

## **Step 2: Guide for Religious Ed Online Registration 2018-19**

Welcome to STEP 2: The Guide for Religious Education Online Registration 2018-19.

**You must complete Step 1: Create your online Connect Now Account and receive your temporary password before you begin the Religious Education Online Registration process.**

**(Refer to Step 1: Guide for My Own Church Registration 2018-19)**

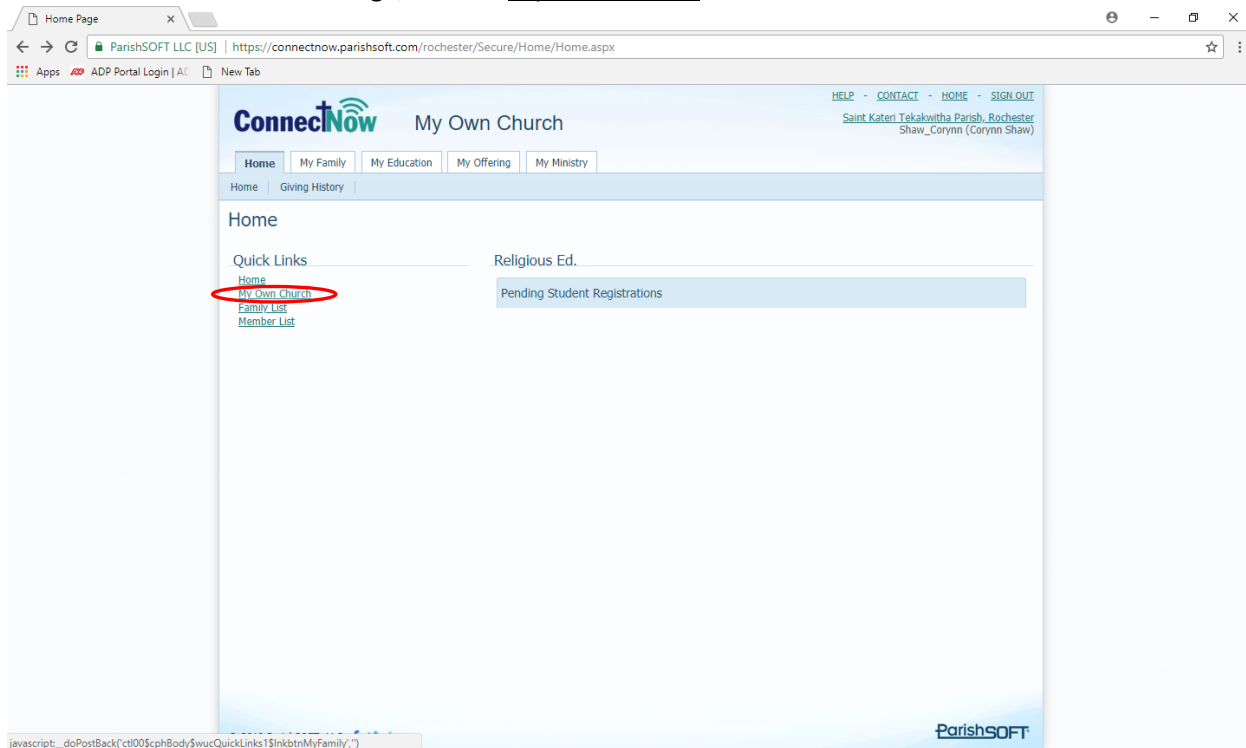
After you have completed Step 1, copy and paste this link into your Chrome Browser.



