

# To Submit a News Announcement (pages 1 & 2) To Submit an Event for Parish Calendar (pages 3 & 4)

1. Go to [www.holycrosskaukauna.org](http://www.holycrosskaukauna.org)

2. You must register before you can submit a news announcement. **\*You will only do this the first time.**

Click on Register in the upper right hand corner.



3. click on sign in

\*You will type in your user name and password



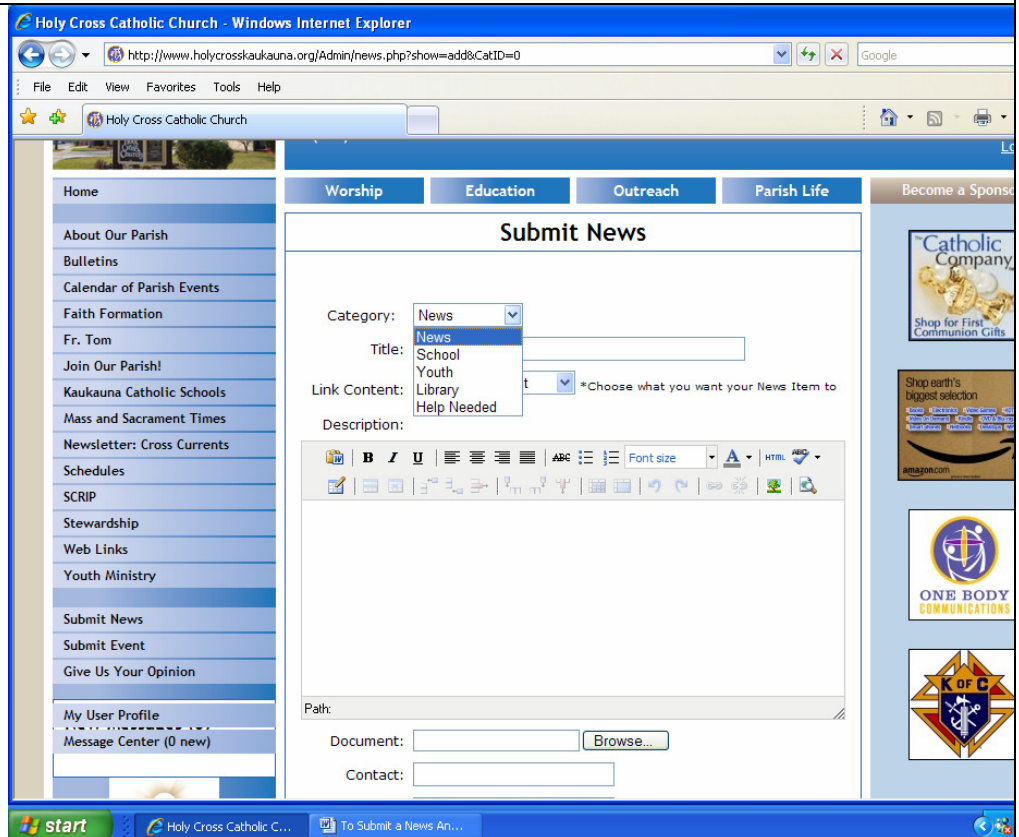
4.

In left column – click on “submit news”



5.

- Select the **Category** from drop down menu
  - Type in the **Title**
  - **link content** select “text box content” or “upload document” from drop down menu
- For text box content just type your information in the box marked description.
- If uploading a document it must be in PDF format (no WORD docs)
- List contact person
  - Phone number
  - Email address
  - Expiration date of news item



6.

click “Submit news”

# To Submit a Event for Parish Calendar (pages 3 & 4)

1. Go to [www.holycrosskaukauna.org](http://www.holycrosskaukauna.org)

2. You must register before you can submit an event. **\*You will only do this once.**

Click on Register in the upper right hand corner.



3. click on sign in

\*You will type in your user name and password



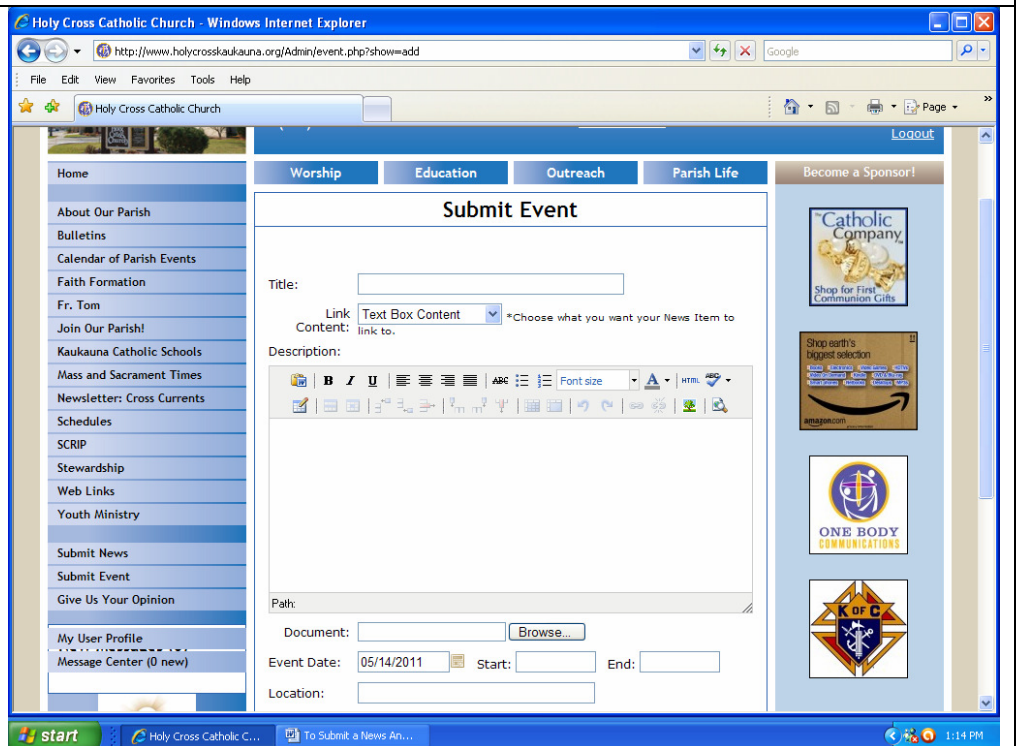
# 4.

In left column – click on “submit event”



# 5.

- Type in the **Event Title**
- **link content** select “text box content” or “upload document” from drop down menu
- For text box content just type your information in the box marked description.
- If uploading a document it must be in PDF format (no WORD docs)
- Event date
- Event start and end times
- Location of event
- Contact person
- Phone number
- Email address
- Is registration required- y /n



# 6.

click “Submit Event”