

Hey Kath...Users must be sure to properly submit the updates. To do this, they must:

1. Click the SUBMIT / DATA button.

The screenshot shows a web form titled "Basic Info" with a sidebar on the left containing navigation links: "Basic Info", "Organization Contact Info", "People", "Sub-Organizations", "Statistical Overview", "OCD Contact Info", and "USCCB Certification". Each link has a green checkmark. The main form area has a red header "Fields marked with * are required" and the title "Basic Info". Below the title are several input fields: "Organization Name *", "AKA / DBA", "Entity Type *", "Diocese *" (with "Atlanta" selected), "DIN", and "OCD ID". At the bottom left of the form area, there are two buttons: a green "SAVE" button and a yellow "SUBMIT / PRINT DATA" button. A red arrow points to the "SUBMIT / PRINT DATA" button.

2. At the bottom of that page, click the final SUBMIT DATA button.

The screenshot shows the bottom section of the form. It contains two checkboxes: an unchecked one for "Material changes to your organization's purposes, activities or sources of support?" and a checked one for "This organization has not made any changes of the nature described above". Below these are three buttons: "SUBMIT DATA" (highlighted in yellow with a red arrow pointing to it), "EDIT DATA", and "CANCEL". At the very bottom, there is a blue banner with white text: "If you have any questions or technical issues, please contact The Official Catholic Directory for assistance to... OCD staff member will respond to your inquiry within..."

Once that is clicked the record will appear as submitted.