

Adding Content To Tockify

HOW TO ADD CONTENT TO THE CHURCH CALENDAR



#1 FIND THE CALENDAR

Find the church's calendar on the website and click on it.



#2 LOOK FOR THE SUBMIT BUTTON

Once you find the green submit button in the top banner click on the button.

#4 CHECK AND SUBMIT

Last thing for you to do is click on the 'check and submit' button.

Make sure to check your spelling and dates and most importantly the contact information.



#3 ADD CONTENT

Explain to your audience what is happening and why they should come to this event.

Don't be sparing with the content and add as much detail as you can, after all you want people to know what is going on!

CONSIDER IT COMPLETE.

WHEN WILL I SEE IT SHOW UP ON THE CALENDAR?

Once you submit your event the church office will look over it for accuracy before officially posting it to the calendar. This process can take up to one week before you see it on the calendar.

CAN I EDIT MY EVENT AFTER IT HAS BEEN POSTED?

For lots of reasons, once you add your event you will not be able to change anything on the event. If you need to change it you will need to let the church office know so they can edit that event for you:

palmersdachurchoffice@gmail.com

HOW TO MAKE YOUR EVENT POP

- Add images to your event.
- Add as much information as you think you need.
- Add contact information.
- Add a location to your event.



JUST IN CASE

The church maintains the right to modify any event or to refuse access to the calendar.

If for some reason your event needs clarification or doesn't meet the church's requirements you will be contacted for clarification.

check the website for updated information

<https://palmerak.adventistchurch.org/tockify>