

# Process for Online Religious Education Registrations

Step 1. Family signs up for a My Own Church Account. (This gives parent access to parish soft family details.)

Step 2. Register for RE class through My Own Church account under the Religious Education tab.

## Step 1

### How to sign up for a new My Own Church Account

1. Go to <https://sanbernardino.parishsoftfamilysuite.com> To Sign Up for a My Own Church Account

The Parish SOFT Welcome screen is displayed

2. Click the **New User?** Link to display the

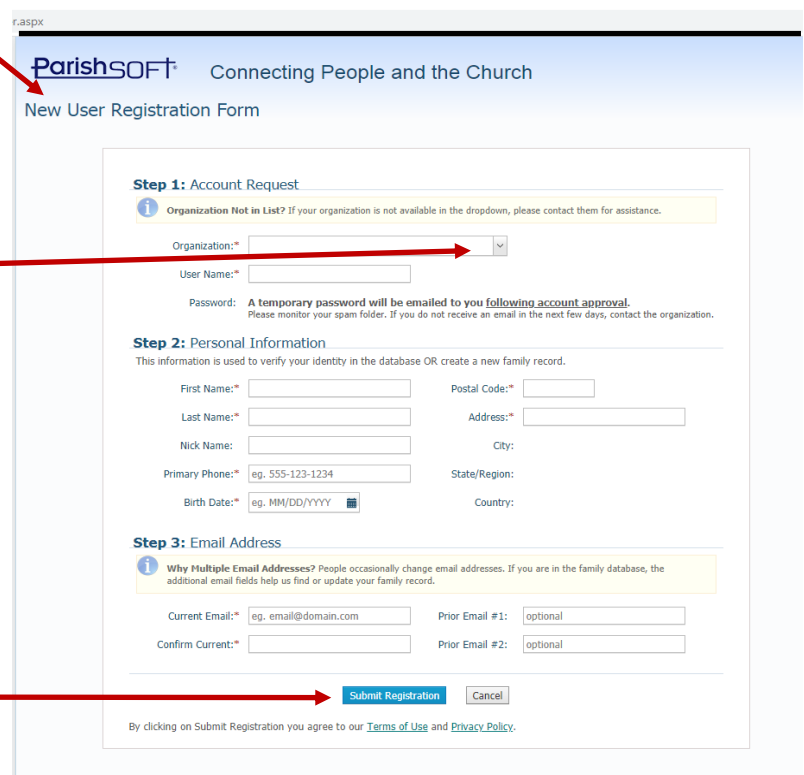
#### New User Registration Form



Complete Steps 1 - 3 on the form. Required fields are marked with a red asterisk: \*

Use the drop down menu and select:

**St. Frances of Rome, Widomar**



3. Click **Submit Registration**.

The application will verify your personal information.

**If the application can verify all of the information in your registration request**, it will display a confirmation message to inform you that your registration was successful.

You will receive an email containing your login credentials (username and a temporary password) to the email address you provided in your registration. You will be required to create a new password.

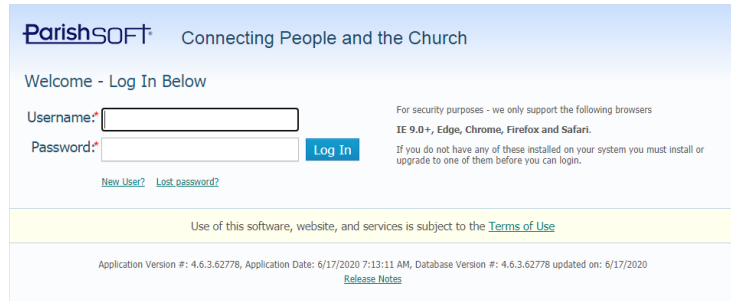
## Step 2

### How to Register online for Religious Education Classes

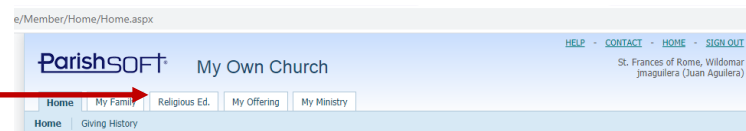
1 After receiving Log in credentials from parish administrator, Go to <https://sanbernardino.parishsoftfamilysuite.com> To log in to your My Own Church Account

