF form. The most current bulletin appears at the top while previous bulletins would be listed below.   If you use a third party to host your Sunday bulletin, you may wish to turn this feature off.

Social Media Feeds – Social media outlets like Facebook and Twitter allow you to stay connected with your parishioners. If your parish has a Facebook or Twitter account, you can display a live feed on your website. In place of parish social media options, you can also display Diocese of Erie Facebook or Twitter feeds.

Footer - The purpose of a *website footer* is to help visitors by adding information and navigation options at the bottom of *web* pages. Footers commonly include contact information, social network icons, links to driving directions and numbers for calling or faxing.