

Updating Church Information in Masstimes.org

The easiest way to update church information and worship times for a church listed in Masstimes.org is to click on the "UPDATE THIS PARISH'S DATA" link located in the church listing:

The screenshot shows the Masstimes.org website interface. At the top, there's a navigation bar with links like 'Map', 'About', 'Donate', 'Volunteer', 'Catholic Event Finder', and 'Masstimes.org Classic'. Below the navigation bar is a search bar with the text '48105'. The main content area is divided into two columns. The left column shows a map of Ann Arbor, Michigan, with several red location pins. The right column displays a list of church listings. The first listing is for '1. Christ the King - 1.82 miles - Ann Arbor, Michigan - Parish Website'. Underneath this listing, there are sections for 'Mass Times', 'Adoration', 'Confession', 'Devotions', and 'Holy Days'. A blue arrow points from the text above to the 'Update This Parish's Data' link in the 'Christ the King' listing. Below this listing is another listing for '2. Old St. Patrick - 2.89 miles - Ann Arbor, Michigan - Parish Website'. The right side of the page features several promotional banners, including one for 'masstimes.org' and another for 'Catholic Singles'.

When you click on this link your browser will open a new tab which will allow you to make changes after requesting your email address. Don't worry, we won't be sending you any junk email. We just like to keep track of who is making the changes.

English (United States)

Public Update Church

* - indicates a required field Next

Email
You must specify your email address before continuing.

Updated By Email

* - indicates a required field Next

Please enter your email address then click "Next" (you may have to click "Next" twice). You'll see this:

Public Update Church

* - indicates a required field Save Update Coordinates

Church ^

Name *	Saint Angela Merici
Wheel Chair Access	Yes
Diocese Name	Cleveland
Church Type Name	Parish
Language Name	English
Pastors Name	
Directions	
Comments	
Managed By Church#	
Last Update	6/27/2013
Public Yes No	Yes
Url	www.samparish.org
Rite Type Name	Roman-Latin
Phone Number	(440) 333-2133
Email	pastor@samparish.org
Military Time *	Yes
Church Fax Number	(440) 333-8061

Church Address ^

Street Address	20970 Lorain Rd.
City	Fairview Park
Province	Ohio
Postal Code	44126
County	
Country/Territory *	United States

