


STEP 2: REGISTER FOR FAITH FORMATION

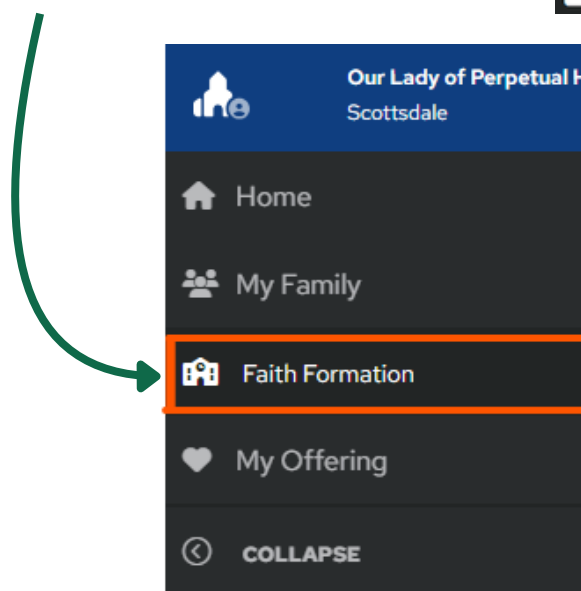
Welcome Back!

You are now ready to register your children for the Catechesis of the Good Shepherd (CGS)



INSTRUCTIONS

1. Log in to your **My Own Church** account here: phoenix.parishsoftfamilysuite.com
2. Click on the **Faith Formation** tab with the school  icon in the left navigation bar.



Note: If you are using a mobile phone, you will need to click the **Full Site** button at the bottom of the screen in order to see the **Faith Formation** tab.

3. Review Current Family Details:

If there is any information that must be updated it will be highlighted. You can make any necessary changes by clicking the **Update Family Record** button.

1. Review Current Family Details

First Name
Gomez

Last Name
Addams

Primary Phone

 [Update Family Record](#)

Emergency Phone

 [Update Family Record](#)

Primary Address

00001 Cemetary Ln,
Saline, MI, USA, 48176

Family Email

addamsfamily@gmail.com

 Information Correct? Make sure your information is current:

[Update Family Record](#)

4. For **Enrollment Term**, select **2025-2026 CGS**.

2. Select Enrollment Term

Term	Start Date	End Date
2020-2021	08/01/2020	07/31/2021
2024-2025	08/01/2024	03/31/2025
2024 VBS	06/20/2024	07/31/2024

Total Students: 0

5. **Add Students:** When you click the **Add Students** button the registration form pops up.

- Fill in the registration form by selecting the correct information from each drop-down box and be sure to fill in **Special Learning Needs** and **Health or Medical Needs**, if applicable.

The screenshot shows the registration interface. On the left, under '3. Add Students', the 'Add Student' button is highlighted with an orange arrow. A modal form titled 'Student' is open, containing the following sections:

- Student Information:** Includes a 'Student' dropdown menu and a 'Grade' dropdown menu.
- Special Learning Needs:** A text input field.
- Health or Medical Needs (include any allergies):** A text input field.
- Session Preferences:** Includes a note: 'How Do session Preferences Work? Select session preferences using the dropdowns below. We do our best to accommodate requests, but unfortunately we cannot guarantee placement.' Below this are three choice fields: '1st Choice', '2nd Choice', and '3rd Choice'.
- Buttons:** 'Cancel' and 'Save Student' buttons at the bottom right.

The background form shows '1. Review Current Family Details' with fields for First Name (Gomez), Last Name (Addams), Primary Address (00001 Cemetery Ln, Saline, MI, USA, 48176), and Family Email (addamsfamily@gmail.com). It also shows '2. Select Enrollment Term' with '2024-2025' selected and dates '08/01'.

Note: Be sure to select 1st, 2nd, and 3rd choices as they are available to ensure a class time that works best for your family.

- Click the **Save Student** button

6. Now you will see your student and the class selections you made appear under **Add Students**. If you need to add additional students, repeat step 5.


7. Verify the information is correct and click **Submit Registration**.

8. After you click **Submit Registration**, you will receive a confirmation screen.
- The screen will confirm your information and let you know to expect an email.

Your Online Registration submission for the following was submitted successfully. You will receive an email receipt at your Family Email Address:

You may receive an email when students are placed in a class. **Please monitor your spam folder!**

We do our best to accommodate requests, but unfortunately we cannot guarantee placement.

 Print this Page

Back to Home

06/25/2024 04:58 PM

Addams, Gomez

Term: 2024-2025

Students Registered: 2

Pugsly Addams

Special Learning Needs: None provided.

Health or Medical Needs: None provided.

Grade: 2

Class 1st Choice: Sunday

Class 2nd Choice: Tuesday

Class 3rd Choice: None selected.

Wednesday Addams

Special Learning Needs: None provided.

Health or Medical Needs: None provided.

