

Create a Marriage Sacrament Record - Diocese of Sioux Falls

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Catholic Diocese of Sioux Falls



Family Suite

Create a Marriage Sacrament Record

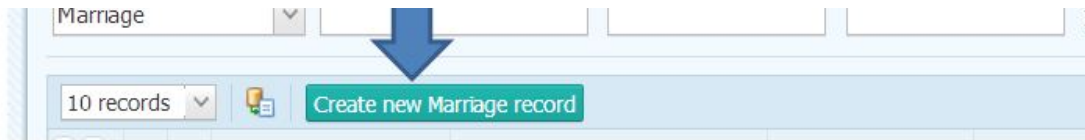
A marriage sacrament record is between two members in your database. However, only ONE sacrament record need be created.

Sacrament records are linked to members but are independent of the Member screen. Be sure the members exist in your Parish database and verify the Member Status field.

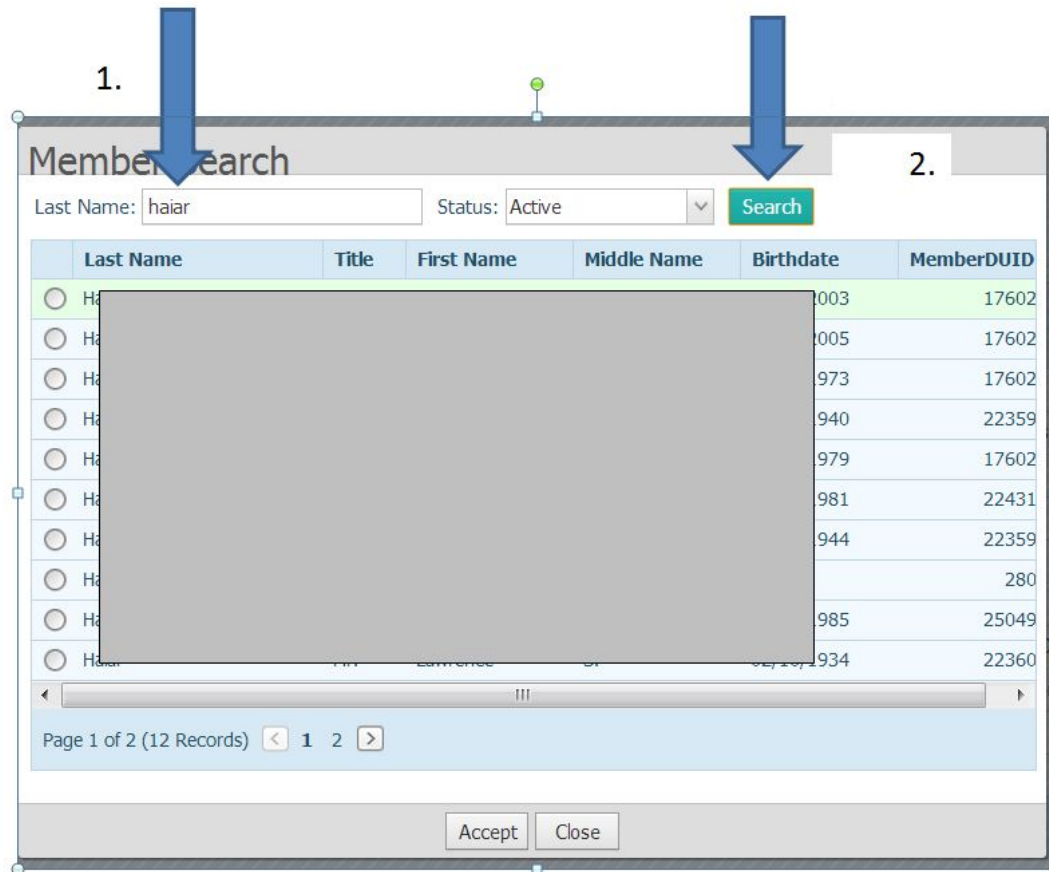
1. Click on Family Directory
2. Click on Sacraments
3. Click on Marriage
4. Click on Search

This lists ALL EXISTING sacramental marriage records by MEMBERS.

1.



