

ConnectNow
My Own Church

USER GUIDE
for Church Members



ParishSOFT 

Connecting People and the Church

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ConnectNow My Own Church User Guide

for Church Members
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CONTENTS

<i>Introduction to My Own Church</i>	4
System Requirements.....	4
About This Manual.....	4
<i>Open Your Secure My Own Church Website</i>	5
Log In	5
Log Out	5
Sign Up for a New Account.....	6
Register Online	7
Fields Required for New User Registrations.....	8
Personal Information	8
Security Code	8
Additional Fields Required for New Church Members	8
Forgot Password.....	9
<i>Update Your Family Record</i>	10
Family Information Data Fields in Your Family Record	11
Family Address Data Fields.....	12
In Your Family Record	12
Other Address Tab	12
All Address Tabs	12
<i>Update a Family Member's Record</i>	13
<i>Add a New Member to Your Family Record</i>	14
Data Fields to Complete When You Add a New Member Record.....	15
<i>View Suspense Activity</i>	17
<i>Contact Your Church</i>	17
<i>Add a Photo</i>	18
<i>Index</i>	19

Introduction to My Own Church

ParishSOFT's My Own Church connects you with your church records via the Web.

Use the My Own Church website to register online or update your church records for your family and individual family members. Those changes, once approved by a church staff member, will electronically update your church's database. And you can do it all without paper forms or phone calls to the parish office.

System Requirements

My Own Church is available on the Web 24/7 and requires no special hardware or software. For church administrators and individual member users of the system, all that's needed is an Internet connection and Web browser, including Microsoft® Internet Explorer 6.0+, Firefox 2.0+, or Safari 3.1+.

You must allow popups from the My Own Church website and set My Own Church as a trusted site in your system security programs that would otherwise block access to the site (e.g., Norton, McAfee, Google toolbar).

About This Manual

This guide documents the features and functionality of the My Own Church application using simple, task-based examples to illustrate how to use the options available from your church's website.

The examples shown in this document use demonstration data and do not represent the actual records of any family or member.

Open Your Secure My Own Church Website

The My Own Church website is available from any Web browser.

1. Link from your church's main website, or open your Web browser application (e.g., Microsoft Internet Explorer, Mozilla Firefox, etc.) and enter the address into the Address line.
2. Add the website to your list of frequently visited sites. Firefox users can click **Bookmarks** > **Bookmark this Page**; Internet Explorer users can click **Favorites** > **Add to Favorites**.

Log In

If you already have a login to My Own Church, enter your **User Name** and case-sensitive **Password**, and click the **Login** button.

If you do not have a login, [Sign Up for a New Account](#) using the procedure on the next page.

Log Out

Click **LOGOUT** in the upper-right corner of your screen.



Sign Up for a New Account

Individual church members without an existing login must register for a User Name and Password to access the My Own Church website.

1. Click the **New User** button.
2. Complete the fields on the *New User Registration Form*. Required fields are marked with a red asterisk *.
3. Read the **Terms & Conditions** and check the **I Agree** box. To display the **Terms & Conditions**, click on the red text: **I Agree to the Terms & Conditions**.
4. For security purposes, each new account application requires entry of a unique code shown on your screen. If the code displayed is difficult to read, click the red text: **Try a different code**.
5. Click **Register** to submit your information to the system.

Sign In

* = required fields.

User Name:

Password:

Passwords are case sensitive

Login

New User Registration Form

Fill out as much as the information below as possible. Required fields are light blue with a blue border or orange border on entry or when moving the mouse over.

User Name: *

Please enter the user name you would like to use when accessing this site in the future

First Name: * Phone #:

Last Name: * City:

Email: * State/ Region:

Envelope #: Postal Code: *

I Agree to the Terms & Conditions

Enter the code shown: *

Can't read this code?

If you are already a registered member of your church, you will receive an email containing your User Name and Password once a church administrator accepts your registration request. The system will check to see if your church already has a record for you in its database.

If you are registering with your church for the first time, the system will ask you for some additional information—see the following page for instructions.

Register Online

If you are not already registered as a member with your church, the system will ask you for some additional information. Required fields are marked with a red asterisk *.

1. Select the **Organization or Church**.
2. Enter a street address in **Address Line 1**.
3. Click **Register**.

Once you click **Register**, your registration will be submitted to your church administrator for review.