Latitude Longitude ^

Latitude	41.4470923830416
Longitude	-81.8515677301636
Lat Long Source	N/A

* - indicates a required field Save Update Coordinates

New Worship Times

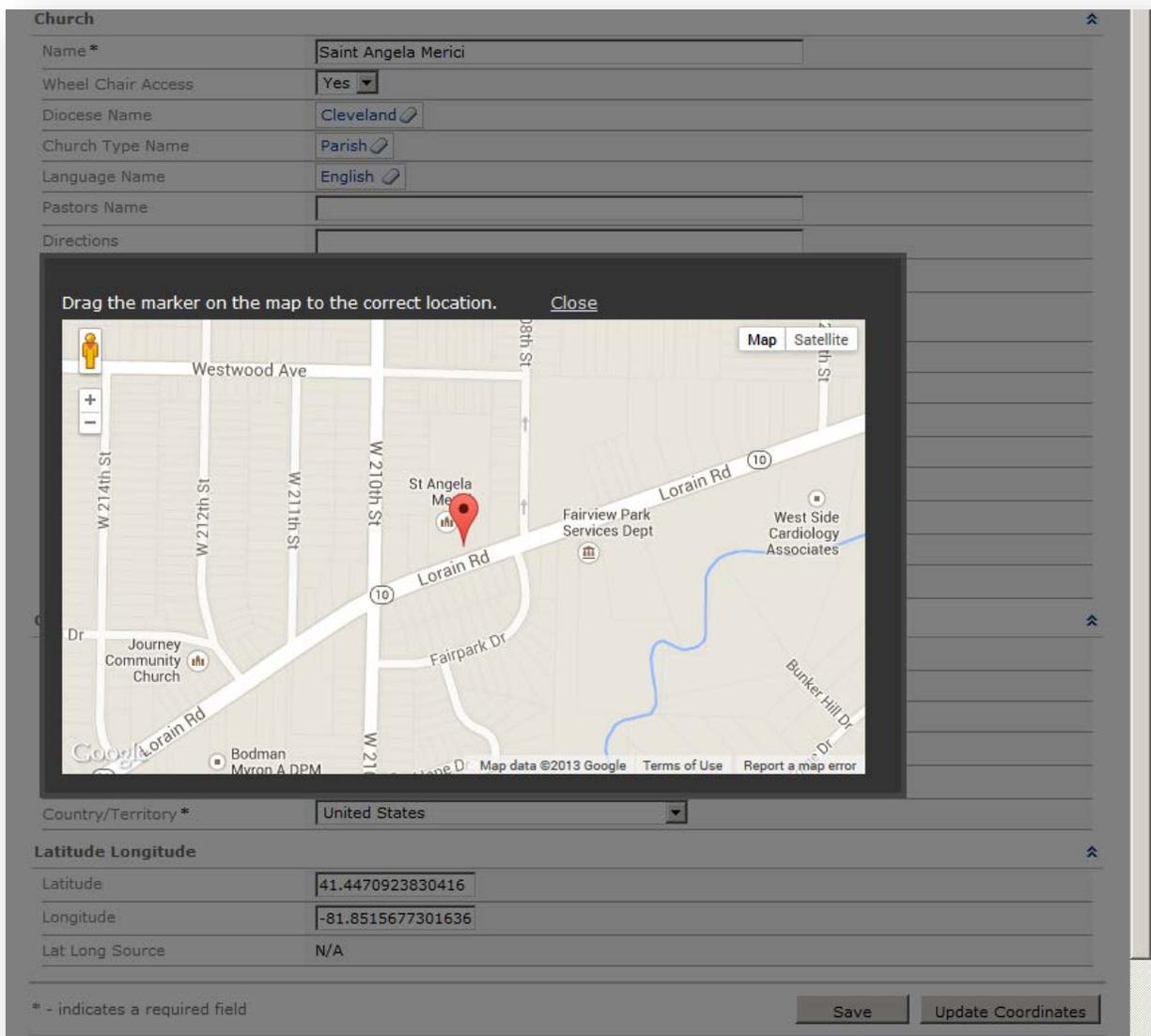
Service Type	Day Of Week	Time Start	Time End	Language	Comment
Confessions	Saturday	15:00	16:00		
Devotions	Weekdays	00:00	00:00		Our Lady of Perpetual Help, Saturday after 8:30AM Mass
Holy Days	Weekdays	08:30		English	

The “Public Update Church” page has general church information as well as worship times. We’ll review the **general church information** first:

- For most churches in the United States this information is likely to already be correct but if you are aware of any changes please make them.
- Don’t feel that you need to enter information for every field. In fact, there are a couple fields that you should just ignore: “Managed by Church#”, “County”.
- The TOP SIX (i.e., most important) fields are Name, Diocese, Language, URL, Email, Church Address.

Masstimes.org relies on the accuracy of the Latitude and Longitude information to properly place a pin on the map as well as to properly include this church within the search results. It is VERY important to do the following each time you make changes to a church on this page:

1. Review the Church Address to make sure it has everything (Street Address, City, State/Province, Postal Code).
2. Click on “Update Coordinates” to derive the Latitude/Longitude values.
3. Click in either the Latitude or Longitude fields to pop open a map on which you should be able to see the church:



Sometimes the map will have the name of the church for you, sometimes it won't. Obviously it is easier to locate the pin atop the church if the name is already on the map. Otherwise you may have to zoom in or out, switch to satellite mode, or do more research to find it. Once you find it just move the pin to the right spot.

