

How to Invite a Parish to Catholic Social Media

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To invite a parish to Catholic Social Media go to *Accounts > Parishes > Add Parish*.

This will prompt you to fill out the required information. Once you're done, click *Invite*. This will send the individual an email prompting them to set up their account.

To invite multiple parishes at once via an Excel document...

1. Download this Excel template: [CSM Bulk Invite Template.xlsx](#) 
2. Fill out the columns highlighted in yellow. These are required.
3. Save the file and go back to Catholic Social Media. Click *Upload Excel*.
4. Drag and drop or select your file. Click *Upload*.
5. After it successfully uploads, click *Bulk Invite*.
6. Select all the parishes you uploaded and click *Invite*. This will officially send the invite.

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