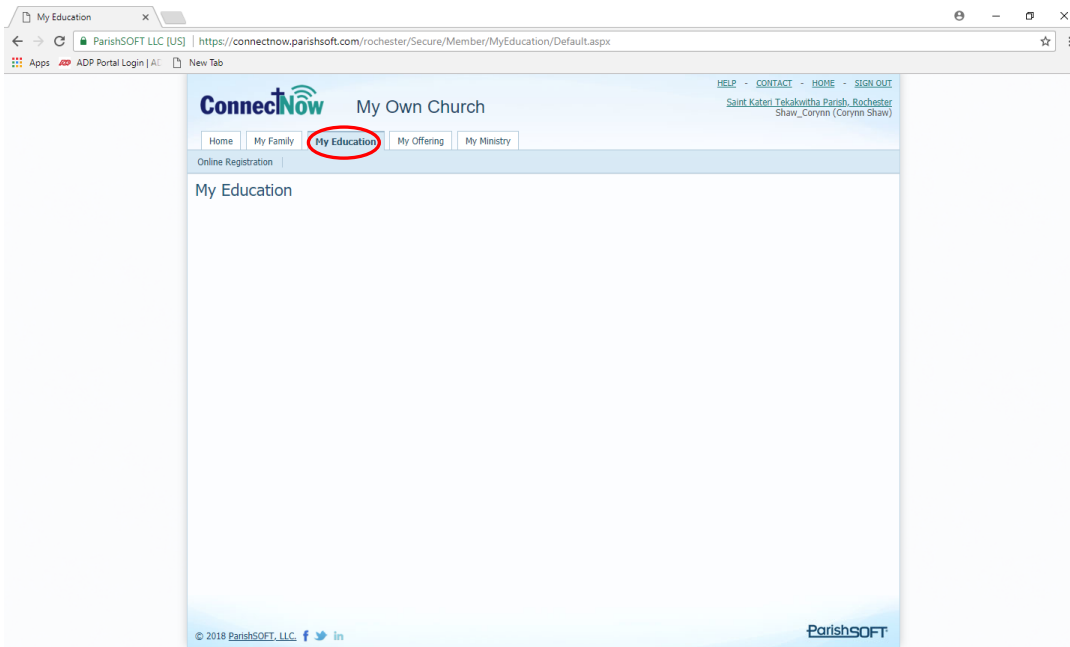
<https://rochester.parishsoftfamilysuite.com/>

Using the Username and Password that you created when you registered for My Own Church, you are now ready to begin the online registration process for Religious Education:

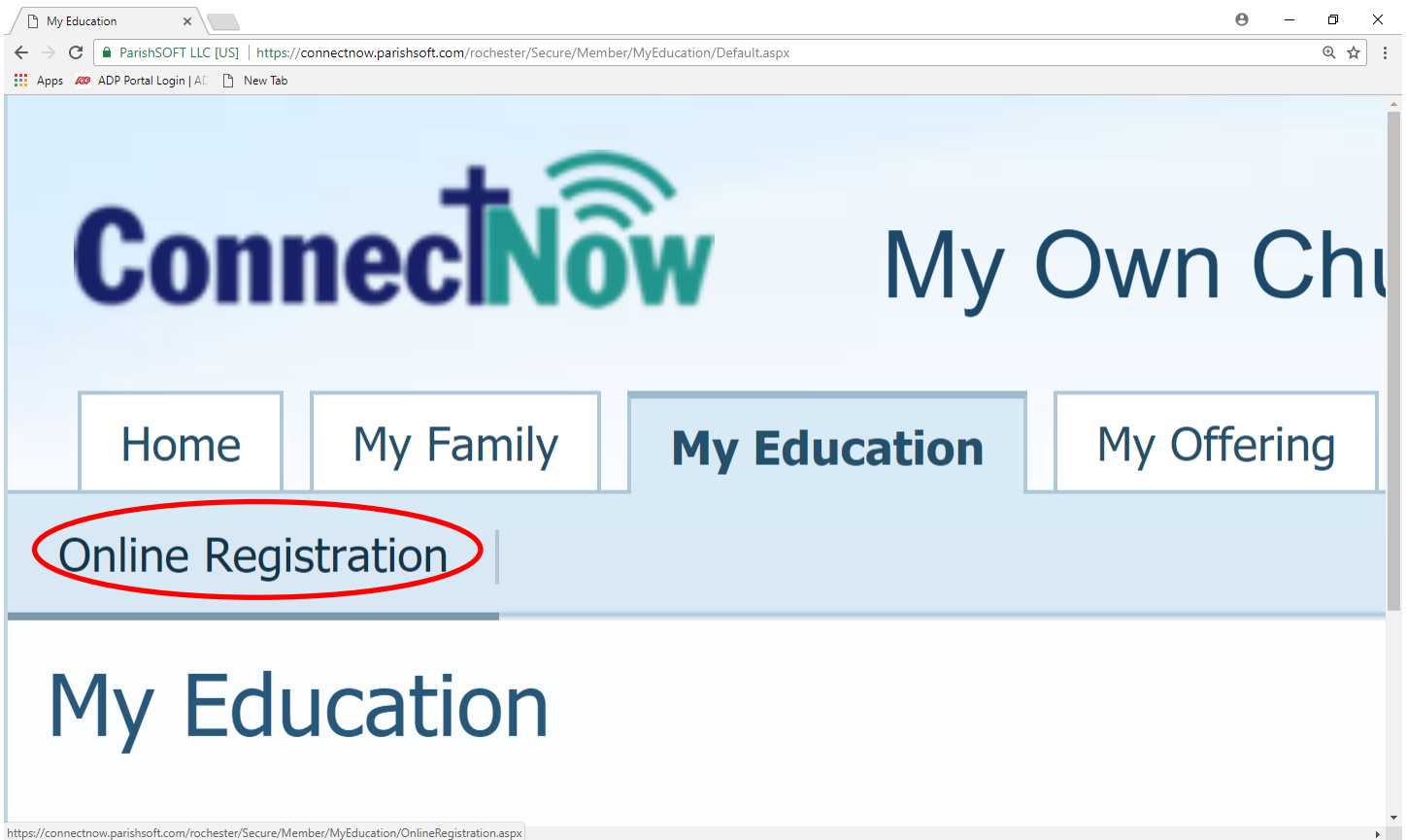
On the Connect Now Home Page, click on My Own Church under *Quick Links*:



