

## Updating the Schedule for My Ministry

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To maintain your schedule on the webpage, you need to be set up as a content contributor for the webpage.

We have set up Schedules as a separate menu item in the SMV website header. This makes it easy to locate the ministry schedules. However, the schedules can have a hyperlink to the ministry page to provide background information.

There are two ways to keep the schedule for your ministry up-to-date.

### **Type directly onto a web page.**

You can maintain your entire schedule in html format and edit that page as needed. You can have monthly details of the schedules as child pages to your schedules page.

### **Use a PDF Document as an Attachment**

You can maintain a basic schedules page with .pdf attachments of the schedules.

Most of the ministry schedules are maintained on Microsoft Word or Microsoft Excel documents. These need to be converted to a pdf document before they can be used on the webpage. To do that, you need software on your PC, such as *PDF Converter*, to change the document to pdf. Then, edit your schedules page to load the pdf file as a "File Attachment."