**Website update**

**Step 1:** Visit the Cayuga-Syracuse website at www. cayugasyracuse.org

**Step 2:** Click on the churches tab

**Step 3:** Find your church in the list and click the link

**Step 4:** Check information for updates and corrections

**Step 5:** Send an email to Sarah Buckshot at CaySyrNews@gmail.com with the following information:

* **Pastoral Leaders:**
* **Address:**
* **Worship times:**
* **Telephone:**
* **Email:**
* **Website:**
* **Facebook page:**
* **More information:** One to two paragraphs about your church
* **Attach an updated/new photo, if available.** *(Please use jpeg file)*

*Please also indicate the best person to contact for news, events and social media information. Name and email.*

Thank you,

Sarah Buckshot

1-29-19