Process for Online Religious Education Registrations

Step 1

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.

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 ParishSOFT Connecting People and the Church The Parish SOFT Welcome screen is displayed Welcome - Log In Below 2. Click the New User? Link to display the For security purposes - we only support the following bro Username:* IE 9.0+, Edge, Chrome, Firefox and Safari Password:* Log In If you do not have any of these installed on your system you must install or upgrade to one of them before you can login. **New User Registration Form** New User? Lost password? Use of this software, website, and services is subject to the Terms of Use Application Version #: 4.6.3.62778, Application Date: 6/17/2020 7:13:11 AM, Database Version #: 4.6.3.62778 updated on: 6/17/2020 Release Notes ParishSOFT Connecting People and the Church New User Registration Form Complete Steps 1 - 3 on the form. Required fields are marked with a red asterisk: * Step 1: Account Request Organization Not in List? If your organization is not available in the dropdown, please contact them for a Organization:* Use the drop down menu and select: User Name:* St. Frances of Rome, Widomar Password: A temporary password will be emailed to you <u>following account approval</u> Please monitor your spam folder. If you do not receive an email in the next few days, cont Step 2: Personal Information This information is used to verify your identity in the database OR create a new family record. First Name:* Postal Code:* Last Name:* Address:* Nick Name: City: Primary Phone:* eg. 555-123-1234 State/Region: Birth Date:* eg. MM/DD/YYYY 📷 Country: Step 3: Email Address Why Multiple Email Addresses? People occasionally change email addresses. If you are in the family database, the additional email fields help us find or undate your family record. Current Email:* eg. email@domain.com Prior Email #1: optional Confirm Current:* Prior Email #2: optional 3. Click Submit Registration. Submit Registration Cancel By clicking on Submit Registration you agree to our Terms of Use and Privacy Policy

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 <u>https://sanbernardino.parishsoftfamilysuite.com</u> To log in to your My Own Church Account

3. On the WELCOME page, enter your username and	ParishSOFT Connecting People and the Church		
new passworu.	Welcome - Log In Below		
To open the Hope Page	Username.*		
	Password: Log In If you do not have any of these installed on your system you must install or unorde to no edit them before your call on and on		
	New User? Lost password?		
	Use of this software, website, and services is subject to the Terms of Use		
	Application Version #: 4.6.3.62778, Application Date: 6/17/2020 7:13:11 AM, Database Version #: 4.6.3.62778 updated on: 6/17/2020 Release Notes		
4.Click to open the Religious Ed. Tab	e/Member/Home.Home.aspx		
	ParishSOFT My Own Church Starout Stranger		
	Home Wy Family Religious Ed. My Offering My Ministry Home Swing History		
	Home		
	Quick Links Suspense Activity		
5.Click Online Registration	My Family. My data changes that were not approved: (0). <u>View Activity</u> .		
	HELP - CONTACT - HOME - SIGN OUT		
	ParisonSDFT* My Own Church St. Frances of Rome, Wildomar jmagulera (Xuan Agulera)		
	Home My Family Religious Ed. My Offering My Ministry Online Registration		
	My Education		
	ParishSOFT My Own Church St. Frances of Rome, Wildomar jmaguilera (Juan Aguilera)		
	Home My Family Religious Ed. My Offering My Ministry Online Registration Your Family details will		
	Online Registration be in all the boxes below		
	Step 1: Review Current Family Details		
b. verily that all your information is correct. If you	Last Name: First Name(s):		
need to make any changes, i.e. change address, or			
add a child, click on Update Family Record	Information Correct? Hake sure your information is togget: Update Family Record		
If no changes need to be made, go to step 2 and	Step 2: Select Enrollment Term		
enter Term	Tem*:		
7. From the drop down menu, select 2020-2021 for	Step 3: Add Students Total Students (0).		
term.	Vou must Select an Enrolment Term to Add a Student.		

8. Go to Step 3 and Click on Add a Student	ParishSOFT My Own Church	St. Frances of Rome, Wildomar jmaguilera (Juan Aguilera)	
to begin to register children in Religious Ed.	Home My Family Religious Ed. My Offering My Ministry		
classes			
Student information window will open up	Step 1: Boology / urget Earpily: Details		
. \	Last Name: First Name(6):		
	Primary Phone: Emergency Phone:		
	Primary Address: Family Email Address:		
	Information Correct? Make sure your information is current: <u>Update Family Record</u>		
	Step 2: Select Enrollment Term Term*- 2020 - 2021 V Dates: 09/07/2020 - 05/28/2021		
	Step 3: Add Students	Total Students (0)	
	+ Add Student		
	Submit Registration		
		UED - CONTACT - LONE - SIGNORT	
	ParishSOFT My Own Church	St. Frances of Rome, Wildomar jmaguilera (Juan Aguilera)	
9. ON the drop down menu, select;	Home My Family Religious Ed. My Offering My Ministry		
	Online Registration		
Student	Site 1: Review Current Family Details		
Grade	Last No. / Student		
Enter Special Needs	Student Information		
Enter Health (Medical needs	Grade*: Grade*:		
Litter Health / Medical Heeds	Step 2: Sele		
	Term*: 2		
Select choices given for Classes. Enter 1st,	Class Preferences Step 3: Add + Add Sti + Add Sti	Students (0)	
2nd and 3rd <u>choice</u> .	aropowise below, we do our best to accomodate requests, out unrorunately in cannot guarately placement.	ve	
	Znd Choice:		
10 Click Save Student	3rd Choice:		
	ParishSOFT My Own Church	HELP - CONTACT - HOME - SIGN OUT St. Frances of Rome, Wildomar	
	Home My Family Religious Ed. My Offering My Ministry	Jinguncia (Juan Aguncia)	
11. Verify all registration information. If you	Online Registration		
have more students to add, Click			
+Add Student	Step 1: Review Current Family Details		
	Last Name: First Name(s):		
	Primary Phone: Emergency Phone:		
	Information Correct? Make sure your information is current: <u>Update Family Record</u>		
	Stap 2: Salart Eurolimont Torm		
	Step 2. Select thomment remit Term*: 2020 - 2021 V Dates: 09/07/2020 - 05/28/2021		
	Step 3: Add Students	Total Students (1)	
If all information is correct, click Submit	Edit Studi	ent [x] Remove	
Registration.	Birth Date: 2 Age: Grade: 1st Choice: Mr.A.&. 1	Mrs.A	
	Birth Date Correct? Update Member Record Hernandez/SP-2year F Gender: Female 2nd Chaire: Mr 1 & b	C Ars.L. Ferrer/SP-	
	2year FC		
	3rd Choice: Mr.P Me FC	ndoza/SP-2year	
The system will display a confirmation page	Special Learning Needs: No Special Needs		
with instructions.	eur or medical Needs: Severe Allergies		
	Submit Registration		