How to Change Your Publication Post Date on ParishesOnline.com

- 01 Log in to <u>ParishesOnline.com</u>. Type your customer number and ZIP in the search fields to navigate to your church listing.
- O2 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.



PARISHES online Church Name	
My Account Parish Profile Contact Information	Publications: Settings My Publications Add Bulletin To Website
Featured Content Publications	Publication Exclusions Directories are automatically excluded Special × × ✓
Settings My Publications Add Bulletin to Website	Show Publication 3 A Days before distribution date V 1 2 3 A
Communication	

