

# How to manage parish-to-parish and parish-to-diocese sharing (for dioceses)

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Dioceses can allow parishes and schools to share social media posts, events, and resources with the diocesan team or directly with other parishes. You control which sharing options are available, who receives email notifications, and which submitted materials you distribute more widely.

## Enabling Sharing

1. Log into Catholic Social Media.
2. Click your **profile image** in the top right corner.
3. Select **Settings**.
4. Find the following options: **Parish to Diocese Communications** and **Parish to Parish Communications**.
5. Toggle on the sharing options you want to allow.
6. Click **Save**.

Both options are turned off by default. You can enable either option individually or turn on both.

## Understanding the Sharing Options

**Parish to Diocese Communications** allows parishes to submit posts, events, and resources to your diocesan team. You can review and edit these materials before distributing them to your parishes and schools.

**Parish to Parish Communications** allows parishes to share materials directly with other parishes without submitting them to your diocese for approval first.

If you want your diocesan team to review all submitted materials before wider distribution, enable **Parish to Diocese Communications** and leave **Parish to Parish Communications** turned off.

## Managing Email Notifications

When you enable parish-to-diocese sharing, you can choose which roles receive email notifications about submitted content.

1. In **Settings**, turn on **Parish to Diocese Communications**.

2. Find **Roles to Receive Notifications**.
3. Select the roles that should receive email notifications.
4. Click **Save**.

For example, you can choose to notify only account owners if they are responsible for reviewing parish submissions.

## Finding Submitted Posts

1. Go to the **Planner**.
2. Look for the in-app notification showing new suggested content since your last login.
3. Open the **Suggested Posts** section.
4. Find posts with a white **Parish** banner.
5. Hover over the banner to see which parish submitted the post.

Click a post to review it.

Parish submissions appear alongside suggested content from partner creators.

## Reviewing and Distributing Submitted Posts

1. Open a submitted post in **Suggested Posts**.
2. Click **Edit**.
3. Review the image or video and caption.
4. Make any needed changes.
5. Add an editor's note or customize the captions by platform if helpful.
6. Adjust the date if needed.
7. Continue through your usual scheduling and publishing process.
8. Publish the post for distribution to your parishes and schools.

You can also download the image or video while reviewing the post.

Submitting a post to your diocese does not automatically distribute it to all your parishes and schools. Your diocesan team reviews the submission and decides whether to publish it for wider use.

# Reviewing and Distributing Submitted Events

Events shared with your diocese appear on your **Calendar** alongside your other items. The roles selected in your notification settings can also receive an email notification.

1. Go to the **Calendar**.
2. Find and open the submitted event.
3. Review the event details and any attached materials.
4. Edit the event as needed.
5. Complete the usual scheduling and publishing process to distribute it to your parishes and schools.

# Reviewing and Distributing Submitted Resources

Parishes can also submit resources for your diocese to review and distribute.

1. Go to **Resources**.
2. Look for submitted resources with a white **Parish** banner.
3. Open the resource you want to review.
4. Click **Edit** and make any needed changes.
5. Approve the resource for wider distribution through the publishing process.

This allows your diocesan team to make parish-created materials available to other parishes and schools.

## Best Practices

- Choose sharing settings that match your diocese's review process.
  - Enable parish-to-parish sharing only if you want parishes to share directly without diocesan approval.
  - Assign email notifications to the roles responsible for reviewing submissions.
  - Check **Suggested Posts**, **Calendar**, and **Resources** for submitted materials.
  - Review captions, dates, and attached materials before distributing content.
  - Use editor's notes to provide helpful context for the parishes and schools receiving a post.
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