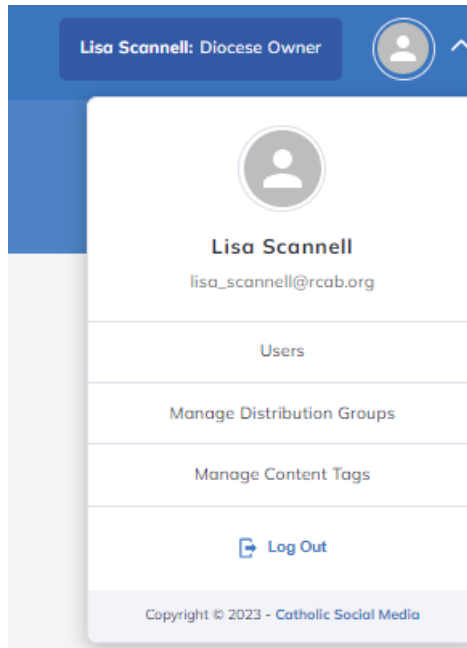


# How to Use Distribution Groups

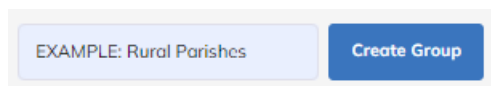
08/22/2023 3:18 pm CDT

You can distribute content and resources to smaller, more specific groups of parishes by utilizing distribution groups.

You can manage your distribution groups by clicking on your profile image > Manage Distribution Groups.



To create a distribution group, click in the box that says "Type Tag Name" and type the name of the distribution group you would like to create. When you're done, click "Create Group."



To add parishes to your distribution group, click on the group, then click "Select Parishes" to the right. Then, checkmark the parishes you want to be part of that distribution group. If you wish to delete a parish from a distribution group, click the trash icon next to their name.

EXAMPLE: All Parishes

EXAMPLE: Parishes with Schools

EXAMPLE: Rural Parishes

EXAMPLE: Spanish Speaking

EXAMPLE: St. Sample

EXAMPLE: St. Sample of Des Moines

EXAMPLE: Rural Parishes

Create Group

### EXAMPLE: Rural Parishes

Boston

Salem - Mary, Queen of the Apostles, Saugus - Blessed Sacrament and St. Margaret,  
Readville - Blue Hills Collaborative, [Select Parishes](#)

Parish Name	Diocese Name	Actions
Readville - Blue Hills Collaborative	Boston	
Salem - Mary, Queen of the Apostles	Boston	
Saugus - Blessed Sacrament and St. Margaret	Boston	

Rows per page: 25 1-3 of 3 < >