



Diocese of Southeast Florida

## ATM Workshops

### Session I: Introduction to *Constant Contact* and Webpage Design

February 23, 2012    Duncan Center    9:30am - 3:30pm

**Part A: Introduction to *Constant Contact***

Using weekly E mail and *Constant Contact* to communicate with Parishioners

**Part B: Introduction to Webpage Design**

The webpage design used is: [www.webs.com](http://www.webs.com).

### Session II: Webpage Design

March 8, 2012    Duncan Center    9:30am - 3:30pm

**Part A: Webpage Design**

Step by Step instructions for designing your Parish Webpage

**Part B: Introduction to *PayPal***

**Part C: Review of *Constant Contact* Application**

### Session III: Using Print and E-Mail to Enrich Ministry

April 19, 2012    Duncan Center    9:30am - 3:30pm

**Part A: Designing a written Bulletin in a new and creative way in Microsoft Publisher**

**Part B: *PayPal* and *Square* Application**

**Part C: Basic Installation and Setup of *Power Church Plus* Software.**

### Session IV: The Art of using Social Media

May 10, 2012    Duncan Center    9:30am - 3:30pm

**Part A: Introduction to Social Media Tools**

Application of *Facebook*, *Twitter*, *LinkedIn*, *YouTube*, *QR Codes*, *Drop Box*

**Part B: Review**

How to use all of these tools to communicate the **Gospel of Jesus Christ!**

All Things Media



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