1. Click on Button Create new Marriage record.



1. Enter last name of husband on Marriage record that you wish to find. This member record should exist in your database before you add a sacrament record.
2. Verify the Status in the dropdown is Active. The Member Record status must match this dropdown in order to find the Member.
3. Click on the Search button.

Disregard your search results UNTIL you click Search.

1.

The screenshot shows a 'Member Search' window. At the top, there are input fields for 'Last Name' (containing 'haas'), 'Status' (set to 'Active'), and a 'Search' button. Below this is a table with columns: 'Last Name', 'Title', 'First Name', 'Middle Name', 'Birthdate', and 'MemberDUID'. The table contains several rows of data. A large grey rectangular overlay covers the middle portion of the table. A blue arrow labeled '1.' points to a radio button in the left margin of the table. Below the table, there is a pagination bar showing 'Page 1 of 3 (26 Records)' and a '2.' label with a blue arrow pointing to it. At the bottom of the window are 'Accept' and 'Close' buttons.

1. Click the button to the left of the desired record.
2. Click Accept.

The screenshot shows a 'Create Marriage record' form. At the top, there are two blue arrows labeled '1.' and '2.' pointing to the 'Completed' checkbox and the 'Completed On' date field, respectively. The form includes a 'Member DUID' field with the value '844767'. Below this are fields for 'Completed' (checked), 'Completed On' (8/18/2013), 'Prep Year' (2012), 'Parish' (Our Lady Star of The Sea Parish), and 'Celebrant'. A blue arrow labeled '3.' points to a red 'X' icon next to the 'Parish' field. At the bottom, there are 'Show Marriage History' and 'Marital Status' fields, and a 'Canonical' checkbox.

Spouse:

Best Man:

Maid of Honor:

Baptismal Name: Benjamin S. Haas

Date of Baptism:

Faith of Baptism:

Place of Baptism: Cathedral of San Demo

Banns:

Disparity of Cult:

Former Marriage:

Mixed Religion:

Annulment ID:

Date Ended:

Title: Mr.

Registry Vol.:

First Name: Benjamin

Registry Date:

1. Click the box Completed.
2. Enter the Completed On date
3. Click on the three dots to search for your parish.

1.

Organization Search

Organization Group: All City: Brookings

Organization ID: 2. State/Province: sd

Organization Name: Postal Code: 3.

Parish Name	Address	City
<input type="radio"/> Pius XII Newman Center	1321 Eighth Street	Brookings
<input type="radio"/> St Thomas More Parish	1700 8th St S	Brookings

Page 1 of 1 (2 Records) 1

1. Be sure Organization Group is set to All. Enter a City.
2. Enter a State

2. Enter a State.
 3. Click Search.
 4. Click the button next to the desired Parish.
- Searching by the City and State will yield the best results. Entering the Parish name such as St Mary yields ALL St Mary churches in the database. In addition, formatting and punctuation may vary and make it difficult to locate by name.

The screenshot shows a web form titled "Create Marriage record for M. Benjamin G. Haas". The form includes several fields and checkboxes. A blue arrow labeled "1." points to the "Marital Status" dropdown menu, which is currently set to "Married". Another blue arrow labeled "2." points to the "Spouse" field, which has a person icon and a plus sign next to it. A third blue arrow labeled "3." points to the "Add" button at the bottom of the form. Other visible fields include "Completed" (checked), "Completed On" (calendar icon), "Prep Year" (calendar icon), "Parish" (dropdown menu showing "Our Lady Star of The Sea Parish"), "Celebrant" (dropdown menu), "Member DUID: 844767", "Baptismal Name: Benjamin S. Haas", "Date of Baptism" (calendar icon), "Faith of Baptism" (dropdown menu), "Place of Baptism: Cathedral of San Demo", "Title: Mr.", "Registry Vol.", "Registry Date", and various checkboxes like "Canonical", "Banns", "Disparity of Cult", "Former Marriage", and "Mixed Religion".

1. Enter Marriage Status of Married.
2. Click on Person and Plus sign icon to search for the spouse record. DO NOT TYPE IN A SPOUSE NAME.
3. Click Add.

