



ParishStaQ™

Profile Activation Guide



LEONARD CATHOLIC CHURCH & SCHOOL

Worship • Formation • Community

Table of Contents



- [About ParishStaQ](#)
- [Activate Your Account](#)
- [Review Your Profile](#)
- [Privacy Settings](#)
- [Communication settings](#)
- [Add a Photo To Your Profile \(optional\)](#)
- [Download Our Parish App](#)



What is ParishStaq?



Overview

ParishStaq is a digital system that includes our parishioner database, online giving (powered by Pushpay), ministry scheduling, registrations, communications and more. We are excited for how this system will enhance our operations and empower our faith community in the process of living our mission.

This Guide

This guide is for helping registered parishioners (as of September 1, 2026) activate their accounts. More information will be distributed as new features are available.

Where Can I Find More Information?

Visit stleonards.org/parishstaq for pertinent links and more information about ParishStaq's capabilities.



What is ParishStaq?



Who Will Receive a ParishStaq Profile?

Each adult in a registered household will receive an activation email, provided that we have an email address on file for you. No child will receive an activation email.

What Steps Do I Need To Complete?

We are asking parishioners to complete the activation of their profiles at minimum. This includes setting a username and password. These steps are on pages 5-6.

Am I Required To Log-in To My Account?

While it is not a requirement, accessing your account will help you keep all of your involvement at St. Leonard streamlined and up-to-date.

For those who do not have access to a computer or the internet, we will assist you with reviewing your household information, registering for events, etc. Please call or visit the Parish Office for any of these needs.

Activate Your Account



For registered parishioners as of September 11, 2026

1. You will receive an activation email (pictured below) on Tuesday, September 15, 2026.

From: stleonardmuskego@ccbchurch.com

To: *The email address that we have on file for you*

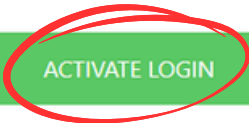
Subject: New Login Created

2. Click the “activate login” button to set up your password.

New Login Created

A new login was created for you with the following username:

sample@sampleemail.com

A red hand-drawn oval highlights the green button.

ACTIVATE LOGIN

This message is from St. Leonard Catholic Church- Muskego, WI. St. Leonard Catholic Church- Muskego, WI treats your personal information with the utmost care. To report misuse related to this email, please contact our office at (262) 679-1773.

[Unsubscribe or change your preferences for receiving emails like this one.](#)



Activate Your Account



- 3. You will be taken to the page pictured above. The username box will automatically be filled with your email address.
- 4. Enter a password in the password box and click “submit.” Keep your new username and password in a safe place.
- 5. Once completed, you will be taken to the log-in page for St. Leonard’s ParishStaq portal (pictured below).



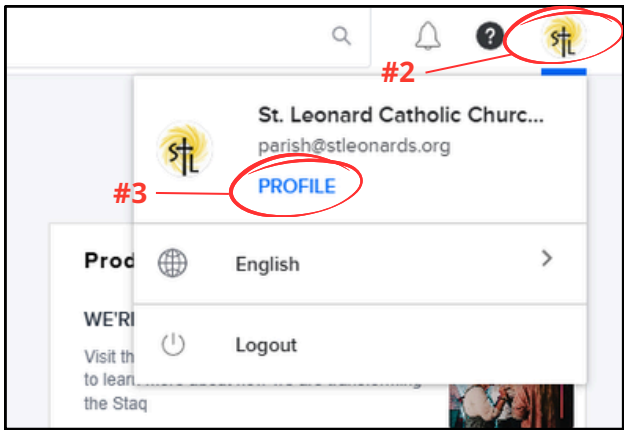
Recommendations



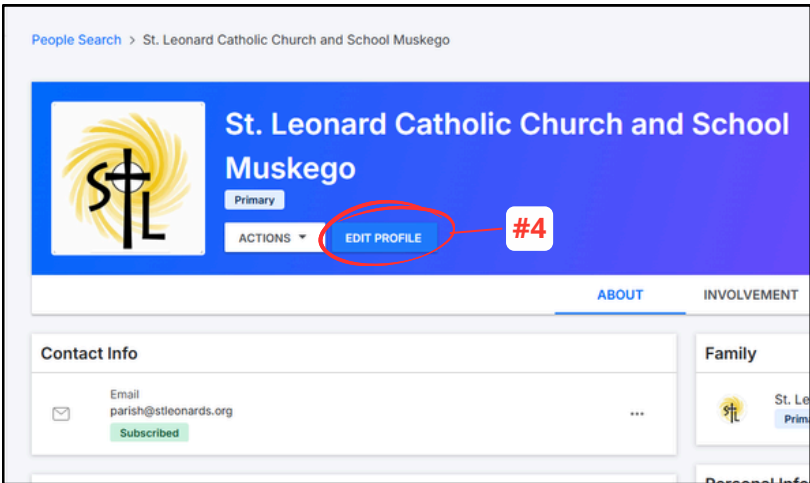
Bookmark stleonardmuskego.ccbchurch.com to easily find it later.

