ConnectNow
MY OWN CHURCH

Your Own Parish Records At

Your Fingertips!

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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 intuitive and user- friendly so members can:

- 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
- 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

My Own Church Video Assistance

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.

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.
- 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

<u>Website:</u> New User Registration (parishsoftfamilysuite.com)

<u>Video Instructions:</u> **https://vimeo.com/102551875**

<u>New User Registration Form</u>

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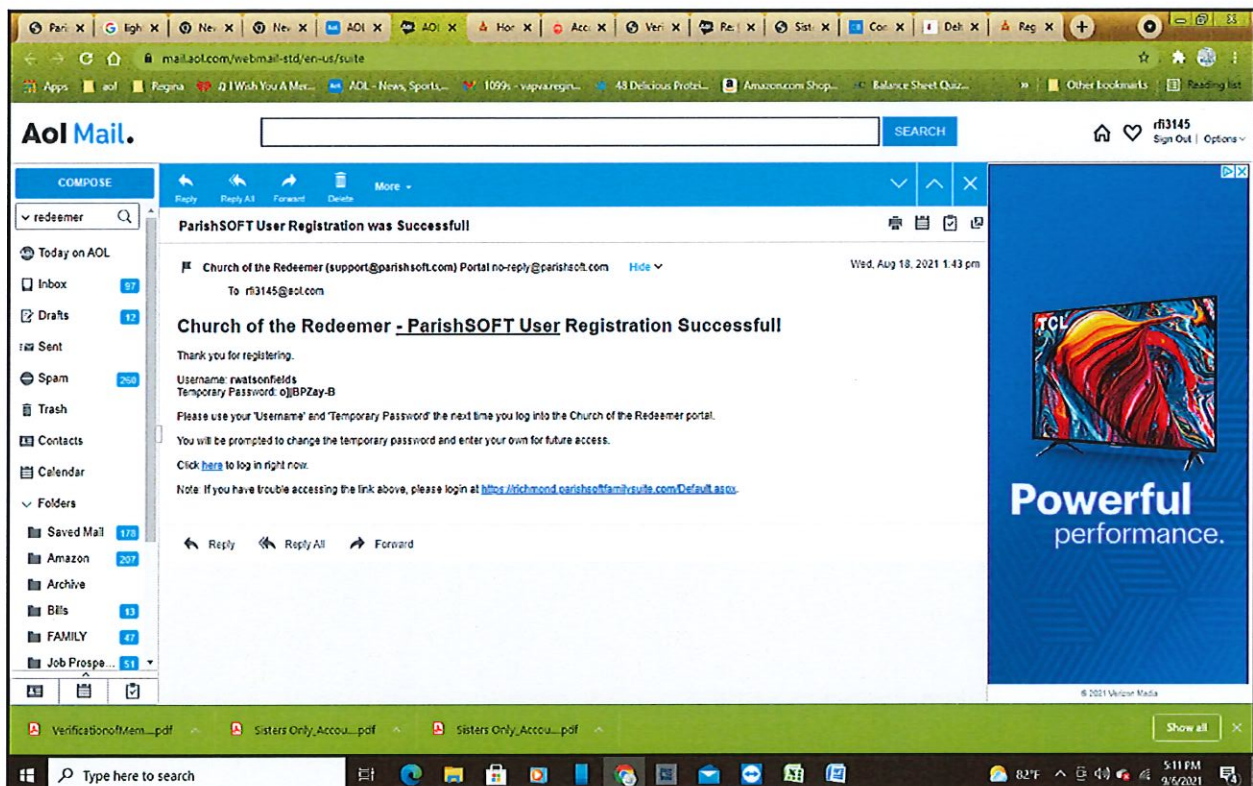
Step 6: At the login screen below, enter the username and temporary password from the email into the applicable fields.