The screenshot shows a "Member Search" form. A blue arrow labeled "1." points to the "Last Name" input field, which contains the text "haiar". Another blue arrow labeled "2." points to the "Search" button. Other visible fields include "Status: Active" (dropdown menu) and a "Search" button.

	Last Name	Title	First Name	Middle Name	Birthdate	MemberDUID
<input type="radio"/>	Ha				003	17602
<input type="radio"/>	Ha				005	17602
<input type="radio"/>	Ha				973	17602
<input type="radio"/>	Ha				940	22359
<input type="radio"/>	Ha				979	17602
<input type="radio"/>	Ha				981	22431
<input type="radio"/>	Ha				944	22359
<input type="radio"/>	Ha					280
<input type="radio"/>	Ha				985	25049
<input type="radio"/>	Ha				934	22360

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Accept Close



1. Enter last name of the wife on Marriage record that you wish to find. This member record should exist in your database before you add a sacrament record.
2. Verify the Status in the dropdown is Active. The Member Record status must match this dropdown in order to find the Member.
3. Click on the Search button.
4. Click on the button next to the spouse you wish to link to this marriage record.


Disregard your search results UNTIL you click Search.


DUID: 844767

[Age History](#)

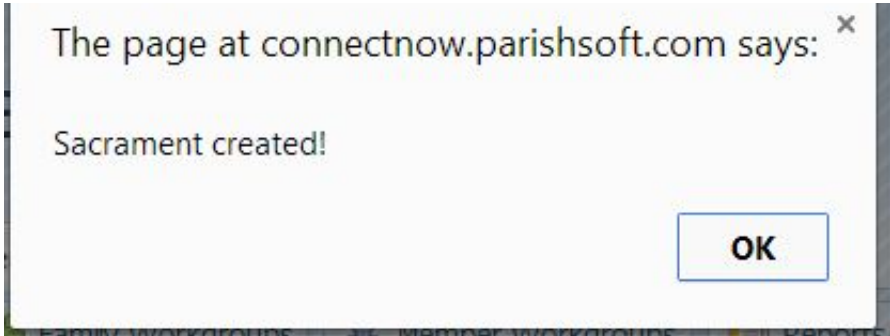
Status:

Spouse:  



Spouse 2: 

Spouse 3: 

If a spouse is correctly linked on the Marriage record, you will see a Person and Delete icon to remove from this Marriage Sacrament record.



A Sacrament Created message will appear when the Add button was clicked. Click Close on the Member Search Screen.

1.  2. 

Completed On	Last Name	Maiden Name	First Name	Age	Parish Info
10/12/2013	Haas		Deborah	55	St Aidan Parish
10/12/2013	Haas		Craig	62	St Aidan Parish

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1. After a marriage record is completed, it appears in your list on the Sacraments tab. You will see each MEMBER listed. While it appears to be two sacrament records, note the Completed On date is the same.
 2. Note each member is listed.

1. 

Marriage record for Julie M. Haas (2523021)

No Picture Available

Member DUID: 850024

Completed: Yes
 Completed On: Sun Aug 18 2013
 Prep Year: 2012
 Parish: Our Lady Star of The Sea Parish
 Celebrant:

[Show Marriage History](#)

Marital Status: Unknown
 Spouse: Mr. Benjamin S. Haas

Canonical: No
 Banns: No

Best Man:	Disparity of Cult: No
Maid of Honor:	Former Marriage: No
Baptismal Name: Benjamin S. Haas	Mixed Religion: No
Date of Baptism:	Annulment ID:
Fath of Baptism:	Date Ended:
Place of Baptism: Cathedral of San Demo	
Title: Mr.	Registry Vol.:
First Name: Benjamin	Parish: Dana

[Edit Details](#)
[Close](#)

1. You may verify the Marriage Record Id number (2523021) is the same for the husband and wife. One Marriage record linking both members. Update information as needed.

Be sure to change the Members' Last Name if appropriate and populate the Maiden Name on the Edit Member Detail screen.

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Our mailing address is:
 Catholic Diocese of Sioux Falls
 523 N Duluth Ave
 Sioux Falls, SD 57104

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