Use this information to sign in on our parish app, a mobile-friendly way to access ParishStaq. See more on [page 11](#).

Review Your Profile



- 1. Log into your account
- 2. Click the circle with your initials or profile photo in the top-right corner
- 3. Click “profile” in the menu that appears
- 4. When your profile page loads, click the blue “edit profile” button (see below)
- 5. Read through the information in the box that appears and make any needed changes.



Privacy Settings



1. Go to your profile
2. Click the white “actions” button
3. Click “privacy” from the menu that appears
4. Select which information you would like visible, and to whom it will be visible to.
 - Everyone = Anyone with a profile in St. Leonard’s ParishStag
 - Group Members = Anyone in a group that you participate in at St. Leonard (e.g. Bible study, committee, etc.)
 - Church Leadership Only = St. Leonard staff
5. Click the blue “apply” button in the top-right corner to save.

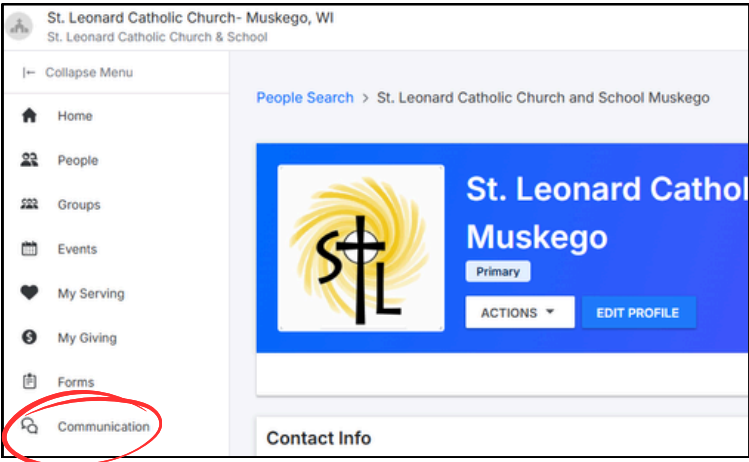
People Search > St. Leonard Cath... > Privacy Default Settings

Privacy Default Settings #5 [Apply](#)

Personal Information	Everyone Any Profile Within Your Church	Groups Members Groups I Am A Part Of	Church Leadership Only Admin Permissions Only
☐ Only Allow Church Leadership To View Profile Information (Unlisted)			
Mobile Phone Number	☐	☒	☐
Home Phone Number	☐	☐	☒
Work Phone Number	☐	☐	☒
Address	☐	☐	☒
Email Address	☐	☒	☐
Birthday (Month & Day Only)	☐	☐	☒
Anniversary (Month & Day Only)	☐	☐	☒

All other profile fields are only visible to individuals with appropriate administrative permissions. Examples include: Gender, Marital Status, Emergency Phone, Allergies, and other church defined fields.

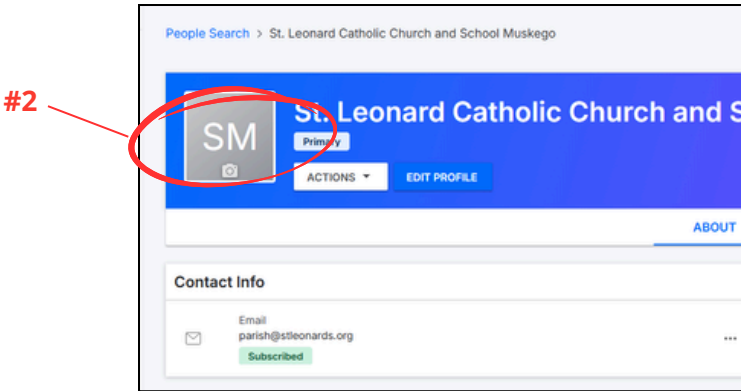
Communication Settings



1. When logged into ParishStaQ, navigate to the menu on the left-hand side and select “communication.”
2. Review and choose how you would like to receive communications from the parish and from groups you are a part of.

