

## Updating Times for Masses, Confessions and Devotions

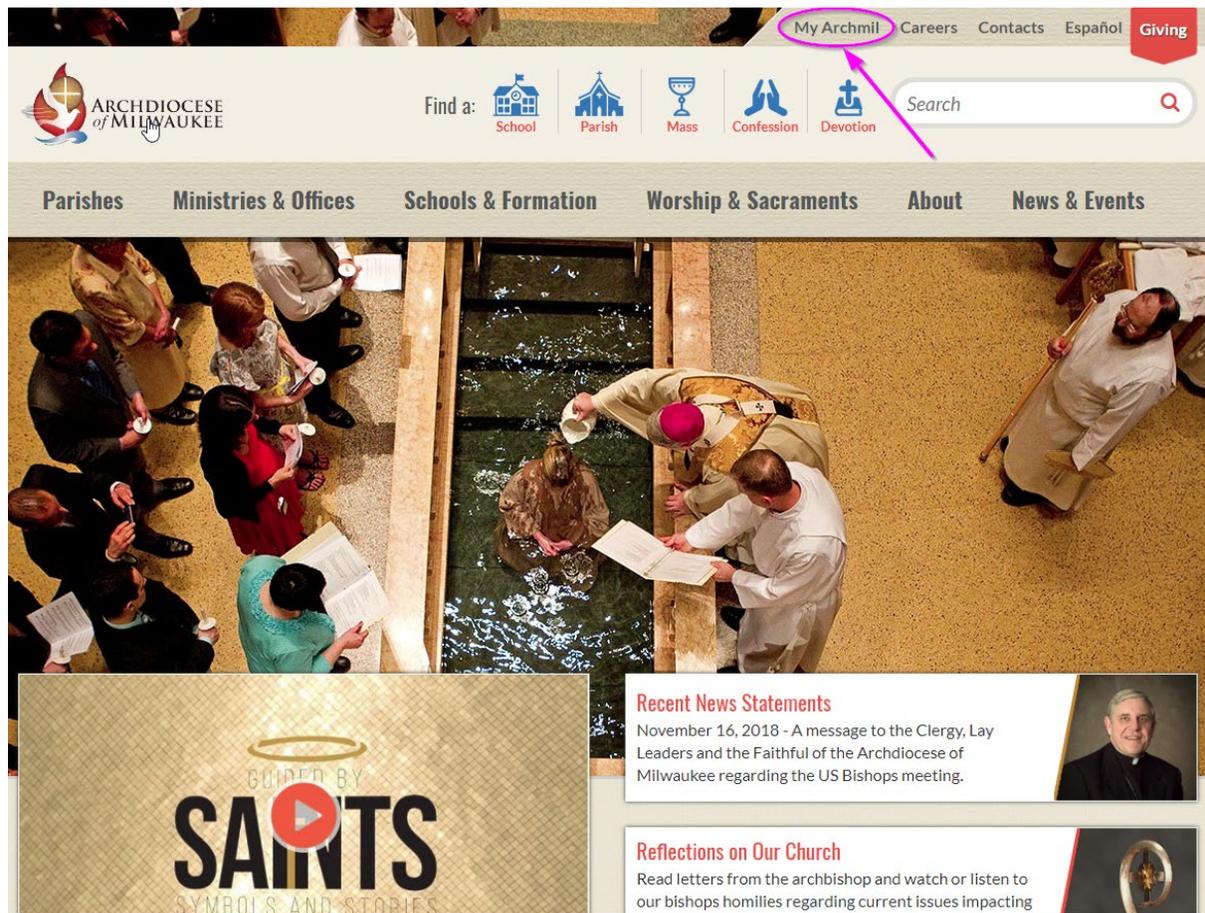
Parishes have the ability to update their own Mass times, Confessions and other Devotions on the archmil.org website.

This document includes step-by-step instructions for:

- Updating or adding new worship services
- How to indicate daily, weekend or special holiday and holy day Masses
- Learn the difference between one-time events and reoccurring events
- Identifying special devotions