After the church staff member accepts your registration, you will receive an email containing your User Name and Password.

Additional New User Registration Information Required

We were unable to find you in our records and must collect the following additional information to complete the registration process to add you to our database.

Required fields are indicated by a red asterisk, are light blue with a blue border or orange border on entry or when moving the mouse over.

User Name: *

Please enter the user name you would like to use when accessing this site in the future

First Name: * Phone #:

Last Name: * City:

Email: * State/ Region:

Envelope #: Postal Code: *

Family Information

Organization\Church: *

Home Address:

Address Line 1: *

Address Line 2:

Country:

City: (Requires valid postal code)

State \ Region:

Use your new User Name and Password to log into My Own Church and add the additional members of your family (see page 14 for instructions on adding or updating family member information).

Fields Required for New User Registrations

Personal Information

User Name*

Required. The User Name is part of your secure login and will be required to access the My Own Church website in the future.

First Name* and Last Name*

Required.

Email*

Required. Enter your complete email address. Once your registration request is approved, the system will send your User Name and a temporary Password to the email address that you provide. The My Own Church system restricts users to one account per email address. Multiple accounts with the same email address are not permitted.

Envelope

Enter the envelope number assigned by your church.

Phone #, City, State/Region

Recommended but not required.

Postal Code*

Required. Enter your ZIP Code or postal code.

Security Code

Enter the code shown*

Required. A unique code will display in the graphic box at the bottom of your screen. Enter this code into the field provided.

The security code is required for each new account application and serves to protect your church's website and ensure that only legitimate registration requests are submitted through the system. If the code

displayed is difficult to read, click the red text: **Try a different code.**

Additional Fields Required for New Church Members

New family registrations will also require selection of an **Organization or Church** and a valid address in **Address Line 1**.

Family Information

Organization\Church: St Aloysius Church, Bowling Green *

Home Address:

Address Line 1: 6952 Reilly Dr *

Address Line 2:

Country: United States

City: Gregory (Requires valid postal code)

State \ Region: Michigan

New User Registration Form

Fill out as much as the information below as possible. Required fields are light blue with a blue border or orange border on entry or when moving the mouse over.

User Name: santila *

Please enter the user name you would like to use when accessing this site in the future

First Name: Stacey *

Last Name: Anttila *

Email: santila@parishsoft.com *

Envelope #: 1127

Phone #: 734-205-1000

City: Ann Arbor

State/ Region: MI

Postal Code: 48108 *

I Agree to the Terms & Conditions

Enter the code shown: 827055 *

Can't read this code?
Try a different code

Register Cancel

Forgot Password

If you forget your Password, complete the following steps to receive a new, temporary Password:

1. Click the **Lost your Password** **Click Here** link.

2. Complete the form fields on the *Reset Password* screen. Required fields are marked with a red asterisk * and include **First Name, Last Name, Email Address, and Postal Code**.

3. Click **Send**.

Once the system validates your request, an email containing a reminder of your User Name and a new, temporary Password will be sent to the address in your profile. The system will require that you change your password upon login.

Passwords must be at least 6 characters in length, and at least 2 characters must be numbers.

Family Information Data Fields in Your Family Record

Last Name*

Required. Last name for the family record.

First Name(s)*

Required. First Names of the primary adult(s) in the household. If your family comprises a husband and wife, enter both names (e.g., Brian and Catherine), separated by the word "and."

Primary Phone

Main family phone number.

Emergency Phone

Primary emergency phone number for your family.

Emergency Ph. Desc.

Description of emergency phone number (e.g., Son Bill's cell).

Email Address

Email address of the initial adult family member who is designated head, husband, or wife.

Publish Phone, Publish E-Mail, and Publish Address

Uncheck these boxes if you wish to keep your phone, email or address unlisted in church publications.

Do Not Send Mail

Check this box if you do not wish to receive mail from your church (or other organization in which you are registered).

Church-Only Fields

Some fields that display on your main family information are not available for editing—these fields are maintained by your church.

