

PARISH GUIDE

Announcements — How It Works

Share timely parish notices on your home page — written once in English, shown to everyone in their own language.

A simple, step-by-step guide for parish staff · Powered by Nave

At a glance

Announcements are the short, timely notices your parish wants people to see right away — a Mass-time change, a second collection, a parking note, a registration deadline. Staff post one in plain English; it appears on the parish **home page** (the most recent few) and on the full **Announcements** section, in every language you offer. No webmaster, no re-typing in three languages.



Author once, available in every language. Write each announcement in **English only**. The title and body are translated to Spanish and Tagalog automatically, so every parishioner reads it in their own language. Tools that go a step beyond the basics are marked **ADVANCED** in this guide.

What's in one announcement

Each announcement is a single short notice. Only a title and body are needed — a category is optional.

 **Category**

An optional label that groups the notice. e.g. Liturgy, Faith Formation, Events. Optional.

 **Title**

The headline parishioners see first. Multilingual — written in English, auto-translated.

 **Body**

A sentence or two with the detail. Multilingual — written in English, auto-translated.

 **Order**

Up/down controls set the sequence. The home page shows the first few; newest wins within ties.

Where they appear. The **home page** surfaces the first few announcements so visitors see what's current the moment they land; the rest live on the dedicated **Announcements** section. Empty? The section simply hides itself, so the page never looks bare.

Part A • For parishioners

No account or sign-in needed — announcements are public, and you read them in your own language.

USE CASE 1 • SEE WHAT'S NEW

Who: Anyone visiting the parish website. **Goal:** Catch the latest parish notices.

1. Open the parish home page — the most recent announcements appear in their own area.
2. Each shows a title, a short body, and (if set) a category label.
3. Tap through to the full **Announcements** section to see everything, newest first.

Result: You stay current on parish news — in English, Spanish, or Tagalog, automatically.

Part B • For parish staff

You post and arrange announcements from one admin screen. The golden rule: **write in English only** — Spanish and Tagalog are filled in for you.

USE CASE 2 • POST AN ANNOUNCEMENT

Who: Parish staff. **Goal:** Share a timely notice.

1. Open **Admin** → **Announcements** and add one: an optional **category** (e.g. "Liturgy"), a **title**, and a short **body**.
2. Write in **English** — Spanish and Tagalog are translated automatically within moments.
3. Save. It appears on the home page and the Announcements section right away.

Result: A fresh notice goes live in every language, with no extra steps.

USE CASE 3 • PUT THE MOST IMPORTANT ONE FIRST

Who: Parish staff. **Goal:** Control what shows at the top.

1. In **Announcements**, use the **up/down** controls to arrange the list.
2. The home page shows the **first few** in the order you set (newest first within ties); the rest live on the full section.
3. Move a finished notice down — or remove it — so the home page always leads with what matters now.

Result: The right notice sits at the top, in the order you choose.

USE CASE 4 • GROUP WITH A CATEGORY

ADVANCED

Who: Parish staff. **Goal:** Make a notice scannable at a glance.

1. When posting, set an optional **category** — e.g. **Liturgy, Faith Formation, Events, Giving**.
2. The category shows as a small label on the card, so parishioners can tell at a glance what each notice is about.

Result: Cleaner, easier-to-scan announcements — without any extra typing.

USE CASE 5 • FIX OR RETIRE A NOTICE

Who: Parish staff. **Goal:** Keep the list accurate.

1. Edit an announcement's English title or body and save — the translations refresh automatically.
2. Once an event has passed, move it down or remove it so the home page stays current.

Result: The home page never shows stale news — it reflects exactly what you've posted.

Quick reference

Where do I post announcements?	Admin → Announcements . Add a category (optional), a title, and a body — in English.
Do I have to translate them?	No — write English only . The title and body are translated to Spanish and Tagalog automatically.
How many show on the home page?	The first few in the order you arrange (newest first within ties). The rest live on the full Announcements section.
How do I change the order?	Use the up/down controls in Admin → Announcements. The home page follows that order.
What's the difference between an announcement and a bulletin?	An announcement is a short, timely notice on the home page; the bulletin is your weekly printable document. See the Bulletin guide.
Why did my announcement disappear from the home page?	The home page shows only the first few. Move it up to feature it again, or find it on the full Announcements section.

The big idea: announcements are your parish's bulletin board for "right now." Post once in English, and Nave shows it to everyone in their own language, in the order you choose — so the most important word of the week is always front and center.