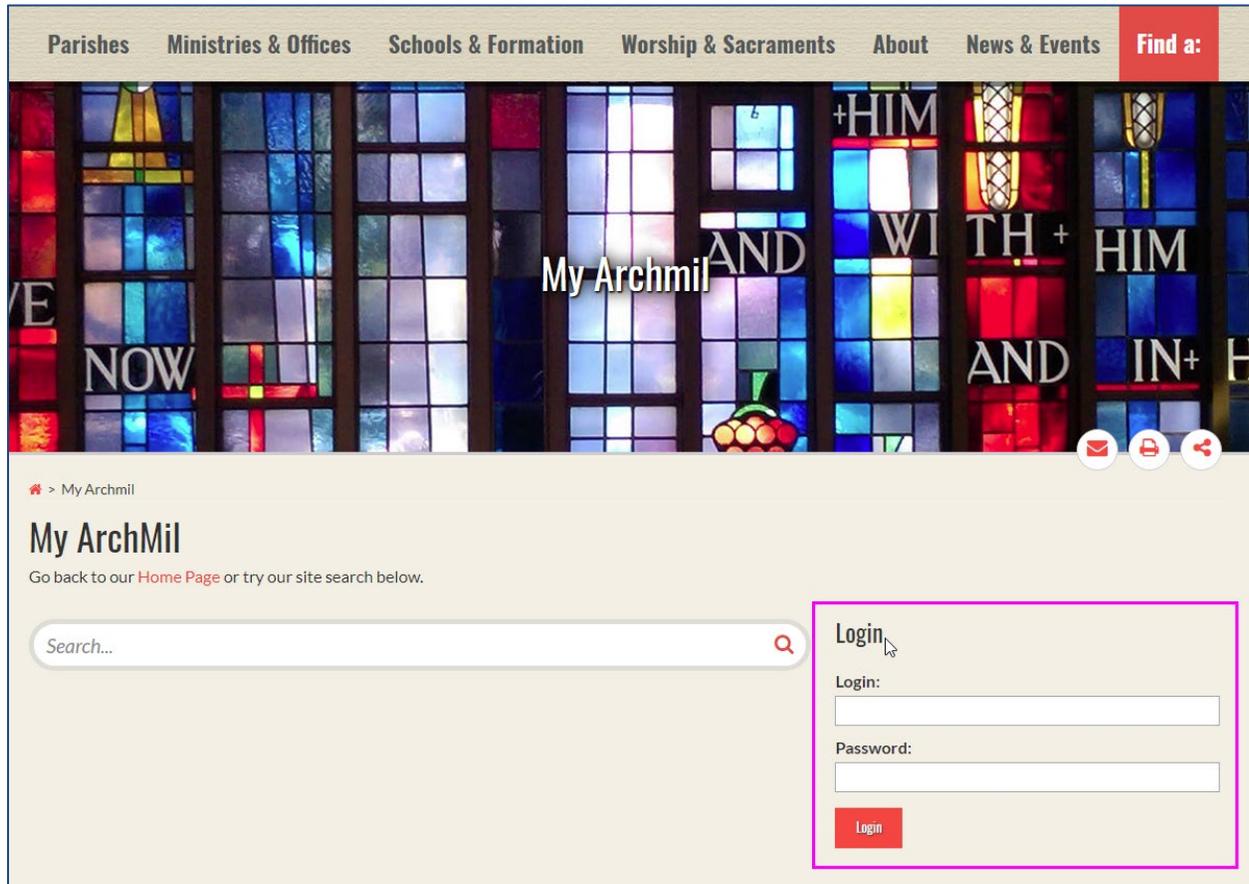
### Log into archmil.org

To edit any parish information on the site you must first log into archmil.org by clicking the **MyArchmil** link on the utility toolbar. Contact [communication@archmil.org](mailto:communication@archmil.org) if you do not have your login information.

