

## [Test] ParishSOFT Newsletter - Register a Family

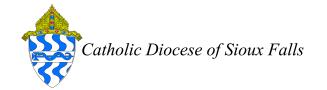
1 message

Catholic Diocese of Sioux Falls - Carla Haiar <chaiar@sfcatholic.org>
Reply-To: us7-d75c814320-1fccd3c0fe@inbound.mailchimp.com
To: "<< Test First Name >> << Test Last Name >> " <chaiar@sfcatholic.org>

Mon, Oct 7, 2013 at 3:00 PM

Diocese of Sioux Falls is utilizing ParishSOFT for parish management. This new sletter will be sent periodically to assist in your transition. Please encourage other ParishSOFT Users in your organization to subscribe. Thank you! Carla Haiar

View this email in your browser



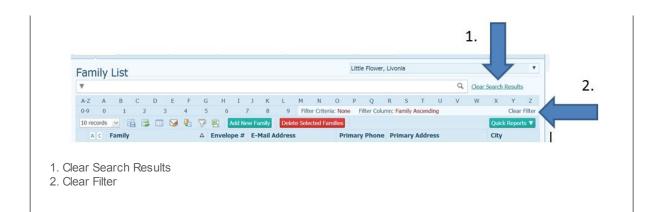


Family Suite

## Register a New Family

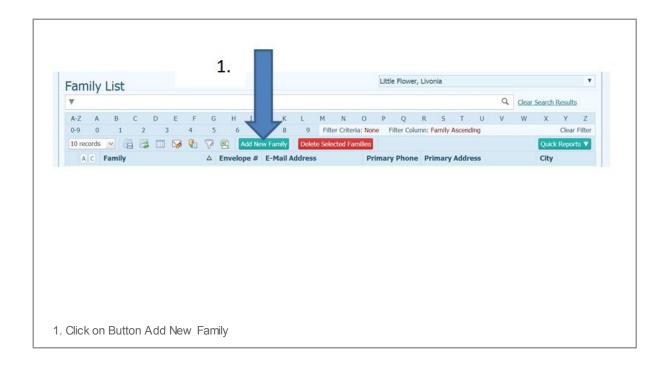
Registering a family to your parish involves searching the database and moving them to your parish as Registered.

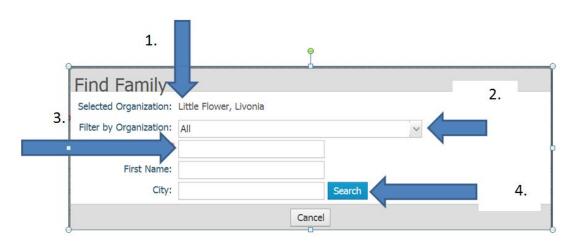
Search for the family in your database first.



If the family is found but not registered to your parish, click on the family record to Edit Details and check the box labeled Registered. This will move the family to your parish.

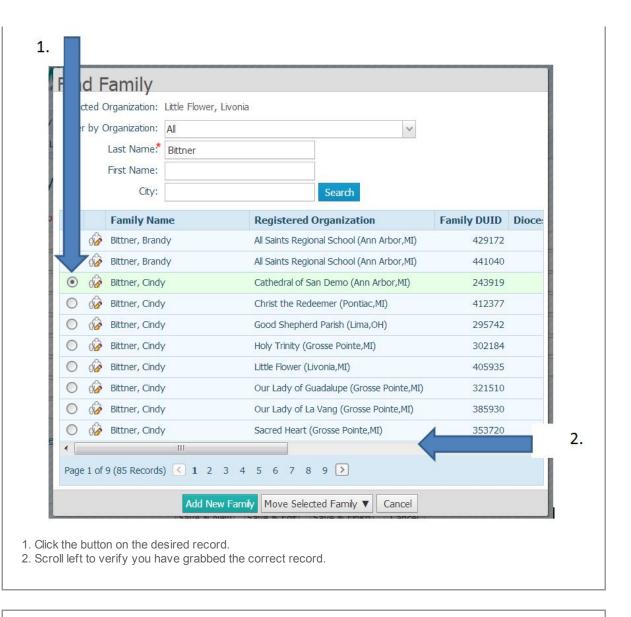
Continue if the family isn't found in your database.

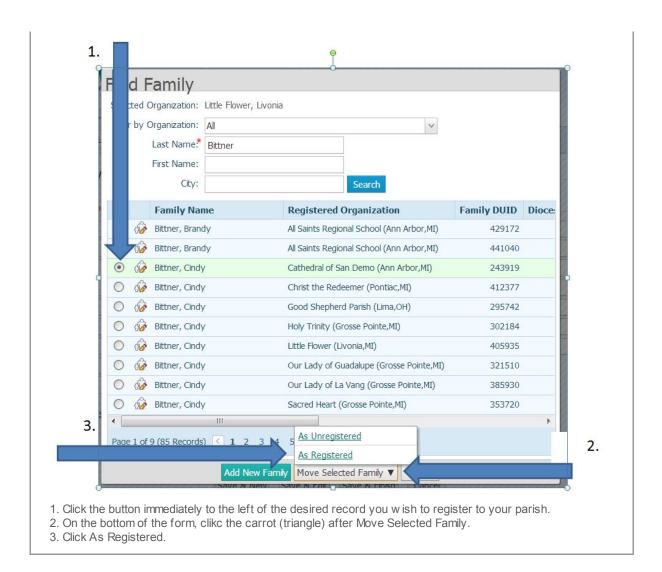


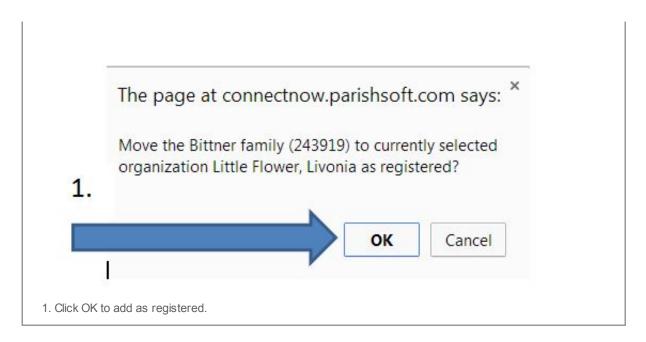


- This lists the Parish you are registering a family to. If you are managing mulitple parishes be sure this is the correct parish you w ish to w ork w ith.
   Do NOT filter on Organization, keep this set of ALL
- 3. Enter the Last Name
- 4. Click Search

Please keep your search as broad as possible.







Family will be moved to your parish as REGISTERED and will be UNREGISTERED from previous parish.

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## Our mailing address is:

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