



MEMO

TO: All Parishes

FROM: Bill Steinburg, Communications Manager

DATE: 29/05/2018

RE: Website Update – automatic bulletin publishing

We have been working with our trusted suppliers at Liturgical Publications to create a new innovation for the Archdiocese of Toronto parish website network, based on feedback from many of the 150 parishes in the network at present.

Now, parishes that use Liturgical Publications to publish their weekly parish bulletins will have the option to have electronic bulletins automatically placed in their website bulletin libraries. When Liturgical Publications sends a pdf version of a bulletin to the parish office, a copy of that electronic file will be automatically uploaded and published in the parish website – the parish can then send the bulletin to online subscribers using the same “Send Bulletin” function that has previously existed. This innovation streamlines the process for parishes, eliminating the need to download, save and publish a bulletin file before sending it to subscribers.

The new process will work like this:

1. The parish sends its bulletin file to Liturgical Publications
2. Liturgical Publication prepares the bulletin for printing and creates a pdf version of the bulletin
3. Liturgical Publication sends the pdf bulletin to the parish and uploads the file to the parish website bulletin library
NOTE: The name of the bulletin file will be generated by Liturgical Publications and may not match the current naming protocol of the parish
4. The parish, if the pastor wishes, can then go into the bulletin library and edit the name to match the existing naming system used by the parish. However, it is not necessary to change the name unless desired.

If you would like to employ this new process for your parish website, please contact the MIS Helpdesk at helpdesk@archtoronto.org.

If you have any questions about the process, please contact me at bills@archtoronto.org.