Grade: 4

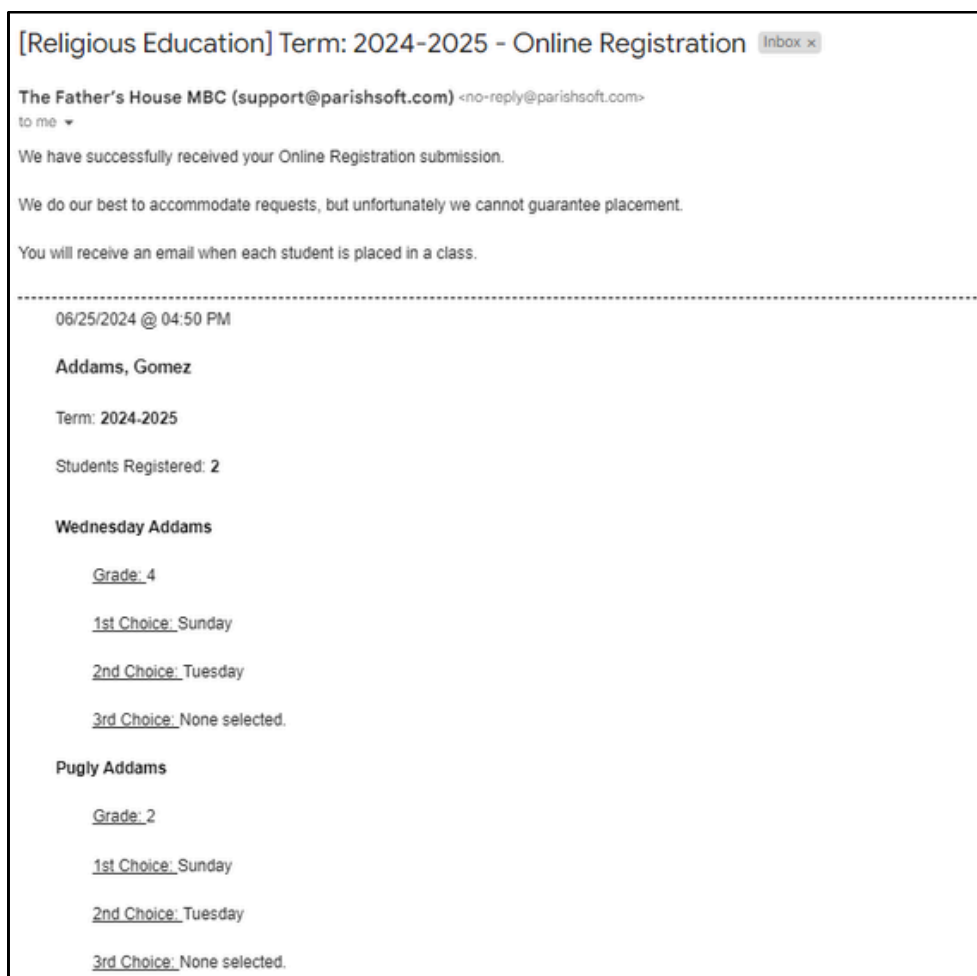
Class 1st Choice: Sunday

Class 2nd Choice: Tuesday

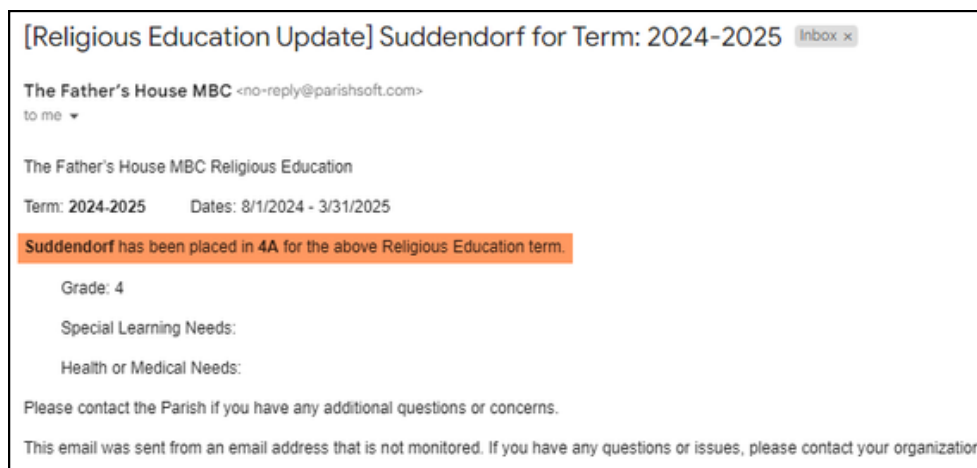
Class 3rd Choice: None selected.

9. Expect two emails (depending on your email service provider, the email may take up to 24 hours).

- One email letting you know the student registration has been received:



- The second email you will receive in **about one week** to confirm registration placement or to ask you to make another choice if your selected class is full.



Are you ready to begin?

Visit phoenix.parishsoftfamilysuite.com to register for classes now.