ParishSOFT Religious Education
Hands-On

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ParishSOFT
What we’ll cover:

• Preparation/Planning
• Administration
• Creating Terms/Sessions
• Bulk Class Manager
• Class Promotion
• Leaders
• Online Registration
Preparation/Planning
Administration – Lookups
Administration – Lookups

Try it! Exercise 1
Administration - Buildings

Lookup Management

Table: Family Directory, Religious Ed., Buildings, Rooms, Departments, Grades, Leader Rules, School Type

Buildings:

Buildings & Rooms: Optionally manage lists of buildings and rooms used at Class Schedules. Rooms have capacities, which can help with planning your class rooms is that you may view a Room Calendar.

- When creating classes, a "None" option may be selected for building and/or room.
- This system will not prohibit you from double-booking a room.

1. Administration
2. Lookups
3. Buildings
4. Table: Building, Rooms
Administration - Rooms

Buildings > Rooms

Buildings & Rooms: Optionally manage lists of Buildings and Rooms used at your families. These are used when finalizing Class Schedules. Rooms have Capacities, which can help with planning your Class Schedules. A benefit of using Buildings & Rooms is that you may view a Room Calendar.

- When creating Classes, a “Name” option may be selected for Building and/or Room.
- This system will not prohibit you from double-booking a room.

Select a building to view and manage the rooms.
Administration – Leader Roles

Lookup Management

Tables
- Family Directory
- Religious Ed.
  - Buildings
  - Rooms
  - Departments
  - Grades
- Leader Roles
- School Type

Leader Roles

Leader Roles: Manage Leader Role types within Classes. For example: Catechist, Parent, etc.

Class Leader Role

Add "Leader Role" Record

Class Leader Role: *

Save  Cancel
Module Settings

Dashboard

ConnectNow My Own Church

Try it! Exercise 2
Module Settings – Member View

Module Settings

Module
- Religious Ed.
  - Module Name
- My Own Church
  - My Own Church
  - New User Registration
- Offering
  - Import
  - ConnectsGiving
  - Accounting

Religious Ed. > My Own Church

Religious Ed. Access In My Own Church

- MOC Access: Enabled
- MOC Label: My Education
- Custom

Online Registration

- Online Registration: Enabled
# Adding Terms

## Try it! Exercise 3

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>End</th>
<th>Sessions</th>
<th>Classes</th>
<th>Students</th>
<th>Leaders</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2018</td>
<td>09/10/2017</td>
<td>05/20/2018</td>
<td>1</td>
<td>5</td>
<td>49</td>
<td>0</td>
</tr>
<tr>
<td>2011-2012</td>
<td>08/01/2011</td>
<td>07/31/2012</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2016-2017</td>
<td>08/01/2016</td>
<td>07/31/2017</td>
<td>1</td>
<td>4</td>
<td>113</td>
<td>4</td>
</tr>
<tr>
<td>2012-2013</td>
<td>08/01/2012</td>
<td>07/31/2013</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2013-2014</td>
<td>08/01/2013</td>
<td>07/31/2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2014-2015</td>
<td>08/01/2014</td>
<td>07/31/2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2015-2016</td>
<td>08/01/2015</td>
<td>07/31/2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2018-2019</td>
<td>08/01/2018</td>
<td>07/31/2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2019-2020</td>
<td>08/01/2019</td>
<td>07/31/2020</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2020-2021</td>
<td>08/01/2020</td>
<td>07/31/2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Managing Terms

Configuration > Manage Terms

Terms: Assign a Term name (for example: "2011", "2013/2014", or "Summer") and define Start / End Dates for the complete Term and all its sessions.

- Terms in active use (i.e., sessions or classes are associated with them) cannot be deleted.
- Start / End Dates cannot be changed if one or more sessions or classes are associated with the term.

Add "Term" Record

Term: *
Start: *
End: *

Save  Cancel
## Moving Term to the top

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>End</th>
<th>Sessions</th>
<th>Classes</th>
<th>Students</th>
<th>Leaders</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-2012</td>
<td>08/01/2011</td>
<td>07/31/2012</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2016-2017</td>
<td>08/01/2016</td>
<td>07/31/2017</td>
<td>1</td>
<td>4</td>
<td>113</td>
<td>4</td>
</tr>
<tr>
<td>2017-2018</td>
<td>09/10/2017</td>
<td>05/20/2018</td>
<td>1</td>
<td>4</td>
<td>49</td>
<td>0</td>
</tr>
<tr>
<td>2012-2013</td>
<td>08/01/2012</td>
<td>07/31/2013</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2013-2014</td>
<td>08/01/2013</td>
<td>07/31/2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2014-2015</td>
<td>08/01/2014</td>
<td>07/31/2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2015-2016</td>
<td>08/01/2015</td>
<td>07/31/2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2018-2019</td>
<td>08/01/2018</td>
<td>07/31/2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2019-2020</td>
<td>08/01/2019</td>
<td>07/31/2020</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2020-2021</td>
<td>08/01/2020</td>
<td>07/31/2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Adding Sessions