Update family information

Last Name: *

First Name(s): *

Primary Phone:

Emergency Phone:

Emergency Ph. Desc.:

E-Mail Address:

Publish Phone:

Publish E-Mail:

Publish Address:

Do not Send Mail:

Family Address Data Fields In Your Family Record

Primary Address

Your church record can store up to three Address Types: Home, Mailing, and Other. You can designate which address your church should use as the Primary Address for mailings and statements.

- Home Address—family residence address
- Mailing Address—post office box or alternate mailing location
- Other Address—second home, temporary move, or snowbird address (i.e., for those who spend the winter in warmer climates).

Other Address Tab

The **From** and **To** fields let you schedule a timeframe when you wish to be contacted at your “other” address. This lets you keep informed of church events even while you’re away from home. Enter **From** and **To** dates in mm-dd format.

All Address Tabs

Each of the address tabs provides fields so that you can enter your **Country**, **Postal Code**, **Address Lines 1 and 2**, and **Phone Number**. The **City** and **State/Region** field will populate automatically once you enter a ZIP Code or Postal Code. If multiple city names are available for a given postal code, you can select the correct place from the **City** lookup table.

Update family address information

Primary Address: Home Address

Home Address | Mailing Address | Other Address

Country: United States

Postal Code: 48108

Address Line 1: 825 Victors Way

Address Line 2:

City: Ann Arbor (Requires valid postal code)

State \ Region: Michigan

Phone Number:

Update family address information

Primary Address: Home Address

Home Address | Mailing Address | Other Address

Address valid - From: 12-15 - To: 04-01 (mm-dd)

Country: United States

Postal Code: 90210

Address Line 1: 456 Sunny Way

Address Line 2:

City: Beverly Hills (Requires valid postal code)

State \ Region: California

Phone Number: 734-555-2217

Cancel Save

Update a Family Member's Record

1. Click **My Family**.

2. Click the **Family Members** link. The number in parentheses indicates the number of members in your family record.

Family Detail For: Brian and Catherine Amos (236727)

Family Information		Edit
Primary Church of Registration: St Aloysius Church		
Last Name: Amos	Envelope #: 0	
First Name(s): Brian and Catherine	Family Group: Active	
Mailing Name: Brian and Catherine Amos	Currently Registered: Registered	
Informal Name:	Membership Date: 06/15/2009	
Formal Salutation: Mr. and Mrs.	Publish Phone: Yes	
Informal Salutation: Brian and Cathy	Publish E-Mail: Yes	
Primary Phone:	Publish Address: Yes	
Emergency Phone:	Do not Send Mail: No	
Emergency Ph. Desc.:		
E-Mail Address:		
Family Addresses		Edit
Primary Address: Home		
Address Line 1: 825 Victors Way		
Address Line 2:		
City: Ann Arbor		
State \ Region: MI		
Postal Code: 48108		
Country: USA		
Phone Number:		

3. Click the name of the family member.

4. Click **Edit**.

5. Update the member record as needed and click **Save**.

Member detail for the 'Brian and Catherine Amos (236727)' family

General		Edit
Member Detail For: Brian Amos		
Role: Head	Home Phone:	
Title:	Work Phone:	
First Name: Brian	Cell Phone:	
Goes By:	Pager:	
Middle Name:	Fax:	
Last Name: Amos	First Language:	
Suffix:	Ethnicity:	
Gender:	Career Type:	
Birth Date:	Career Details:	
Age:	Grad Year: 0	
Birth Place:	Grade (as of 07/01): --	
E-Mail Address: bamos@parishsoft.com	School:	
	Education:	

For information about the fields available on the *Member Details* screen, please see page 15.

6. To return to the family information from any member record, click on the link in red at the top of the screen. For example, in the example shown above, clicking **Member detail for the 'Brian and Catherine Amos (236727)' family** returns you to the Amos family record.

Add a New Member to Your Family Record

1. Click **My Family**.
2. Click the **Family Members** link.
3. Click **Add New Member**.
4. Enter the family member's information—fields marked with a red asterisk are required—and click the **Save** button to add the record to your database.

