

Understanding the Accounts Screen

08/25/2023 9:45 am CDT

The "manage accounts" screen is broken up into three sections. Here's how to understand them:

Summary Card

This section gives you key information at a glance, such as your diocese's account owner, the status of your Diocesan Essentials subscription, how many parish accounts you are allowed, how many parish accounts are active, how many posts have been published by parishes in the last month, and how many of your parishes also have their own independent Parish Premium subscription.

Subscription	Diocesan Essentials Sponsored Parishes	Active Parishes	Distributed Posts <small>Last 30 Days</small>	Premium Parish Subscriptions
Subscription Status: Active	90	23	54	1

Parish Summary Card

This section has a number of buttons at the top. These allow you to bulk upload a number of parishes using an Excel file, bulk invite users to start using their accounts, bulk re-invite anyone who has had their invitation expire, or add one parish at a time.

Underneath these buttons, you will see a list of parishes, alongside key contact information, subscription information, and activity information.

For the "Subscription Level" section, there are a few statuses to understand:

- **Sponsored:** Any parish that has access to Catholic Social Media because of your Diocesan Essentials Subscription.
- **Premium:** This parish also has its own, independent Parish Premium subscription.
- **Inactive:** This parish once had its own, independent Parish Premium subscription but no longer does.
- **Saved:** This parish has an account owner who has not yet responded to his or her invitation email.

In addition, it is important to understand the "Last Post Date" section"

- **Dashed lines (---):** This parish has never posted content using Catholic Social Media. (Note: It is possible the parish is downloading social content and still posting it. The parish is simply not using this tool to do so.)
- **December 31, 1969:** This parish has connected one or more social media accounts, but it has not begun posting.
- **Any other date:** This is the last time that the parish posted content from Catholic Social Media to its social media page(s).

[Upload Excel](#)[Bulk Re-Invite](#)[Bulk Invite](#)[+ Add Parish](#)[Search](#)

Parish Name	Primary contact	Email	Contact	Subscription Level	Last Post Date	Number of Users	Actions
St Thomas Aquinas	Jill [REDACTED]	[REDACTED]	(111)-111-1111	Saved	---	0	👁 ✎
St. Example Catholic Church	Elliot Example	john.rw.rogers+19@gmail.com		Free Trial / Sponsored	August 08, 2023	0	👁 ✎
Church of St. Vainer the Communicator	[REDACTED]	[REDACTED]	[REDACTED]	Saved	---	0	👁 ✎
Church of the Magdalen	[REDACTED]	[REDACTED]		Premium / Sponsored	January 04, 2023	0	👁 ✎

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