### Try it! Exercise 4

#### Configuration > Sessions

<table>
<thead>
<tr>
<th>Session Name</th>
<th>Dates</th>
<th>Classes</th>
<th>Session Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 4:00pm (K-6)</td>
<td>09/10/2017</td>
<td>6</td>
<td>Monday - Event</td>
</tr>
</tbody>
</table>

#### Session List
- Sunday
- Book Club
- Home School
- Sunday 10:45am (K-6)
- Monday 4:00pm (K-6)

**2017-2018**
Adding Sessions

Configuration > Sessions

2017-2018 > Monday 4:00pm (K-6)

Session Name: Monday 4:00pm (K-6)
Dates: 36
Classes: 0
Session Over: Monday

Term: 2017-2018
Start Date: 09/10/2017
End Date: 05/20/2018

Step 1: Session Details
Term:*
2017-2018
Start / End:* 09/10/2017 - 05/20/2018
Session Name:*
Sessions - continued

Sessions > New Session

Step 1: Session Details
- Term: 2016/2017
- Start / End: 08/07/2016 - 07/31/2017
- Session: Sunday

Step 2: Date Schedule
- Schedules allow you to quickly add multiple dates by the day of the week to the session.
- If needed, you can add individual dates using the calendars or grid below.

ParishSOFT
Celebrating 20 Years of Service
Sessions - Continued

Step 1: Select Days
What days does this session typically meet?
- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Step 2: Select Frequency
On the days above, how often does this session meet?
- Every Week

Add Schedule  Cancel
Sessions - Schedules
Bulk Class Manager

Select Action

- Manage Current Classes or Add Multiple Classes to Term
  Manage class details for all classes in an existing Term or add multiple classes to a Term by defining a Class Name, Grades Capacity, and Department for each class.

- Copy Classes from Another Term
  Select an existing Term and replicate Session, Class Names, Grades, Capacity, and Department for each class. Leader, and Student data are NOT replicated.

- Delete Multiple Classes from Term
  Delete multiple classes from a selected Term. All Student Roster, Leader, and Attendance will be PERMANENTLY deleted. This CANNOT be reversed. Use this utility carefully!
Bulk Class Manager
Copy Classes from Another Term

Select Action

- Manage Current Classes or Add Multiple Classes to Term
  Manage class details for all classes in an existing Term or add multiple classes to a Term by defining a Class Name, Grades Capacity, and Department for each class.

- Copy Classes from Another Term
  Select an existing Term and replicate Session, Class Names, Grades, Capacity, and Department for each class. Leader, and Student data are NOT replicated.

- Delete Multiple Classes from Term
  Delete multiple classes from a selected Term. All Student Roster, Leader, and Attendance will be PERMANENTLY deleted. This CANNOT be reversed. Use this utility carefully!

Copy Classes from Another Term

- Step 1: Select ORIGINAL Term and related Classes to copy. The ORIGINAL Term will not be affected in any way.
- Step 2: Select DESTINATION Term, add / remove Classes, and define the Class Details. Final confirmation is required to complete the process.

Select ORIGINAL Term

Select the term you want to copy classes FROM. All sessions will be copied from selected term to destination term.

Term: [Input Field]
Select Classes to Copy

Select Classes to Copy (Classes Selected: 12)

- What Data is Copied? Student / Leader rosters will NOT be copied. The columns in the table below are for informational purposes only.
- Can I Make Changes to the Classes? In the next step, you will select the Destination Term and Session. You can add / remove classes and modify class details after the term and session are selected.

Select classes FROM the ORIGINAL Term you would like to copy TO the DESTINATION Term.