Family Detail For: Brian and Catherine Amos (236727)

Family Information Edit

Primary Church of Registration: St Aloysius Church

Last Name: Amos
 First Name(s): Brian and Catherine
 Mailing Name: Brian and Catherine Amos
 Informal Name:
 Formal Salutation: Mr. and Mrs.
 Informal Salutation: Brian and Cathy

Envelope #: 0
 Family Group: Active
 Currently Registered: Registered
 Membership Date: 06/15/2009

Publish Phone: Yes

Family Members (1)

Member detail for the 'Brian and Catherine Amos (236727)' family

Member Detail For: Brian Amos Edit

Role: Head
 Title:
 First Name: Brian
 Goes By:
 Middle Name:
 Last Name: Amos
 Suffix:
 Gender:

Home Phone:
 Work Phone:
 Cell Phone:
 Pager:
 Fax:
 First Language:
 Ethnicity:
 Career Type:

Add New Member

Member Detail For: Adding New Member...

Role: Home Phone:
 Title: Work Phone:
 First Name: * Cell Phone:
 Goes By: Pager:
 Middle Name: Fax:
 Last Name: * First Language:
 Suffix: Ethnicity:
 Gender: Career Type:
 Birth Date: Career Details:
 Age: Grad Year:
 Birth Place: Grade:
 E-Mail Address: School:
 Education:

Save

For information about the fields available on the *Member Detail* screen, please see page 15.

Data Fields to Complete When You Add a New Member Record

Each data field on the *Member Detail* screen's **General** tab is described below in <Tab> order. Decision-making guidelines are provided for many of the data fields.

Role

Designate at least one adult in the family as designated either Head or Husband or Wife. A family may have two adults, both designated heads of family. For members other than head, husband, or wife, determine each member's role by thinking in terms of his or her relationship to the primary adults in the household. For example, a parent who lives with a son and daughter-in-law would be designated Mother or Father. Options include: blank (no title), Adult, Daughter, Father, Foster Daughter, Foster Son, Grandchild, Granddaughter, Grandfather, Grandmother, Grandson, Head, Husband, Legal Guardian, Mother, Son, Step-Daughter, Step-Son, Stepchild, Unknown, or Wife. Church members can edit the Role field only during the initial submission of their registration information. You cannot edit this field once you click the **Save** button.

Title

Choose any option from the lookup table [e.g., blank (no title), Dr., Sr., etc.].

First Name*

Required. Member's first name.

Goes by

Member's nickname (e.g., legal first name is Catherine but member uses Kate).

Last Name*

Required. Member's last name.

Suffix

Choose if applicable (e.g., Jr., PhD, Sr).

Gender

Type <M> for male or <F> for female.

Birth Date

Click the **Calendar** icon and select the member's date of birth.

Click the <<Month, Year>> header at the top of the calendar to switch to a year block view. Then click the <<Year>> to view a 10-year range. Use the forward and back arrows to select a different month, year, or decade.

Age

The member's age is calculated using the Birth Date and cannot be edited.

Birth Place

To choose the member's birth place, click the lookup button to open the *City Lookup* screen. Enter the city name and press the **Set Filter** button. Select the city name and click the **Select** button.

Email Address

Email address for member.

Home Phone, Work Phone, Cell Phone, Pager, Fax

Enter the member's phone contact information.

First Language

Type <E> for English. Or type the first letter of another language to scroll through the languages available from the alphabetical lookup table.

Career Type

Member's profession. For children, enter *Student* or leave this field blank.

Career Details

Type the member's employer or any other pertinent career information.

Grad Year

The member's high school graduation year calculates based on Birth Date. Edit if needed. If you update a member's date of birth, you will be asked whether you wish to recalculate the grad year when you save.

Click **Yes**.

Confirm calculated change

Grad year already has a value. Would you like to re-calculate grad year from the new birth date specified?

Grade (as of mm/yy)

The member's grade calculates based on the **Grad Year**. Grade advances to the next grade on the **Grade Change Over** date set by your church's system administrator.

School

Select the name of the school from the lookup table.

Education

Select any option (e.g., Bachelors, High School, Masters) from the lookup.

View Suspense Activity

In the event that a church administrator denies a change that you submit, your change request will be saved under “**Suspense Activity**,” which is available from the home page.

To view the detail of any denied change, click on the **View Activity** link.



Contact the church office by phone or by email using the **Contact Us** link.

Contact Your Church

To email your church with a question, click **CONTACT** in the upper-right corner of your screen.



Add a Photo

You may add a family photo, as well as individual member photos for each person within your family.

