

How to Register Online for Family Religious Formation Class

Step 1: Log in or Create a New Account using ParishSOFT

Step 2: Register for FRF class through your account under the Religious Education tab.

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

***Steps for New User:**

1. Click on "New User?" and create an account

***Previous Users scroll down to proceed to STEP 2 after you login**

ParishSOFT®

Username *

Password *

Log In

New User? Lost password?
Or

Login With MinistryID

What's this?

2. On the New User Registration Form complete the required fields, which are marked with a red asterisk *, on Steps 1 - 3.

Please fill in all correct information with correct spelling.

*Use the drop down menu and select: St. Frances of Rome, Wildomar

ParishSOFT®

New User Registration Form

Step 1 Account Request

Organization Not in List? If your organization is not available in the dropdown, please contact them for assistance.

Organization *

User Name *

Password: **A temporary password will be emailed to you following account approval.**
Please monitor your spam folder. If you do not receive an email in the next few days, contact the organization.

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 * State/Region:

Birth Date * eg. MM/DD/YYYY Country:

3. When finished, Click Submit Registration

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 update your family record.

Current Email * Prior Email #1

Confirm Current * Prior Email #2

By clicking on Submit Registration you agree to our [Terms of Use](#) and [Privacy Policy](#).

After submitting the "New User Registration Form"

- 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**.
- You will then receive an email about how your registration will be **pending for review and approval**.
- The parish administrator will approve your registration within **1-3 days**, so please check your email.

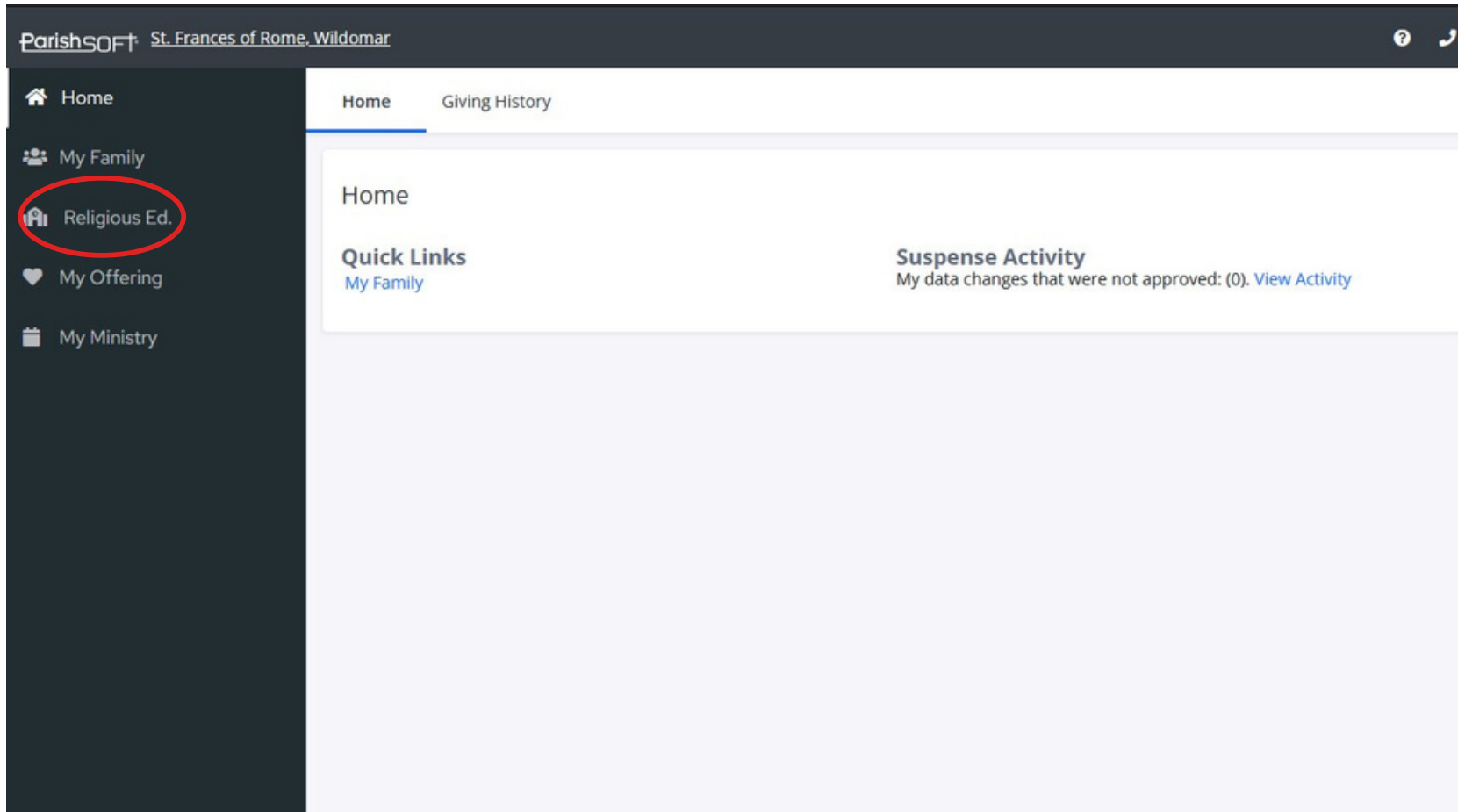
Step 2 How to Register online for Religious Education Classes