<table>
<thead>
<tr>
<th>Term</th>
<th>Grades</th>
<th>Capacity</th>
<th>Department</th>
<th>Students</th>
<th>Leaders</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>10</td>
<td>15</td>
<td>Student Education</td>
<td>16 of 15</td>
<td>1</td>
<td>High School</td>
</tr>
<tr>
<td>11th</td>
<td>11</td>
<td>15</td>
<td>Student Education</td>
<td>15 of 15</td>
<td>2</td>
<td>High School</td>
</tr>
<tr>
<td>12th</td>
<td>12</td>
<td>15</td>
<td>Student Education</td>
<td>15 of 15</td>
<td>2</td>
<td>High School</td>
</tr>
<tr>
<td>1st</td>
<td>1</td>
<td>15</td>
<td>Student Education</td>
<td>15 of 15</td>
<td>2</td>
<td>Sunday</td>
</tr>
<tr>
<td>2nd</td>
<td>2</td>
<td>15</td>
<td>Student Education</td>
<td>11 of 15</td>
<td>1</td>
<td>Sunday</td>
</tr>
<tr>
<td>3rd</td>
<td>3</td>
<td>15</td>
<td>Student Education</td>
<td>15 of 15</td>
<td>1</td>
<td>Sunday</td>
</tr>
<tr>
<td>4th</td>
<td>4</td>
<td>15</td>
<td>Student Education</td>
<td>15 of 15</td>
<td>1</td>
<td>Sunday</td>
</tr>
<tr>
<td>5th</td>
<td>5</td>
<td>15</td>
<td>Student Education</td>
<td>15 of 15</td>
<td>2</td>
<td>Sunday</td>
</tr>
<tr>
<td>6th</td>
<td>6</td>
<td>15</td>
<td>Student Education</td>
<td>14 of 15</td>
<td>1</td>
<td>Sunday</td>
</tr>
<tr>
<td>9th</td>
<td>9</td>
<td>15</td>
<td>Student Education</td>
<td>15 of 15</td>
<td>1</td>
<td>High School</td>
</tr>
<tr>
<td>Confirmation</td>
<td>7, 8</td>
<td>25</td>
<td>Student Education</td>
<td>25 of 25</td>
<td>3</td>
<td>Sunday</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>K</td>
<td>15</td>
<td>Student Education</td>
<td>14 of 15</td>
<td>2</td>
<td>Sunday</td>
</tr>
</tbody>
</table>
Add Classes & Define Details

Select DESTINATION Term
Select the term you want to copy classes TO.
Term: 2017/2018  
Dates: 08/01/2017 - 07/31/2018  
Sessions: 1  
Classes: 0  
Students: 0  
Leaders: 0

Select DESTINATION Session
Select the session you want to copy classes TO.
Session: Sunday  
Start Date: 08/01/2017  
End Date: 07/31/2018  
Total Meeting Dates: 52

Existing Classes in DESTINATION Term
There are no existing classes in the selected DESTINATION term.

Add Classes & Define Details (New Classes: 12)
Add rows to the table below and define the class details for each class. Values default from source classes.

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10th</td>
<td>11th</td>
<td>12th</td>
<td>1st</td>
<td>2nd</td>
<td>3rd</td>
</tr>
<tr>
<td>Time</td>
<td>10th</td>
<td>11th</td>
<td>12th</td>
<td>1st</td>
<td>2nd</td>
<td>3rd</td>
</tr>
<tr>
<td>Grades</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Capacity</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Department</td>
<td>Student Education</td>
<td>Student Education</td>
<td>Student Education</td>
<td>Student Education</td>
<td>Student Education</td>
<td>Student Education</td>
</tr>
<tr>
<td>Session</td>
<td>Sunday</td>
<td>Sunday</td>
<td>Sunday</td>
<td>Sunday</td>
<td>Sunday</td>
<td>Sunday</td>
</tr>
<tr>
<td>Start Time</td>
<td>9:00 AM</td>
<td>9:00 AM</td>
<td>9:00 AM</td>
<td>9:00 AM</td>
<td>9:00 AM</td>
<td>9:00 AM</td>
</tr>
<tr>
<td>End Time</td>
<td>10:00 AM</td>
<td>10:00 AM</td>
<td>10:00 AM</td>
<td>10:00 AM</td>
<td>10:00 AM</td>
<td>10:00 AM</td>
</tr>
<tr>
<td>Building</td>
<td>School</td>
<td>School</td>
<td>School</td>
<td>School</td>
<td>School</td>
<td>School</td>
</tr>
<tr>
<td>Room</td>
<td>101</td>
<td>102</td>
<td>103</td>
<td>104</td>
<td>105</td>
<td>106</td>
</tr>
</tbody>
</table>
Last step

Try It! Exercise 5A
Adding multiple classes

Bulk Class Manager

Select Action Term Session & Classes Complete!

The Bulk Class Manager empowers staff to edit, add, copy classes to or permanently remove classes from a Term.

Select Action

○ Manage Current Classes or Add Multiple Classes to Term
  Manage class details for all classes in an existing Term or add multiple classes to a Term by defining a Class Name, Grades Capacity, and Department for each class.

○ Copy Classes from Another Term
  Select an existing Term and replicate Session, Class Names, Grades, Capacity, and Department for each class. Leader, and Student data are NOT replicated.

○ Delete Multiple Classes from Term
  Delete multiple classes from a selected Term. All Student Roster, Leader, and Attendance will be PERMANENTLY deleted. This CANNOT be reversed. Use this utility carefully!
Adding Multiple Classes

Bulk Class Manager

Select Action: 1

Select Action:

- **Manage Current Classes or Add Multiple Classes to Term**
  Manage class details for all classes in an existing Term or add multiple classes to a Term by defining a Class Name, Grades Capacity, and Department for each class.