After clicking on My Own Church click on the My Education tab at the top of the screen to access the education information and Online Registration.



Under the My Education tab is a link to the Online Registration Form.



Click on Online Registration then complete Steps 1, 2 and 3:

Registration

Parishsoft Video Help: X +

help.parishsoft.com/video/help/my-own-church/submitting-online-registrations.htm

ConnectNow POWERED BY PARISHSOFT

My Own Church

HELP - CONTACT - HOME - SIGN OUT

Our Lady of La Vang, Grosse Pointe User12 (Kimberly Spindler)

Home My Family My Education My Offering My Ministry

Online Registration

Online Registration

**Step 1: Review Current Family Details**

Last Name: **Spindler** First Name(s): **Ray and Kim**

Primary Phone: 555-2222 Emergency Phone: 555-3333

Primary Address: 5046 Planet Ave, Ann Arbor, MI, USA, 48108 Family Email Address: [Update Family Record](#)

**Information Correct?** Make sure your information is current: [Update Family Record](#)

**Step 2: Select Enrollment Term**

Term\*:

**Step 3: Add Students** Total Students (0)

You must Select an Enrollment Term to Add a Student.

**Step 1:** This is where you'll review your current family details.

**If you do not have a Family Email Address listed for your family, you won't be able to submit an online Registration form.** Click the fields with any links that have a yellow triangle and update your information before you continue on to Step 2.

**Step 2:** Select the Enrollment Term. Be sure to select the 2018-2019 enrollment term.

**Step 3:** Add Students: If you have more than one child, you will need to add each of your children separately. In the window that opens, you can select one of your children from the drop down menu.

Parishsoft Video Help: X +

help.parishsoft.com/video/help/my-own-church/submitting-online-registrations.htm

ParishSOFT LLC (US) | https://connectnow.parishsoft.com/SandBox/Secure/Member/MyEducation/OnlineRegistration.aspx

ConnectNow POWERED BY PARISHSOFT

My Own Church

HELP - CONTACT - HOME - SIGN OUT

Our Lady of La Vang, Grosse Pointe User12 (Kimberly Spindler)

Home My Family My Education My Offering My Ministry

Online Registration

Online Registration

**Student**

**Student Information**

Student\*:

Grade\*:

Special Learning:

Health or Medical Needs (include any allergies):

**Class Preferences**

**How Do Class Preferences Work?** Select class preferences using the dropdowns below. We do our best to accommodate requests, but unfortunately we cannot guarantee placement.

1st Choice\*:

2nd Choice\*:

3rd Choice\*:

Next enter your child's Grade and then if needed, add any Special Learning Needs and/or any Health or Medical Needs.

