

HOW TO PUBLICIZE AN EVENT AT NEW LIFE

THE CHURCH CALENDAR

New Life has four main calendars: the Group Calendar, Church Wide Calendar, Public Calendar, and Event List. For information on how the calendar system works, see the "Church calendar system" document.

The main calendars accessible to the public are:

The web site **Event** list (News> Events). Information for this list is gathered from the Church Wide Calendar and the Church Bulletin and placed by the web master.

The web site **Calendar** (News> Calendar). This is a public display of group events in CCB ¹ that have "Show on public calendar" checked in the event settings. The information displayed comes from the description in the event settings in CCB.

The **Bulletin Calendar**. The events listed on the back of the weekly bulletin come from the Church Wide Calendar. The Church Wide Calendar contains the items that have "Show on church wide calendar" checked in the event settings in CCB.

THE WEEKLY BULLETIN

Items for the weekly bulletin are submitted electronically through our communications partner **Touchpoint Marketing**. Submit items by going to <http://touchpointmarketinginc.com/nlc>, clicking on "Bulletin Content" and then supplying the appropriate information. If you want your event displayed on the calendar on the back of the bulletin, you need to make sure it is on the CCB Church Wide Calendar. NOTE: The bulletin goes to press *two weeks* in advance of the publication date, so plan ahead!

THE WEB SITE

When the bulletin goes to press, the person updating Events list on the web receives a copy and uses the information to update the web site. You can also submit items for the web directly to dvasquez@newlifpismo.com

THE WELCOME CENTER SCREENS

The person who prepare the Welcome Center Powerpoint Slides receive a copy and uses the information to update the **Welcome Center Screen** displays.

¹ CCB is short for "Church Community Builder," our web-based church management software system.