[Test] ParishSOFT Newsletter - Register a Family

1 message

Catholic Diocese of Sioux Falls - Carla Haiar <chaiar@sfcatholic.org>   Mon, Oct 7, 2013 at 3:00 PM
Reply-To: us7-d75c814320-1fccd3c0fe@inbound.mailchimp.com
To: "<< Test First Name >> << Test Last Name >>" <chaiar@sfcatholic.org>

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

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Catholic Diocese of Sioux Falls

ConnectNow — Family Suite
POWERED BY PARISHSOFT

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.

1. Clear Search Results
2. Clear Filter

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.

1. Click on Button Add New Family

1.

Find Family

Selected Organization: Little Flower, Livonia

3. Filter by Organization: All

2.

First Name:

City: Search **4.**

Cancel

1. This lists the Parish you are registering a family to. If you are managing mulitple parishes be sure this is the correct parish you wish to work with.
2. Do NOT filter on Organization, keep this set ot ALL
3. Enter the Last Name
4. Click Search

Please keep your search as broad as possible.

1.

Find Family

Selected Organization: Little Flower, Livonia

Filter by Organization: | All |

Last Name:* | Bittner |

First Name: | |

City: | | [Search]

	Family Name	Registered Organization	Family DUID	Dioces
○	Bittner, Brandy	All Saints Regional School (Ann Arbor,MI)	429172	
○	Bittner, Brandy	All Saints Regional School (Ann Arbor,MI)	441040	
◉	Bittner, Cindy	Cathedral of San Demo (Ann Arbor,MI)	243919	
○	Bittner, Cindy	Christ the Redeemer (Pontiac,MI)	412377	
○	Bittner, Cindy	Good Shepherd Parish (Lima,OH)	295742	
○	Bittner, Cindy	Holy Trinity (Grosse Pointe,MI)	302184	
○	Bittner, Cindy	Little Flower (Livonia,MI)	405935	
○	Bittner, Cindy	Our Lady of Guadalupe (Grosse Pointe,MI)	321510	
○	Bittner, Cindy	Our Lady of La Vang (Grosse Pointe,MI)	385930	
○	Bittner, Cindy	Sacred Heart (Grosse Pointe,MI)	353720	

2.

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[Add New Family] [Move Selected Family ▼] [Cancel]

1. Click the button on the desired record.
2. Scroll left to verify you have grabbed the correct record.

1.

Find Family

Selected Organization: Little Flower, Livonia

by Organization: All

Last Name:* Bittner

First Name:

City: [   ] Search

	Family Name	Registered Organization	Family DUID	Dioce
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3.

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As Unregistered

As Registered

2.

Add New Family   Move Selected Family ▼

Save & New   Save & Edit   Save & Finish   Cancel

1. Click the button immediately to the left of the desired record you wish to register to your parish.
2. On the bottom of the form, clikc the carrot (triangle) after Move Selected Family.
3. Click As Registered.

The page at connectnow.parishsoft.com says:

Move the Bittner family (243919) to currently selected organization Little Flower, Livonia as registered?

1.

OK   Cancel

1. Click OK to add as registered.

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

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

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