



- Visitors to the site are there for the first time. This offers a huge opportunity for you to promote your services and events this Christmas – all for free.

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List and tag your services today

1. Log in

[Log in here](#) if you are already an editor on AChurchNearYou.com.

If you're not yet an editor on A Church Near You, [register first](#). Then [log in](#), find your church on the site and choose 'Edit this church' from the church's menu to request access. [More information on how to become an editor](#).

2. Open the editor menu for your church

On a computer, the easiest way to open the editor menu for your church is to hover over 'My Churches and Benefices' in the top menu and click the name of the church.

On mobile, to open the editor menu, choose 'My ACNY', then tap the name of the church, then tap the three stacked lines in the top right, then tap 'Edit content'.

3. Under 'services and events', choose 'add new'.

On desktop, choose 'services and events' from the editor menu and then click the orange 'add new' button.

On mobile, tap the three stacked lines top right to open the menu, then tap 'Services and events'. Then tap the big 'Add a new event' button that appears on your screen.

Tip: 'Services and events' is under the 'Edit content' menu heading.

4. Write a title and description

Make it clear in your description that everyone is welcome and try to stick to words that someone who hasn't been to church before would understand.

Tip: Show your title and description to a friend, colleague or family member who isn't a churchgoer, and ask them if they understand it and whether it sounds welcoming.

5. Select your tags and then be sure to click 'Change tags'

When you get to the 'tags' section of the event form, choose the 'Change tags' button, check the relevant tags, and then click 'Change tags' (yes,

again!) at the bottom of the screen.

Tip: Don't forget to click 'Change tags' after you select the ones you want.

6. Press save at the bottom of the form.

You have successfully added your service or event.

Wait, there's more!

While you're logged in, also visit the Resource Hub within AChurchNearYou. It offers useful free Christmas downloads, including music tracks, graphics and posters.

Our video generator tool in the Resource Hub allows you to add your own text to a short Follow the Star video. You can then use the video on your ACNY page, social media accounts and even for church screens!

[Head to the Resource Hub.](#)

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