1. Once you have been approved you can go to <https://sanbernardino.parishsoftfamilysuite.com> to log into your My Own Church Account.

2. On the Login page, enter your username and new password and select "Log in"

A screenshot of the ParishSOFT login page. The page has a dark header with the ParishSOFT logo. Below the header are two input fields: "Username *" and "Password *", both circled in red. Below the input fields is a blue "Log In" button, also circled in red. Underneath the button are links for "New User?" and "Lost password?", followed by "Or". At the bottom, there is a "Login With MinistryID" button with a green star icon and a "What's this?" link.

3. Click to open the "Religious Ed." Tab and select "Online Registration"



4. Verify that all your information is correct in "Step 1"
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

ParishSOFT St. Frances of Rome, Wildomar ? HP

Home
My Family
Religious Ed.
My Offering
My Ministry

Online Registration

Step 1: Review Current Family Details

Last Name: First Name(s):

Primary Phone: Emergency Phone:

Primary Address: Family Email Address:

Information Correct? Make sure your information is current: [Update Family Record](#)

Step 2: Select Enrollment Term

Term*:

Step 3: Add Students Total Students (0)

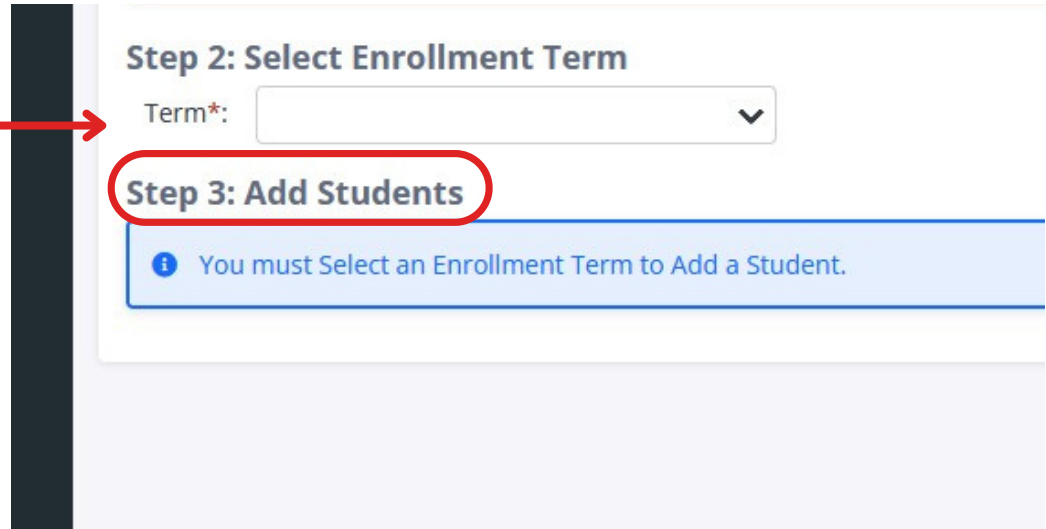
You must Select an Enrollment Term to Add a Student.

5. From the drop down menu, select 2023-2024 for term.

Your Family details will be in all the boxes below

6. 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



Step 2: Select Enrollment Term

Term*: ▼

Step 3: Add Students

You must Select an Enrollment Term to Add a Student.

- 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