

PARISH GUIDE

Request Access — How It Works

How a parish comes online with Nave — from one short form to a live, multilingual website in about a day.

A simple, step-by-step guide for pastors and parish leaders · Powered by Nave

At a glance

Getting your parish onto Nave doesn't take a project plan or a migration team. You fill out one form — **Request access** — telling us about your parish and what you most want working first. Within about **48 hours**, your new website and staff back office are live, built from what you already have and set up *with* you. There's no charge to get started and nothing to install.



No half-built site goes public. The moment you request access we reserve your web address and start building — but until your parish is ready and verified, that address shows a simple “**Launching soon**” page to the public (and search engines skip it). Only you, signed in, see the real site while you build it. When everything's ready, we publish — and it goes live for everyone at once.

What we set up for you

From the few details on the form, your parish workspace is created right away — so there's something real to sign into, not a blank page.

 **Your web address**
A clean address for your parish. e.g. your-parish.nave.live — your own domain can come later.

 **The right time zone**
Set from your state, so Mass times read correctly from day one. You can fine-tune it in settings.

 **Your languages**
English always, plus Spanish and Tagalog if you asked for them. New content is auto-translated for review.

 **Your sign-in**
A pastor invitation, so the first person in is you. A welcome email with a one-tap link.

Built from your current site. Tell us your existing website and we use it as the starting point — Mass times, ministries, staff, and the look — so your first sign-in feels familiar, not empty.

Part A • Requesting access

Anyone authorized to act for the parish can do this — a pastor, parish staff, or a business manager. It takes a couple of minutes, and you only fill it once.

USE CASE 1 • REQUEST ACCESS FOR YOUR PARISH

Who: Pastor, parish staff, or a leader authorized to act for the parish. **Goal:** Start your parish on Nave.

1. Go to **nave.live** and choose **Request access**.
2. Tell us about the parish: **name, city & state, diocese**, and your **current website**.
3. Tell us about you: your **name, work email**, and **role**.
4. Confirm you're **authorized to set up Nave for this parish**, then submit.

Result: Your parish workspace is created on the spot, and a sign-in link is on its way to your inbox.

USE CASE 2 • TELL US WHAT TO FIX FIRST

Who: The person requesting access. **Goal:** Get your biggest need working on day one.

1. In “**What's the one thing you most want working first?**”, name your priority in plain words.
2. Examples: *online giving, a bulletin that builds itself, Spanish Mass times, a calendar people actually use.*

Result: Setup starts with what matters to your parish — not a generic checklist.

USE CASE 3 • CHOOSE YOUR LANGUAGES

Who: The person requesting access. **Goal:** Serve your community in the languages it speaks.

1. **English** is always on. Tick **Spanish** and/or **Tagalog** if your parish needs them.
2. Those language packs are turned on for you, so your site is multilingual from the start — new content is translated automatically for your team to review.

Result: Parishioners read your site in their own language, co-equal from day one — no separate site to maintain.

USE CASE 4 • ASK FOR A KICKOFF CALL (OPTIONAL)

Who: Anyone who'd rather talk it through. **Goal:** A short, friendly setup conversation.

1. Open **Optional details** and tick “**I'd like a short kickoff call.**”
2. Add a **phone number** and the **best time to reach you**, and a **preferred web address** if you have one in mind.

Result: We reach out at a time that suits you — but you're never required to take a call to get live.

Part B • What happens next

As soon as you submit, the work begins. Here's the path from form to a live parish — usually inside a day and a half.

USE CASE 5 • SET UP YOUR ACCOUNT

Who: You (the pastor / first admin). **Goal:** Get into your new back office.

1. Check your email for a warm welcome from Nave with a “**Set up your account**” link.
2. Tap it, choose a password, and you're in — as the parish's first **pastor / administrator**.
3. From here you can review what we've prepared and start adding your details.

Result: You hold the keys to your parish on Nave — no waiting on anyone to “grant access.”

USE CASE 6 • BUILD IT WHILE IT'S STILL PRIVATE

Who: You and your team. **Goal:** Get the site right before the world sees it.

1. While your parish is a **draft**, the public web address shows a tidy “**Launching soon**” page — your slug is reserved and nothing unfinished is exposed.
2. Signed in, **you see the real site** and the full back office: add Mass times, ministries, staff, your logo, and the look.
3. Invite the rest of your team so they can help build it, each with the right role.

Result: You polish in private and decide exactly when to go public — no rushed, half-done launch.

USE CASE 7 • WE VERIFY YOUR PARISH

Who: Nave. **Goal:** Make sure a real parish is going live under its own name.

1. We do a quick, light check — for example, that your **work email matches your parish's website** — to confirm you're really the parish.
2. When it lines up, you're verified automatically. If anything needs a closer look, a person reviews it before publishing.

Result: Your parish's identity is protected — nobody can stand up a site in your name.

USE CASE 8 • GO LIVE

Who: Nave publishes, with you. **Goal:** Open your site to the world.

1. Once your parish is verified and you're happy with it, we **publish** — the “Launching soon” page is replaced by your live site.
2. Your address now opens for everyone and is visible to search engines.
3. From here it's your parish to run — and we're a message away whenever you need us.

Result: A complete, multilingual parish website and back office — live in about 48 hours.

Quick reference

How long until we're live?	About 48 hours . Your workspace is created the moment you submit; we build from your current site and finish the setup with you.
Does it cost anything to start?	No — requesting access and getting set up is free. There's nothing to install.
Who's allowed to request access?	Anyone authorized to act for the parish — a pastor, parish staff, or business manager. You confirm this on the form.
Will our website be public right away?	No. Until your parish is ready and verified, the address shows a “ Launching soon ” page and is hidden from search. Only signed-in staff see the real site.
Do we have to start from scratch?	No — we pre-build from your current website , so your Mass times, ministries, and look are a starting point, not a blank page.
What if we need Spanish or Tagalog?	Tick them on the form and they're turned on for you. New content is auto-translated for your team to review.
Do we have to take a sales call?	No. A kickoff call is optional — you can be fully live without one.
How do you know we're really the parish?	A light verification (e.g. your work email matching your website). Anything unclear gets a quick human review before we publish.

The big idea: a parish shouldn't wait weeks and pay for a migration to get a modern, multilingual home online. One form, a day or so, and a real conversation — and your parish is live, in the languages it speaks, with the thing you needed most already working.