

Parish Place – Weekly Bulletin

Note: The ParishPlace Weekly bulletin module is a free service for parishes that do not use 3rd party service to host Weekly Bulletin PDFs. (Call Kathy Papalia at 814-824-1184 if you use a bulletin company to host your Weekly Bulletin.)

If you use a service, you can continue to use that service however you should:

- Turn the ParishPlace Weekly bulletin module off.
See the **Modules** video and instructions.
- Create link to your bulletins at the hosting company.
See the **Working with Menus** video and instructions.

Another use for the Weekly Bulletin module would be to display your parish newsletter. You could mingle your newsletter with your Sunday bulletin, or if your parish uses a hosting service for your weekly bulletin, you could use the Weekly Bulletin module to simply display your newsletter. If you choose to use the Weekly Bulletin module for something other than bulletins, you'll want to change the title of the module following the instructions in the Header Module video.

Using the Weekly Bulletin module

1. Create a PDF of your Sunday bulletin and save it somewhere memorable on your computer like you **Desktop** or **Documents** folder. You can create PDFs for free using Adobe Acrobat Pro, Microsoft Office applications – word, excel, publisher, or the free application PDF creator.
2. Log into the ParishPlace interface.
3. Click the **Weekly Bulletin** link under the Manage Content header.

4. Click the **Add New** button.

Manage Weekly Bulletin

Show 10 entries Search:

Title	Start Date	End Date	Action
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

5. Scroll down to the **Add Weekly Bulletin** part of the screen

6. Click the **Title** field and type a description. In this case, I've entered the Sunday date.

7. Choose a **Start Date** from the date picker. The start date is used for sorting. It will not hide items with future dates. If you load a bulletin now, it will appear now.

Add Weekly Bulletin

Title*
January 7, 2017

Start Date* 01-06-2018 End Date* 01-05-2019

Attach File
Browse... No file selected
(Only PDF, DOC, DOCX)

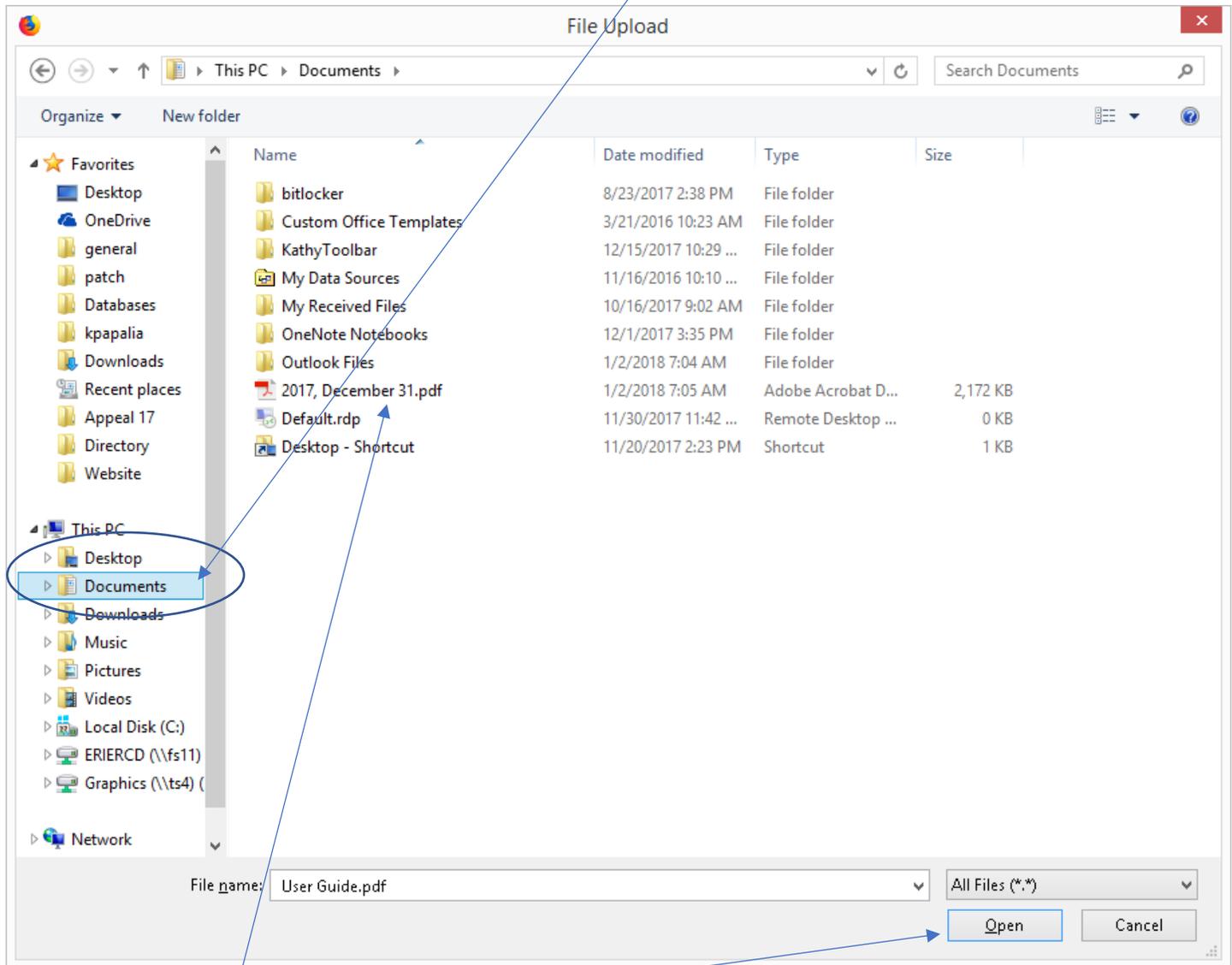
Calendar: January 2019
Sun Mon Tue Wed Thu Fri Sat
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31
Tue, 2 Jan 2018

8. Choose an **End Date** from the date picker.

- This bulletin will automatically hide on the date you've chosen for the **End Date**.
- Use the **downward triangle** to the right of the month name to select a particular month.
- Use the **downward triangle** to the right of the year to select a particular year.

9. Click the **Browse** button to choose a bulletin PDF.

10. Use the **File upload** window to switch to the folder that holds this week's Sunday bulletin.



11. Click the name of the PDF.

12. Click **Open** and then click **Publish**. Your bulletin will appear in descending order in the Weekly Bulletin section of your web page.