Worship Times:

Most of your time will likely go to maintaining the *Worship Times*. These are all listed at the bottom of the Public Update Church page:

Latitude Longitude ↑

Latitude	41.4470923830416
Longitude	-81.8515677301636
Lat Long Source	N/A

* - indicates a required field Save Update Coordinates

New Worship Times

Service Type	Day Of Week	Time Start	Time End	Language	Comment
Confessions	Saturday	15:00	16:00		
Devotions	Weekdays	00:00	00:00		Our Lady of Perpetual Help, Saturday after 8:30AM Mass
Holy Days	Weekdays	08:30		English	
Holy Days	Weekdays	06:30		English	
Holy Days	Weekdays	12:00		English	
Vigil for Holy Days	Weekdays	17:30		English	
Week Days	Monday	08:30		English	
Week Days	Tuesday	08:30		English	
Week Days	Wednesday	08:30		English	
Week Days	Thursday	08:30		English	
Week Days	Friday	08:30		English	
Week Days	Monday	06:30		English	
Week Days	Tuesday	06:30		English	
Week Days	Wednesday	06:30		English	
Week Days	Thursday	06:30		English	
Week Days	Friday	06:30		English	
Week Days	Saturday	08:30		English	
Weekend	Saturday	16:30		English	
Weekend	Sunday	11:30		English	
Weekend	Sunday	09:30		English	
Weekend	Sunday	07:30		English	
Weekend	Sunday	17:30		English	
Holy Days	Weekdays	19:00		English	

Showing 1-23 of 23 items | ↻

You may change, add or delete Worship Times as needed. Depending on the type of worship event you may be asked for additional information. For example, if a parish has Adoration you'll be asked if it is Perpetual Adoration. We'll start out by showing what it looks like when you make a change to a Sunday Mass:

↑ ↓ * - indicates a required field

Worship Times

These are the fields of the worship times record that can be edited.

Day Of Week	Sunday 
Time Start	7 : 30 AM
Language	English
Comment	
Service Type*	Weekend

↑ ↓ * - indicates a required field

OK Delete Cancel

Let's review the items:

- Day of Week – Sunday through Saturday, or “Weekdays”.
- Time Start – this is the Mass time. Note: some service types also have a “Time End”.
- Language – important! Please don't leave it blank
- Comment – anything helpful such as “During summer only” or “Confession by appointment”, etc.
- Service Type – use “Weekend” for the Sunday obligation Masses, use “Week Days” for other Masses.

If you make changes you may save them by clicking the “OK” button. If you need to delete a Service Type just click on the “Delete” button. “Cancel” returns you to the list of all Service Types.

Other Notes:

- If you are setting up a Service Type of “Holy Days” or “Vigil for Holy Days” it is best to use “Weekdays” as the “Day of Week”.
- At this point Masstimes.org can't handle the combination of Service Type = “Week Days” and Day of Week = “Weekdays”. This means if you find a church that has daily Mass at 8:00AM you will have to add an entry for each day of the week.
- If you are adding or changing a Service Type of “Confessions” remember to put the “Time End” in, even if you have to guess. Otherwise it defaults to 1:00AM.
- Events such as prayer meetings or rosaries are best categorized as Service Type = “Devotions”. Use Service Type of “Adorations” for those events involving Adoration of the Blessed Sacrament. One more note: unfortunately the Service Type of “Devotions” doesn't give you an opportunity to set the “Time End”. We'll fix that soon.
- If you need to delete a church because it has closed, or add a new church, please send an email to webmaster@masstimes.org and provide as many details as you can.

Our Gratitude:

We greatly appreciate your help with this. The Mass Times Trust has a daunting task: we're trying to keep a record of every Catholic Church and every Mass on earth so that your fellow Catholics may be able to find a Mass to attend when they are not able to go to their home parish. To our knowledge, nobody else has as much information as we have been able to collect over the past 25 years. Many hands make light work, and we are grateful for your assistance. If you have any questions or concerns please send an email to webmaster@masstimes.org and we'll help out.

God bless,

Mass Times Trust