

How to Change Your Publication Post Date on ParishesOnline.com

- 01** Log in to ParishesOnline.com. Type your customer number and ZIP in the search fields to navigate to your church listing.
- 02** Click on the upper right button **Manage My Listing**.
- 03** On the left side account menu click **Settings**.
- 04** Adjust **Publication Exclusions**, and **Show Publication** settings by selecting from the drop down menus.
- 05** Click **Close** in the upper right for the changes to take place.

