

# Your Own Parish Records At

Your Fingertips!

Church of the Redeemer has a system, called "My Own Church" for updating your family information! This is a NEW dynamic resource for all parishioners allowing you to access and update all of your own family information, register for classes, financial giving history, tax statements and more! This system will allow you to see your household's data. It is very

- Register online to enroll any family member in an open faith formation class
- Volunteer for ministries
- Manage ministry scheduling and service preferences
- See envelope and online giving history

intuitive and user- friendly so members can:

- Browse the online parish directory to connect with other members
- Update family and member information, add photos, and set privacy preferences
- Access electronic giving statements at year-end or anytime
- Support the accuracy of your parish records and reduce paper

## <u>My Own Church Video Assistance</u>

Check out this video to help set up your account and navigate the system https://vimeo.com/102551875

OR

Pick-up an instruction booklet at the Church office.



### My Own Church

• Accurate records! Whether we're preparing sacramental certificates or getting in touch by phone, mail, or email, having up-to-date information, with properly spelled names for all your family members, helps us serve you better.

- Fewer forms! My Own Church integrates with the other systems we use, so you'll only have to update your information in one place.
- Ministry preferences and schedule! If you serve in ministries, or would like to do so, you can let us know when and where you want to serve, and we'll schedule you accordingly.
- Giving history! View your family giving history anytime you like—no need to ask for a statement. It's all right at your finger tips, but behind a secure login.
- Online registration! When it's time to register for religious ed. classes, you'll be able to fill out and submit the form online.
- Online pictorial directory! Get in touch with other church families, and let them get in touch with you. Privacy settings are available, too.
- With your updated information, we'll be able contact you when we need to so you don't miss anything important.

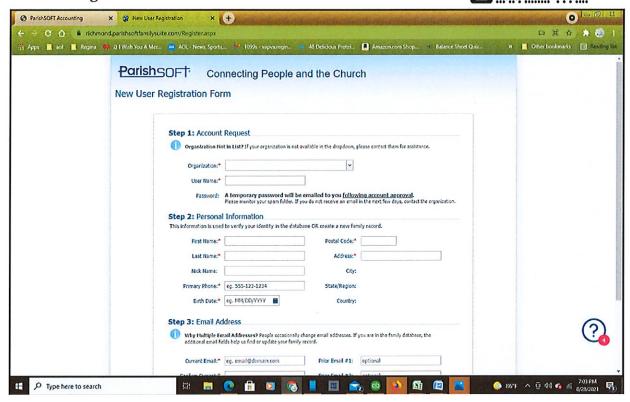
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#### STEP-BY-STEP INSTRUCTIONS ON PARISHSOFT NEW REGISTRATION

Website: New User Registration (parishsoftfamilysuite.com)

Video Instructions: https://vimeo.com/102551875

#### New User Registration Form



#### STEP 1: Account Request

a) Organization: CHURCH OF THE REDEEMER

b) User Name: CREATE A USERNAME

#### **STEP 2: Personal Information**

a) FIRST NAME (HEAD OF HOUSEHOLD/SPOUSE), CURRENT ADDRESS, PHONE NUMBER, BIRTH DATE

STEP 3: Enter your E-MAIL ADDRESS

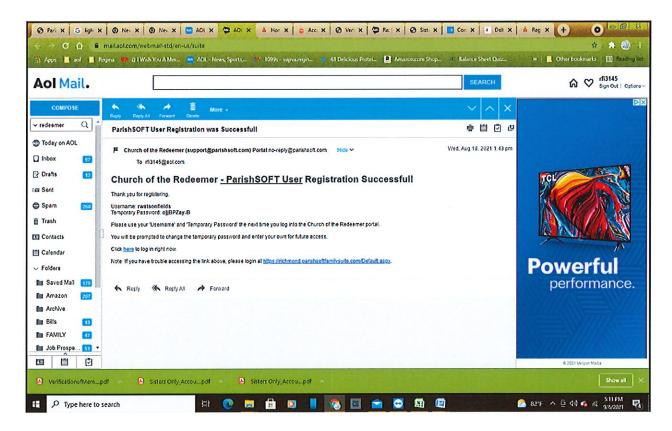
#### STEP 4: Click SUBMIT REGISTRATION

The office will approve your account, and you'll be able to update all of your family information, including names, addresses, phone numbers, email addresses. You'll be able upload your favorite family photo and chose whether you want that photo (or other information) to be visible to other members who've logged in — or you can keep some information private and available only to church administrators.

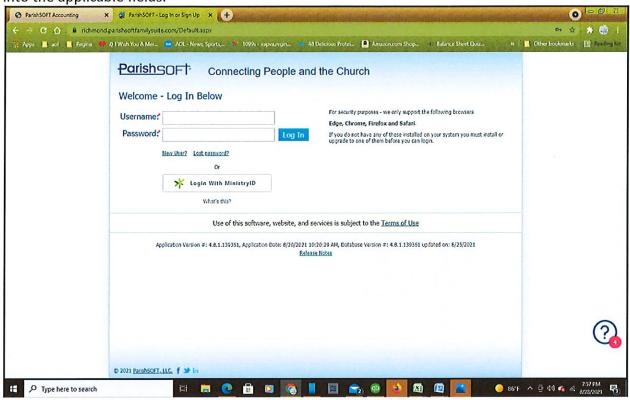
Once you have been approved, you will receive an email inviting you to log on and see your My Own Church account. The email address you supplied should receive an email within 1-3 business days with a temporary password from the following email address: Church of the Redeemer <support@parishsoft.com>.

