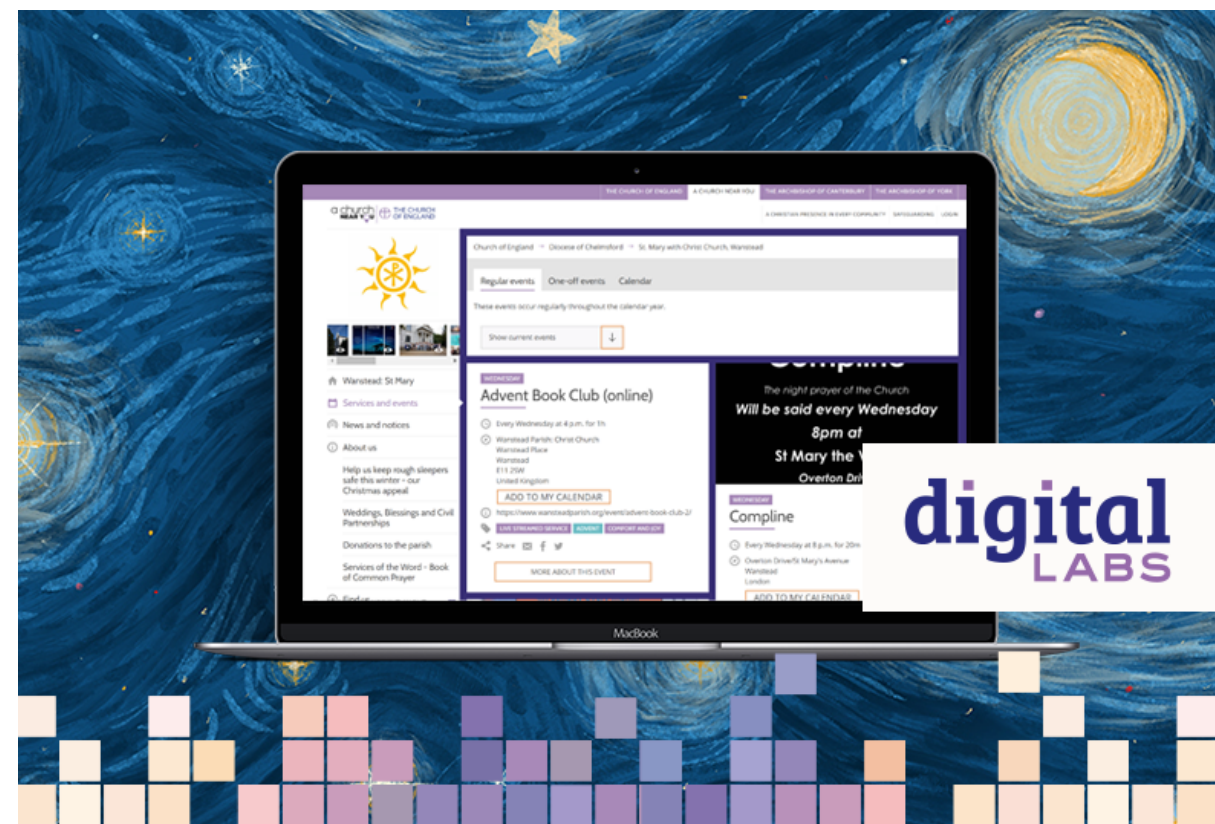# THE CHURCH OF ENGLAND

In this guide we take you through the steps to adding your online services and events onto AChurchNearYou.com this Christmas. We know many people will be searching for local services and events to attend, whether online or onsite - AChurchNearYou.com sees its busiest time of the year in December - help them to easily find your services and events this Advent and Christmas.

rk that's happening nationally and all the services being offered by

First, log in to **AChurchNearYou.com** and navigate to your church page by clicking on **My churches and benefices** in the top right hand menu.

If you are not yet an editor of your church's page and would like to become one, follow the guide here.

How to add your online services and events

1. Go to **Services and events** in the left-hand menu of your church's A Church Near You page

2. Either click on **+** to create a new event or the **pencil** to edit an existing one

3. Enter the **title and description** for your service or event

4. Next, click **Change Tags**

5. To tag a live-streamed use **Live-streamed service**

6. Find other relevant tags by typing into the search field such as **Christmas eve, Christmas Carols,** or simply **Christmas**

7. Click **Okay** when done

8. Continue to fill in details such as the location, date and time

9. Under **Optional details** insert the link to your live stream, such as the YouTube or Facebook link

10. Use **file upload** to provide a copy of the order of service or childrens activites

11. Click **Save** or **Copy** to copy the event to another page in your Benefice.

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