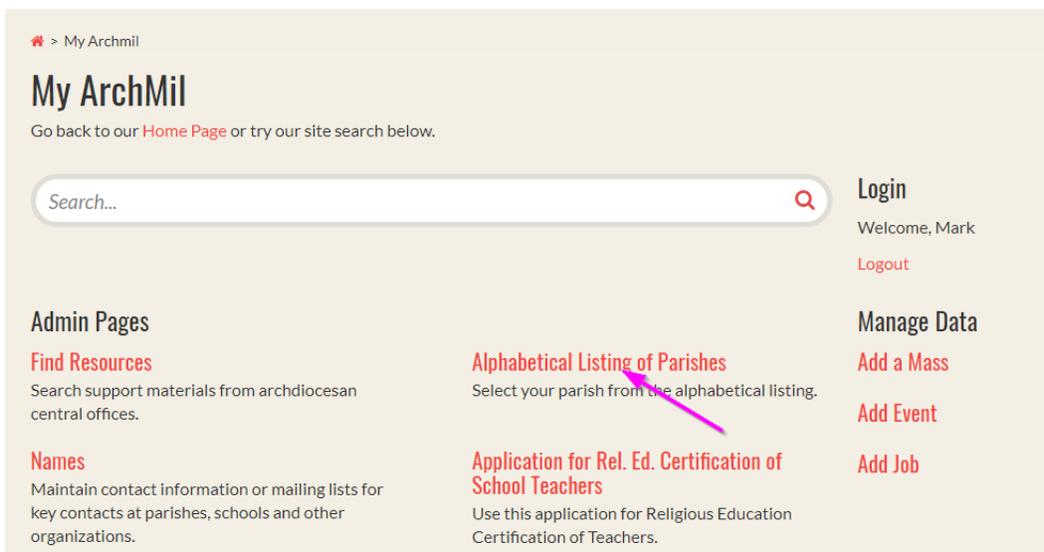


The screenshot shows the top navigation area of the archmil.org website. At the top right, there is a utility toolbar with links for "My Archmil", "Careers", "Contacts", "Español", and "Giving". Below this is the "ARCHDIOCESE of MILWAUKEE" logo and a search bar with a magnifying glass icon. Under the search bar are five icons labeled "School", "Parish", "Mass", "Confession", and "Devotion". A pink arrow points to the "My Archmil" link. Below the search bar is a horizontal navigation menu with the following items: "Parishes", "Ministries & Offices", "Schools & Formation", "Worship & Sacraments", "About", and "News & Events". The main content area features a large photograph of a baptism in a font. Below the photo are two news sections: "Recent News Statements" with a date of November 16, 2018, and "Reflections on Our Church". A video player for "GUIDED BY SAINTS" is also visible.

Enter your **Login** (username) and password. Click the **Login** button.



Next, click **Alphabetical Listing of Parishes** from the menu.



Select your parish from the Alphabetical Listing.

## Adding or Editing a Mass Time

Parishes Ministries & Offices Schools & Formation Worship & Sacraments About News & Events Find a:

# Parish Detail

> Parishes > Find a Parish > Parish Detail

[Return to Listing](#) [Edit](#)

## St. Test



756 Test Lane  
Anytown, WI 53235  
[Map](#)

### Contact Us

414-555-4444  
414-555-5555  
[sttest@archmil.org](mailto:sttest@archmil.org)

This is called the **Message field**. If you leave it blank, nothing will appear on the screen. It should be used for any special message that a parish wants to post. It is also a great spot to list other locations if your parish has multiple worship sites.

St. Test is a special virtual parish created by the webmaster. It is only used for demonstration and testing purposes.

[Add Event](#) [Add Job](#) [Add Worship Service](#)

## Adding a Worship Service (Mass, Confession, Devotion or Blessing)

To add a Mass to your parish's page, click the **Add Worship Service** button to access the editing screen.

## Adding a Mass

The screenshot shows the 'Adding a Mass' form on the Archdiocese of Milwaukee website. The form is divided into three main sections: Mass Info, Description, and Scheduling. Each section contains various input fields and dropdown menus, with numbered callouts (1-9) indicating the steps for adding a mass.

**Mass Info**

- Worship Service** (1): A dropdown menu with 'Mass' selected.
- Parish** (2): A dropdown menu with 'St. Test - Anytown (A99)' selected.
- Language** (3): A dropdown menu with '- select -' selected.
- Mass Type** (4): A dropdown menu with '- select -' selected. A red asterisk indicates it is required.

**Description**

- Title** (5): A text input field with a red asterisk indicating it is required.
- Summary** (6): A large text area for entering a brief summary.

**Scheduling**

- Starts** (7): A date input field with a calendar icon.
- Ends** (8): A date input field with a calendar icon.
- Recurrence Type** (9): A dropdown menu with a red asterisk indicating it is required.

### Complete the following steps to post your Mass time:

1. Select "Mass" from the Worship Service dropdown menu  
Note: Other Service options include Confession, Devotions and Blessings
2. Select your parish
3. Select a language (if applicable)
4. Select the Mass type (Daily Mass, Sunday Mass, Easter, etc.)
5. The Title will be pre-populated based on your selection from step 4. However, you can edit the title if necessary
6. Enter a brief summary describing this Mass or add any unique comments (if applicable)
7. Enter the Start date
8. Enter the Start time (dates can be the same for one-time event)
9. Select a Recurrence Type (one-time, weekly, monthly)  
Note: The Recurrence features uses the Start and End Dates in its calculation. If no end date is entered Masses will be scheduled for two years forward. Review next section for options on using recurring times.

*(continued on next page)*

**Recurrence Type**  
\*Required

Weekly

Every 1 week(s) \* Required

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday  
\* Required

**Date Exclusions**  
 [add](#)

### Weekly Recurrence

If you select **Weekly** recurrence, you must enter a number in the first field indicating which weeks you're scheduling. If an event happens every week, **enter a 1**. If the event is every other week, enter a 2.

Then, check the box next to the day(s) of the week when this Mass occurs.

**Recurrence Type**  
\*Required

Monthly

On the 1 day

On the Second  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

of every 1 month(s) \* Required

**Date Exclusions**  
 [add](#)

### Monthly Recurrence

If you select **Monthly** recurrence, you have two options. You can select a specific day of the month or you can select a specific week and day of that week.