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
	Receive group communications like emails from the group leader, event invitations, and information about volunteering and helping those in need.	Participate in online conversations as they happen.	Receive a single email generated by the system for all your groups' activities (events, comments, needs, positions and files) for the week.	Even with a mobile phone number, text messages will only be sent if a carrier is selected. Mobile Carrier Turned off Mobile Phone Standard text messaging rates from your carrier may apply.
Groups I am in	Recommended	Optional	Recommended	Recommended
Our Church	☒	☐	☐	☐
DEMO	☒	☐	☐	☒
Future Group Defaults You can decide what your communication settings will be when you are added to a group in the future.				
Future groups I am added to	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
	Use group default	Use group default	Use group default	Use group default

Adding a Photo (Optional)



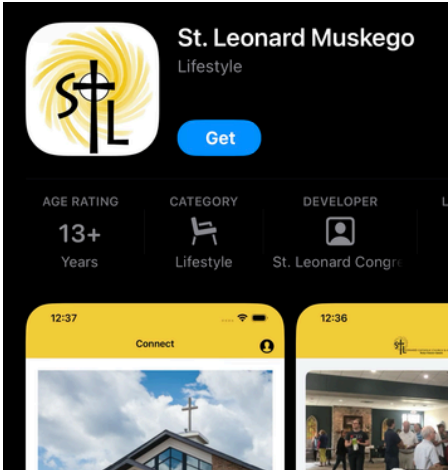
1. Go to your profile
2. Click on the gray box with your initials
3. A box will open on your screen for you to select a photo from your documents. Select the photo you want to use for your profile.
4. A box will appear for you to adjust the photo to fit in a square frame, which is how it will appear on your profile. Click and drag the picture to adjust how it fits in the frame to your liking.
5. Click the blue "add" button in the bottom-right corner of the box.



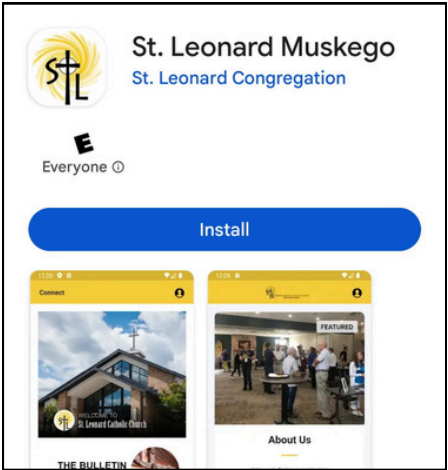
Download Our Parish App



- 1. Go to the App Store (Apple iPhone) or Google Play Store (Samsung Galaxy, Google Pixel, or other Android smart phones).
- 2. Search for “St. Leonard Muskego.”

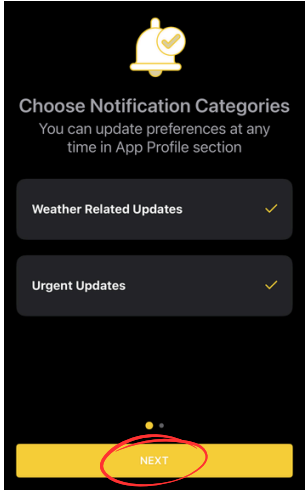
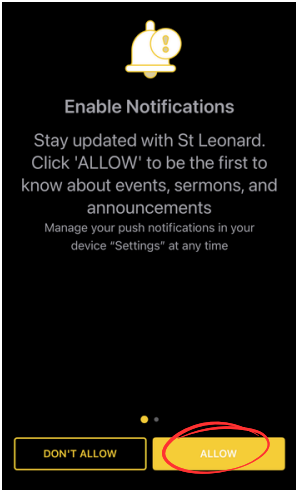


App Store (iPhone)



Google Play Store (Android)

- 3. Select the app called “St. Leonard Muskego” with the logo as the app tile design.
- 4. Select “Get” (iPhone) or “Install” (Android).
- 5. Once the app installs, open the app.
- 6. You will be asked if you want to enable notifications. We recommend choosing “allow.” You can change this later.
- 7. The next screen will prompt you to choose which notifications you would like. We recommend leaving both selected.

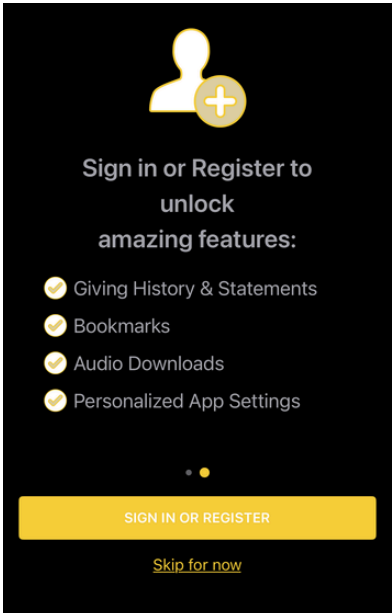


Download Our Parish App



8. The next screen will ask if you would like to sign in. We recommend signing in so that you can access your profile, groups, events and more.

Sign in using the same username and password that you used to activate your account.







For questions, call the
Parish Office at 262-679-1773

More information available at
stleonards.org/parishstaq