The last step is to enter your Class Preferences:

Contrary to what the screen says, WE CAN AND WILL ACCOMMODATE ALL REQUESTS REGARDING YOUR PREFERENCES FOR THE INTERGENERATIONAL SESSIONS: Sundays 12:30 - 2:30 PM OR Mondays 5:30 -7:30 PM

The screenshot shows a web browser window with the URL [help.parishsoft.com/video/help/my-own-church/submitting-online-registrations.htm](http://help.parishsoft.com/video/help/my-own-church/submitting-online-registrations.htm). The form is titled "Class Preferences" and includes a yellow informational box that reads: "How Do Class Preferences Work? Select class preferences using the dropdowns below. We do our best to accommodate requests, but unfortunately we cannot guarantee placement." The form has three choice fields: "1st Choice\*", "2nd Choice", and "3rd Choice". The "1st Choice" dropdown is set to "Grade 1 - Afternoon". The "2nd Choice" dropdown is open, showing a table of options. The "3rd Choice" dropdown is empty. The table for the 2nd choice is as follows:

Class Name	Grade(s)
Grade 1 - Afternoon	1
Grade 1 - Evening	1

The background of the form shows other registration steps: "Step 2: Select Term" and "Step 3: Add Student". The Parishsoft logo is visible in the bottom right corner of the form area.

**1<sup>st</sup> Choice will be:** The Religious Education Class (Required for all Non-Catholic School Students)

**2<sup>nd</sup> Choice will be:** Sacramental Preparation Class, if applicable. (for example: Grade 2: Will register for First Reconciliation/First Communion –*given that they have completed Grade 1 in Religious Ed or Catholic School.* Grade 8 will register for Confirmation Year 1- *given that they have completed Grades 3 – 7 in Religious Ed or Catholic School* and Grade 9 will register for Confirmation Year 2, given that they have already completed preparation for Confirmation Year 1)

**3<sup>rd</sup> Choice is optional for:** VBS or VBS volunteer

When have finished selecting classes for your child, click on the **SAVE STUDENT** button at the bottom of the window.

This will return you to the online registration form for you to review.

You can change the student information by clicking on **EDIT STUDENT**.

To register the rest of your children, click on the **ADD STUDENT** button then follow the same steps you used to register your first child.

Once you have registered all of your children click on the **SUBMIT REGISTRATION** button at the bottom of the page.

Parishsoft Video Help: 1 x + -

help.parishsoft.com/video/help/my-own-church/submitting-online-registrations.htm

Step 3: Add Students

**+ Add Student**

**Brad Spindler** [Edit Student](#) [\[x\] Remove](#)

Birth Date: 10/02/1999 Age: 15 Grade: 1 1st Choice: Grade 1 - Afternoon

**Birth Date Correct?** [Update Member Record](#) 2nd Choice: Grade 1 - Evening

Gender: Male 3rd Choice: None selected.

Special Learning Needs: None provided.

Health or Medical Needs: None provided.

**Submit Registration**

Parishsoft Video Help: 1 x + -

help.parishsoft.com/video/help/my-own-church/submitting-online-registrations.htm

### Online Registration

**Online Registration Submitted!**


Your Online Registration submission for the following was submitted successfully.

You will receive an email receipt at your Family Email Address:

**spindler@parishsoft.com**

You may receive an email when students are placed in a class.

**Please monitor your spam folder!**

 **Print this Page** for your records.

---

04/01/2015 @ 12:07 PM

**Spindler, Ray and Kim**

Clicking on the **SUBMIT REGISTRATION** button at the bottom of the page will send your registration information to the Faith Formation Office and will also display a confirmation page that you may print out.

You should also receive a receipt of registration in your email inbox.

If you have any questions about online registration, please contact the Faith Formation Office at: 585-338-1146

Once you have completed the Online Registration process for Religious Education,

Please click on this link to proceed to **STEP 3: Filling out the Health Permission Form for 2018-19:**

<http://bit.ly/2tRMTJu>

After you have completed the Health Permission Form please submit your payment.

**STEP 4: Payment:**

Pay online via this link: <https://www.osvonlinegiving.com/788>

or mail/drop off a check or exact cash to:

St. Kateri Parish  
Office of Faith Formation  
445 Kings Hwy S, 14617

Please contact the Faith Formation Office if you have any questions regarding online registration: 585-338-1146