Photos that you post will go into “suspense” mode and will be displayed on the My Own Church website once an administrator within your church has approved the change.

Photos should be no more than .5 MB and will be displayed in the system at 130x110 pixels.

To add a photo, complete the following steps.

1. From either the *Family Detail* or *Member Detail* screen, click the **Change Photo** link.



[Change Photo...](#)

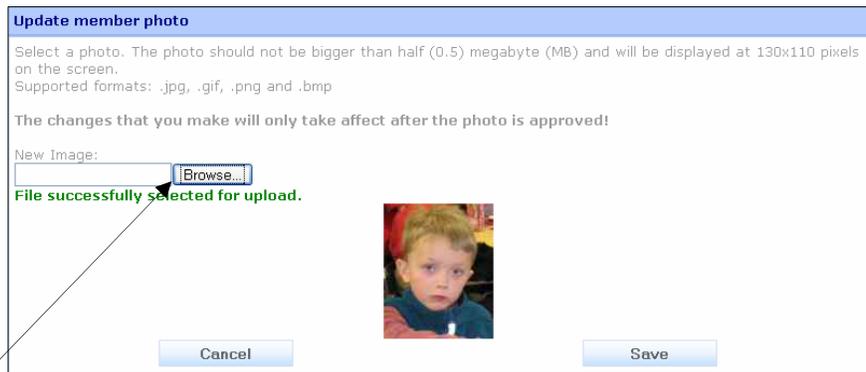
2. Click the **Browse** button.
3. Navigate to and select the jpg, gif, png or bmp image from your local hard drive or network.

4. Click **Open**. The system will preview your photo on the *Update member photo* screen and display the

following message: **File successfully selected for upload.**

5. Click **Save** to display the file in the selected family or member record.

The same procedure can be used to change a photo.



Index

- Account
 - create new, 6
 - log in, 5
 - log out, 5
 - required fields, 8
- Add
 - new family member record, 14
 - photo, 18
- Address information
 - user account, 8
- Age, 15
- Birth Date, 15
- Birth Place, 15
- Bookmark a website, 5
- Career Details, 16
- Career type, 16
- Contact information, 16
- Contact your church, 17
- Degree
 - as suffix on member name, 15
- Do Not Send Mail, 11
- Education level, 16
- Email address
 - user account, 8
- Email Address
 - of church, 17
 - of member, 16
- Email Address, 11
- Emergency Phone, 11
 - description, 11
- Envelope #, 8
- Family
 - add photo, 18
- Family record
 - return from member record, 13
 - update, 10
- Favorites list, 5
- Firefox, 4
- First language, 16
- First Name
 - of family member, 15
- First Name(s), 11
- Formal Salutation, 11
- Gender, 15
- Goes by, 15
- Grad year, 16
- Grade, 16
- Home address, 12
- Informal Salutation, 11
- Internet Explorer, 4
- Introduction, 4
- Language, 16
- Last Name, 11
- Last Name, 15
- Log in, 5
 - sign up for new account, 6
- Log out, 5
- Mailing address, 12
- Mailing list removal, 11
- Member
 - add photo, 18
- Member record
 - add new, 14
 - return to family details, 13
 - update, 13
 - view, 13
- MyOwnChurch
 - view website, 5
- Name
 - formal salutation, 11
 - informal salutation, 11
- New member
 - data field descriptions, 15
- New Registrations, 7
- New User Registration Form, 6
- Nickname, 15
- Online registration, 7
- Open website, 5
- Other address, 12
- Password, 5
 - request reminder, 9
 - requirements, 9
- Phone number
 - of account holder, 8
- Photo, 18
- Postal Code
 - of account holder, 8
- Primary address, 12
- Primary Phone, 11
- Publish phone, email, address, 11
- Registration
 - new family, 7
- Role, 15
- Safari, 4
- Salutation
 - formal, 11
- School, 16
- Security Code, 8
- Suffix
 - on member name, 15
- Suspense activity, 17
- System requirements, 4
- Terms & Conditions, 6
- Title, 15

Titles

courtesy, Mr., Mrs, etc., 15

suffixes, Jr., MD, Sr, II, etc., 15

Unlisted phone, email, or address, 11

Update

family record, 10

member record, 13

User Name, 5, 8

Web browser compatibility, 4