Please check your spam folders. If you do not receive an email within 1-3 business days, please call the church office at (804) 746-4911 or email rwatson-fields@churchredeemer.org

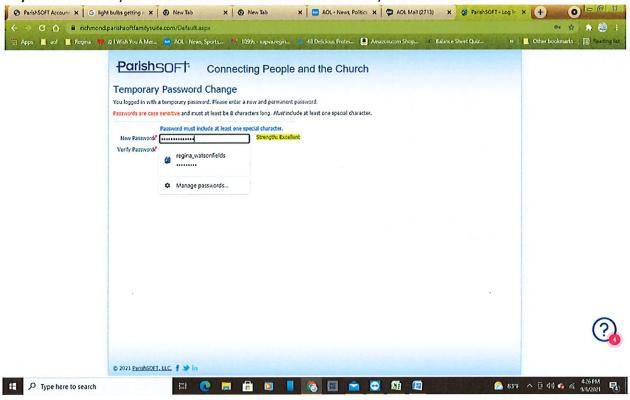
Step 5: You will receive an e-mail that looks similar to below telling you your ParishSOFT User Registration was Successful! It will contain the user name you choose and a temporary password. It it give you the link the log-in into ParishSOFT.



**Step 6:** At the login screen below, enter the username and temporary password from the email into the applicable fields.



Step 6: It will ask you to create a New Password and verify it a second time



Step 7: It will ask you to "Accept Cookies", click Yes. ParishSOFT Account: X | G light bulbs getting | X | New Tab X | O New Tab X AOL-News, Politics X AOL Mail (2713) X @ Parish SOFT-Log X + → G 👔 🛍 richmond.parishsoftfamilysuite.com/Default.aspx O+ 1 : 1 🚇 📆 Apps 📘 sol 📘 Regina 💝 Q I Wish You A Mer.. 💌 ADL - News, Sports... 🥙 1999s - represengirs... 💐 40 Deficious Protes... 🚇 Amazon com Shops... 🔘 Bildote Sheet Quizz... 👊 🖟 🗎 Other bookmarks 🔠 Razdeng in ParishSOFT Connecting People and the Church Welcome - Log In Below For security purposes - we only support the following browsers Username: rwatsonfields Edge, Chrome, Firefox and Safari. Password: New User? Lost easeword? K Login With MinistrylD We use cookies to give you the best possible user experience. Click Allow to continue to our site and allow the use of cookies. To learn more about our cookie policy, click Read. Allow Read Application Version #1 4.8.1.139361, Application Date: 8/20/2021 10:20/29 AM, Database Version #1 4.8.1.139361 updated on: 5, 25/2021 Release Notes © 2021 PanshSCFT, LLC, f M in Type here to search Step 8: It will then ask you to accept the "Terms of Use", click "I Agree". X | O New Tab X AOL-News, Politics X AOL Mail (2713) X AOL Mail (2713) X Parish SOFT - Log In X + G 🛕 🔒 richmond.parishsoftfamilysuite.com/Default.aspx Or 🕁 : 🏚 👶 🖠 » Cther bookmarks @ Peading is 🎢 Apps 📘 aol 📘 Regina 🐫 A I Wish You A Mer... 💌 AOL - News, Sports.. 🚧 1099s – vaprazegin. 🏮 48 Delidious Protei... 📵 Amazonaons Shop... κ Balance Sheet Quiz... Parishsoft Connecting People and the Church Welcome - Log In Below Terms Of Use ParishSOFT LLC TERMS OF USE These Terms of Use are subject to the Software License Agreement between the discess, parish, school, mission or other organization ("Organization") and ParishSOFT LLC ("ParishSOFT"). These Terms of Use apply to everyone who is authorized by the Organization to use ParishSOFT's software product, website, or service (the Software'), including staff, volunteers, visitors, and other designated users. If you have not been properly authorized by the Organization, then please discontinue your use of the Software immediately. To interact with certain features of the Software, you may choose to or may be required to register As part of your eligibility to use the Software, you agree to (a) provide thus, accurate, current and complete information about yourself as prompted on the applicable registration form and (b) maintain and promptly update the information contained on the registration form in order to keep it true, accurate, current and complete. Failure to do so may result in the Organization or ParishSOF1 as spending or terminating your account. By creating a login, you agree that we can store and use your registration information for communicating with you about the Parish SOFT application in providing services to support the application. You are agreeing to the Terms of Use and Privacy Policy. You have the right to revoke your consent to storage and treams logic of this information at any time by containing the Organization for which you are registering. When you complete your organization's registration process, you will receive a username and password. You are responsible for maintaining the confidentiality of the username and password, as well as for all activities that occur under your username and password. You agree to maintain security by ensuring that you ent from your account at the end of each session and by notifying your Organization immediately in the event of any unactive use or other security breach. The Organization and ParishSOFT cannot and will not be liable for any loss or damage arising from your failure to comply with these provisions. By using the Software, you state and guarantee that you are at least 14 years of age, of sound mind, are comparent to enter into a legally binding agreement, and have authorly to bind yourself or the person or entity you represent if praceful and or guardians with to have family members under the age of 14 use the Software, they must create an ecount first, and there and family members to their family account profits. All features of this Software, whether they may be accessed with monetary charge or not, are subject to and shall be strictly governed by these Terms of Use. By using the features of the Software, you agree to be bound by these Terms of Use.

Step 9: Click on "My Family" tab.

Type here to search

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Step 10: Click on "Family Detail" and Edit Details to make any needed changes or updates.

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I Agree | I Do Not Agree |

#### Here are a few things we think you're going to love about My Own Church:

- Accurate records! Whether we're preparing sacramental certificates or getting in touch by phone, mail, or email, having up-to-date information, with properly spelled names for all your family members, helps us serve you better.
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