



**Mennonite
Church**
Canada

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October 2005, *Equipping*

To: All Congregations/Organizations

**Re: Mennonite Church Canada Directory 2006
& Wall Calendar 2006**

Friends: It is the time of year to gather information that helps keep all of Mennonite Church connected. Your help is needed to create an updated phone directory and calendar for church-wide use!

2006 Mennonite Church Canada Wall Calendar

To help the country-wide church community plan and promote events, you can submit your events to the MC Canada calendar on line. These events will then be picked up and prioritized for the print version of the wall calendar. Simply follow the instructions below. Please make your submissions no later than October 7th for inclusion in the hard copy wall calendar.

Church, Area Conference, MC-Canada and related organization events can be added to the online Events calendar by anybody!

1. go to <http://mennonitechurch.ca/events/>
2. navigate to the month of your event
3. click on the small + sign in the top right corner of the date or start date of your event
4. fill in the information as per the instructions.
5. IF your event occurs on more than one day, click on the "Repeat" tab
 - a. select the repeat type from the pop-up menu - usually "Daily"
 - b. check the "Use end date" check box
 - c. set the last date of your event
6. click on the "Save" button
7. your event will not appear immediately, we have to approve all events for final posting

If you would prefer to send us a hard copy of your events list, please email it to office@mennonitechurch.ca or fax it to: 204-831-5675 and mark it attention 2006 Wall Calendar. Written submissions only, please.

2006 Mennonite Church Canada Phone Directory

Make sure your listing is up to date!

1. Go to "Church Finder" on the home page of www.mennonitechurch.ca
2. Go to "Updating your congregation's record:"
3. Click on "Update your congregation's record" on the left hand side of your screen.
4. Using your ID and password, update your records.

If you cannot access your profile, need your User ID and Password, or have other questions, contact Gina or Anita at reception: toll free 1-866-888-6785; local 204-888-6781; office@mennonitechurch.ca

**REMEMBER – WE NEED YOUR EVENTS AND DIRECTORY UPDATES BY OCTOBER 7TH –
PLEASE HELP US HELP YOU CONNECT!**

Reminder!
If you have already
responded with your
updated information
and calendar of events -
THANK YOU!