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.
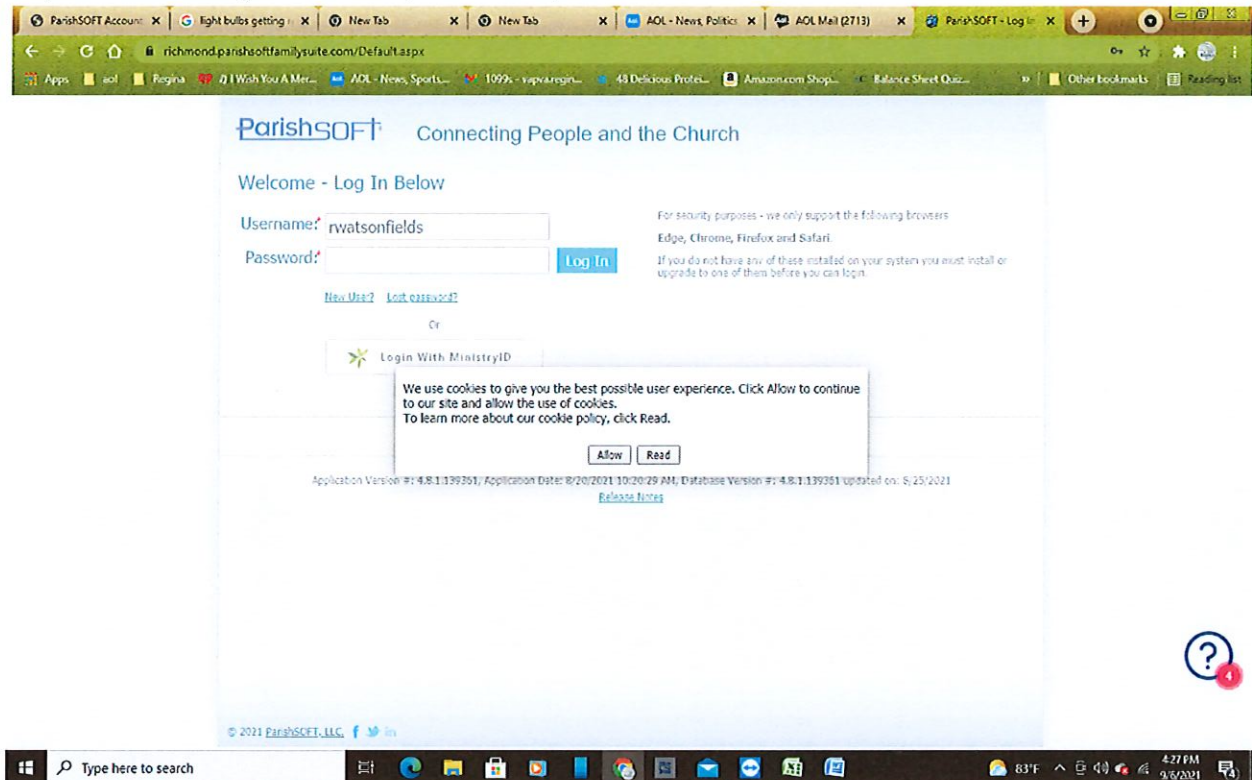
Step 8: It will then ask you to accept the **"Terms of Use"**, click **"I Agree"**.
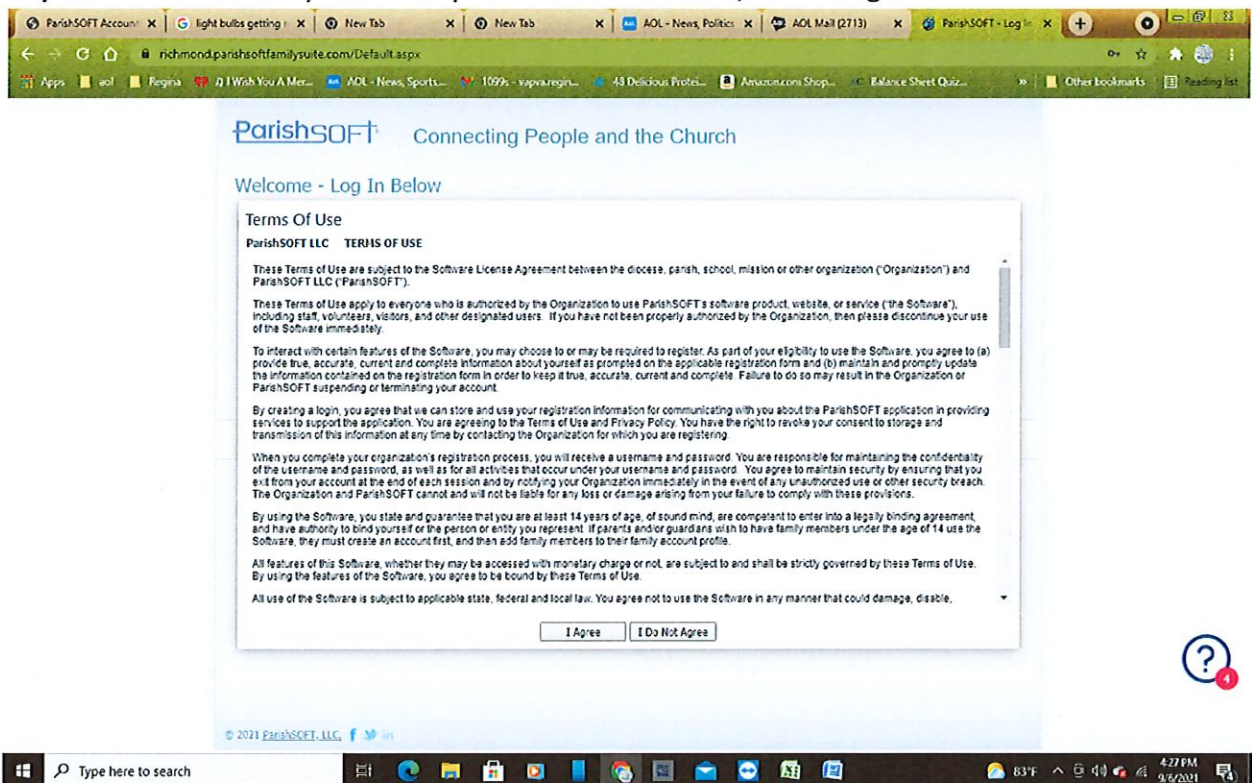
Step 9: Click on **"My Family"** tab.

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

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