3. On the WELCOME page, enter your username and new password.

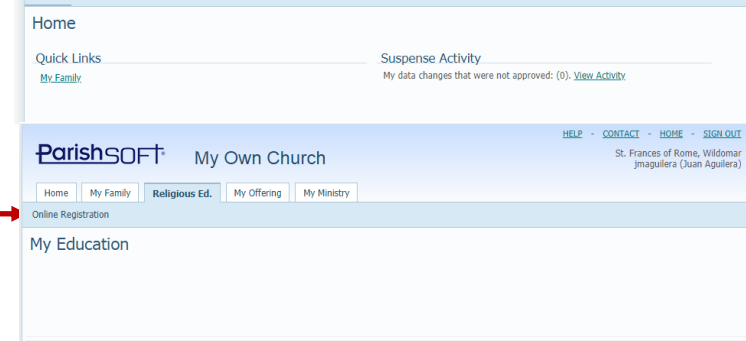
To open the **Hope Page**



4. Click to open the **Religious Ed. Tab**

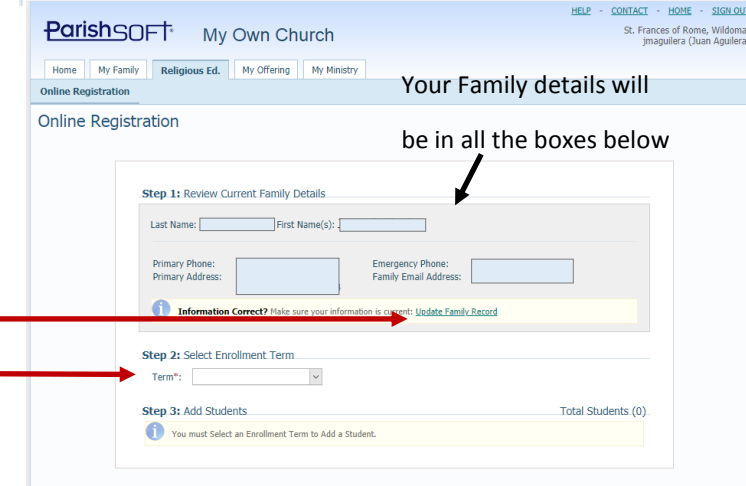


5. Click **Online Registration**



6. Verify that all your information is correct. If you need to make any changes, i.e. change address, or add a child, click on **Update Family Record**

If no changes need to be made, go to step 2 and enter Term



7. From the drop down menu, select **2020-2021** for term.

8. Go to Step 3 and Click on **Add a Student** to begin to register children in Religious Ed. classes

Student information window will open up

The screenshot shows the 'Online Registration' page for 'My Own Church'. It is at 'Step 3: Add Students'. The page has a navigation bar with 'Home', 'My Family', 'Religious Ed.', 'My Offering', and 'My Ministry'. Below the navigation bar, there are fields for 'Last Name', 'First Name(s)', 'Primary Phone', 'Primary Address', 'Emergency Phone', and 'Family Email Address'. A yellow box with an information icon says 'Information Correct? Make sure your information is current: [Update Family Record](#)'. Below this, there is a 'Step 2: Select Enrollment Term' section with a 'Term' dropdown set to '2020 - 2021' and 'Dates' '09/07/2020 - 05/28/2021'. The 'Step 3: Add Students' section shows a '+ Add Student' button and a 'Total Students (0)' count. At the bottom right is a 'Submit Registration' button.

9. ON the drop down menu, select;

Student

Grade

Enter Special Needs

Enter Health /Medical needs

Select choices given for Classes. Enter 1st, 2nd and 3rd choice.

10. Click Save Student

This screenshot shows the 'Student Information' modal window open over the 'Step 3: Add Students' section. The modal has a title bar 'Student' and a 'Student Information' section with a 'Student' dropdown, a 'Grade' dropdown, and a 'Special Learning Needs' text field. Below this is a 'Health or Medical Needs (include any allergies):' text field. The 'Class Preferences' section has a yellow information box that says 'How Do Class Preferences Work? Select class preferences using the dropdowns below. We do our best to accommodate requests, but unfortunately we cannot guarantee placement.' Below this are three dropdowns for '1st Choice\*', '2nd Choice', and '3rd Choice'. At the bottom of the modal are 'Save Student' and 'Cancel' buttons. Red arrows point from the text instructions to the corresponding fields in the modal.

11. Verify all registration information. If you have more students to add, Click +Add Student

If all information is correct, click Submit Registration.

The system will display a confirmation page with instructions.

This screenshot shows the 'Step 3: Add Students' section after a student has been added. The 'Total Students' count is now '(1)'. Below the '+ Add Student' button is a table with one student listed. The table has columns for 'Birth Date', 'Age', 'Grade', '1st Choice', '2nd Choice', '3rd Choice', 'Special Learning Needs', and 'Health or Medical Needs'. The student listed is 'Mr.A & Mrs.A Hernandez/SP-2year FC'. There are 'Edit Student' and 'Remove' buttons for each student. At the bottom right is a 'Submit Registration' button. A red arrow points from the text instruction to the 'Submit Registration' button.