How to create a category and build out your Resources section

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The Resources section of Catholic Social Media is where you can house and distribute anything and everything you need to get in front of parishes, schools, and organizations for easy access. Bulletin inserts, flyers, letter templates, graphics, you name it.

The key is to lay it out so that parishes can find what they need quickly.

To start, navigate to *Resources*.

To create a category, click *Create Category* in the top right. From there, you can name your category, add a description, set a start/end date, upload a cover image, and upload files. To add a file, click *Select Files/Media to Upload*. From there, you can select one or multiple files at once.

After you upload them, they'll appear below. You can rename each display name as well.

You can also paste links to videos, podcasts, and other items under the *Add a Link* section.

Finally, you can save your category as a draft or publish it for parishes to see immediately in the top right.

This will immediately take you to the *Create a Subcategory* page where you can start creating subcategories within that category.

To edit a category or subcategory, simply click into it and click the pencil icon next to it.

To delete a category or subcategory, simply click into it and click the trash icon next to it.

To add a subcategory in an already published category, click into the category and click the plus icon.

To reorder your categories and subcategories, hold-click, drag, and drop them where you want them.

Best Practices

1. Start by building your categories, then immediately build subcategories within them. Do not upload too many files within any given category or subcategory. It makes it difficult to navigate. Try instead to create a subcategory for each file or grouping of files.

2. Revisit the Resources section weekly to ensure the most important information is at the top for your parishes.

3. Archive old categories and subcategories that are no longer important for parishes to access.