Finally, you must enter a number in the last field indicating which months you're scheduling. If an event happens every month, enter a 1. If the event is every other month, enter a 2, etc.

Note: If you have a Mass or devotion that occurs every first and third Friday of the month (or any other combination of days), you'll need to post two separate Masses using the monthly recurrence, once for the first Friday and one for the third Friday.

### Date Exclusions

You can now **exclude individual dates** from the normal recurring event. Sometimes you may not want a Mass or devotion to appear because it conflicts with a holy day or holiday. Simply enter the date to exclude and click the "add" link. *(continued on next page)*

After entering the dates, times and recurrence, enter the **location** of your Mass.

### Location of Mass

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[Reset to Parish Location](#) 1

Location Name   
\*Required

Address 1  Latitude   
\*Required

Address 2

City   
\*Required

State  Postal Code   
\*Required

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### Contact

Contact

Email 2

Phone

3

1. Click the link, **“Reset to Parish Location”** to automatically fill in your address information. Note: if your parish has more than one worship site you will need to enter those addresses separately.
2. The Mass Editor is the same form that we use for events so the Contact information really doesn't apply; you can skip this if you like.
3. Click the **Save** button to submit your data.

## Editing a Mass

You can edit any Mass that is displayed on your parish’s page. You can also use the filters on the Find a Mass page to search for your Masses.

The screenshot shows a web interface for managing Masses. At the top, there are three red buttons: 'Add Event', 'Add Job', and 'Add Worship Service'. Below these are three main sections: 'Mass Times', 'Upcoming Events', and 'Jobs'. Each section has a 'Change Dates>>' link. The 'Mass Times' section is active and shows three entries: Tuesday November 20, 2018; Thursday November 22, 2018; and Friday November 23, 2018. Each entry has an 'edit' button and a 'Copy' button. A pink arrow points to the 'edit' button for the Tuesday entry. The 'Upcoming Events' section shows a 'Fish Fry' event on Friday, November 23, 2018, from 4:00 PM to 7:00 PM. The 'Jobs' section shows 'No items found'.

Click the **Edit** button to open the editing screen. Make any changes necessary and Save.

## Deleting a Mass

There is no option for you to delete a Mass from the system but you can enter an **End Date** on any Mass to stop the recurring schedule from that point forward. Otherwise, contact any of the people listed below with the details on the Mass you wish to delete and we will take care of it for you.

The screenshot shows a 'Scheduling' form. It has a 'Starts' field with a date picker set to 11/19/2016 and a time field set to 08:00 AM. The 'Ends' field is highlighted with a pink box and has a date picker set to 11/20/2018. Below the date fields is a 'Recurrence Type' section with a dropdown menu set to 'Weekly'. A mouse cursor is visible over the 'Ends' field.

### Adding a Confession or Devotion

Adding and Editing times for Confessions and Devotions are exactly the same as working with Mass times. The Editing screen changes slightly based on the type of Worship Service you’re editing.

#### Editing a Confession time:

The screenshot shows the 'Editing a Confession time' form. At the top left is the logo for the ARCHDIOCESE of MILWAUKEE. Below the logo is a red navigation bar with the following links: Find Resources, Manage Data, Names, Priest Compensation Workbook, and Return to ArchMil.org. The main content area is titled 'Mass Info' and contains three dropdown menus: 'Worship Service' (set to 'Confession'), 'Parish' (set to 'St. Test - Anytown (A99)'), and 'Language' (set to '- select -'). A red asterisk and the word '\*Required' are visible below the 'Worship Service' dropdown.

#### Editing a Devotion time:

The screenshot shows the 'Editing a Devotion time' form. It features the same header and navigation bar as the previous form. The 'Mass Info' section has three dropdown menus: 'Worship Service' (set to 'Devotion'), 'Parish' (set to 'St. Test - Anytown (A99)'), and 'Language' (set to '- select -'). A red asterisk and the word '\*Required' are visible below the 'Worship Service' dropdown. Below these fields is a 'Devotion' dropdown menu that is open, showing a list of options: '- select -', '- select -', 'Eucharistic Adoration', 'Rosary', 'Sacred Heart', 'Divine Mercy Chaplet', 'Perpetual Help', 'Pray Without Ceasing', 'Stations of the Cross', 'Holy Hour for Life', 'Posada', and 'Other'. A mouse cursor is pointing at 'Eucharistic Adoration'. Below the dropdown menu are three text input fields: 'Description', 'Title', and 'Summary'. A red asterisk and the word '\*Required' are visible below the 'Title' field. The 'Summary' field is a larger text area with a small icon in the bottom right corner.

Note: Contact us if you do not see a specific type of devotion that you want to post.