Submit your wedding or engagement announcements through our online portal!

Just follow these steps.
Make sure you are logged in with your AdDispatch username and password. If you don’t have one, click on “Create Account” and follow the instructions to create an account and log in.
On the self-serve announcement landing page, click on “Celebrations.”
You will be directed to this screen. Select your classification (wedding or engagement). Then select your desired package size and hit “Continue.” The sizes are written as columns wide by inches deep. For example, 1 x 11.5 means an announcement that is one column wide and 11.5” deep. You might have to try out a few different sizes to see which one is the best fit for the length of text in your announcement.
Select your preference for the height of your photo (if applicable). Packages with tall photos will have less room for text, while packages with smaller photos will have more room for text.
Enter the information requested on the form.
After entering the text of your announcement, if you get an error message that looks like this, it means that your text is too long to fit in this package. You can either shorten your text, or go back and choose a larger package. You can do this by clicking “Change Template Selection” at the bottom of the preview.
To upload your photo, click on the folder icon beside the photo thumbnail on the bottom of the screen.
Once your photo has been uploaded, crop your photo to fit the photo space by clicking on the crop icon.
Crop your photo as you want it to appear in the paper, then hit “Accept.”
Review your announcement and hit “Continue.”

If your preview looks good on the next page, hit “Continue” again.
Choose a Sunday for your announcement to be published in the newspaper. Hit “Continue.”
Review the details of your order and hit “Purchase” to continue to the payment screen. Note that the correct price is the “Ad Cost” at the top (the “Ad Cost Breakdown” can be disregarded).
Fill out your payment information and select “Purchase Ad” to complete your transaction. NOTE: We accept all credit cards except for MasterCard.
Once your payment is received, you will be directed to a confirmation page and sent a confirmation e-mail, which you can print for your records.

If you need to edit your announcement, you may do so anytime before the deadline, which is 4 p.m. on Thursdays two weeks (10 days) before the announcement is set to publish.

If you have any more questions or issues, please contact us at 804-643-4414 option 2.

Thank you!