- **Copy Classes from Another Term**
  Select an existing Term and replicate Session, Class Names, Grades, Capacity, and Department for each class. Leader, and Student data are NOT replicated.

- **Delete Multiple Classes from Term**
  Delete multiple classes from a selected Term. All Student Roster, Leader, and Attendance will be PERMANENTLY deleted. This CANNOT be reversed. Use this utility carefully!
Term Sessions & Classes

Select Term
Select a term to manage existing or add classes.

Term: 2016-2017
Dates: 08/31/2016 - 07/31/2017
Sessions: 1
Classes: 4
Students: 1:3
Leaders: 4

Manage Existing Classes
Modifying Existing Class Grades. When modifying an existing class grades, if student are associated with the grade, each related student’s grade will be lost and set to <empty>. After completing update with this utility, you must go to the class page to update each student’s grade assignment.

Optionally modify the definition for each class in the table below. Any changes can be reset before completing the update.

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Grades</th>
<th>Capacity</th>
<th>Department</th>
<th>Students</th>
<th>Leaders</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>10th Grade</td>
<td>10</td>
<td></td>
<td>Student Education</td>
<td>79 of 30</td>
<td>0</td>
<td>Sunday School</td>
</tr>
<tr>
<td>Confirmation</td>
<td>7</td>
<td></td>
<td>Student Education</td>
<td>49 of 30</td>
<td>0</td>
<td>Sunday School</td>
</tr>
<tr>
<td>First Communion</td>
<td>2</td>
<td></td>
<td>Student Education</td>
<td>16 of 15</td>
<td>0</td>
<td>Sunday School</td>
</tr>
<tr>
<td>K-5</td>
<td>K-1;2;3;4;5</td>
<td>25</td>
<td>Student Education</td>
<td>19 of 25</td>
<td>2</td>
<td>Sunday School</td>
</tr>
</tbody>
</table>

Add Classes & Define Details (New Classes: 0)
Add rows to the table below and define the Class Name, Grades, Capacity and Department for each class.
Adding additional classes

Try it! Exercise 5B
Promoting Last Year's Students

<table>
<thead>
<tr>
<th>Class</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>10th</td>
<td>0</td>
</tr>
<tr>
<td>11th</td>
<td>0</td>
</tr>
<tr>
<td>12th</td>
<td>0</td>
</tr>
</tbody>
</table>

Today's Date & Time: Monday, August 21, 2017

Term Summary:
Term: 2016/2017

09/04/2016 - 05/28/2017
One Class at a Time

Try it! Exercise 6A
Adding new students

1. Select the CCD tab.
2. Navigate to the Student Directory.
4. Select the View By option as Class.
5. Add students to the directory.
Students Continued

Try it! Exercise 6B
Adding Leaders

1. Navigate to the Leaders section.
2. Select Cathedral of San Demo, Ann Arbor.
3. Click on Add Leaders to add new leaders.
Select Leaders

Try it! Try it! Try it! Try it! Exercise 7
Try it! Exercise 8
# Registration Report

## FAMILY INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Last Name</td>
<td>Abler</td>
</tr>
<tr>
<td>Father's Name</td>
<td>Jason Abler</td>
</tr>
<tr>
<td>Mother's Name</td>
<td>Tracey Abler</td>
</tr>
<tr>
<td>Mother's Maiden</td>
<td>Johnson</td>
</tr>
<tr>
<td>Home Phone</td>
<td>555-2222</td>
</tr>
<tr>
<td>Home Address</td>
<td>5048 Rudgate Blvd</td>
</tr>
<tr>
<td>City, ST Postal</td>
<td>Ann Arbor, MI 48108</td>
</tr>
<tr>
<td>Date</td>
<td>8/21/2017</td>
</tr>
<tr>
<td>Father's Cell / Work</td>
<td>555-9090</td>
</tr>
<tr>
<td>Mother's Cell / Work</td>
<td>555-9090</td>
</tr>
<tr>
<td>Email Address</td>
<td>Abler@demoemail</td>
</tr>
<tr>
<td>Emergency Contact</td>
<td></td>
</tr>
<tr>
<td>Emergency Phone</td>
<td>555-3333</td>
</tr>
<tr>
<td>Both Parents Catholic?</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

## STUDENT #1 INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Name</td>
<td>Parker Abler</td>
</tr>
<tr>
<td>Gender</td>
<td>⡧ Male ⡦ Female</td>
</tr>
<tr>
<td>Birth Date</td>
<td>5/15/2012</td>
</tr>
<tr>
<td>Grade</td>
<td></td>
</tr>
<tr>
<td>Session</td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td></td>
</tr>
<tr>
<td>Catholic?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Sacrament Details</td>
<td>Check &amp; Date All 1</td>
</tr>
<tr>
<td>Baptism</td>
<td>⡧</td>
</tr>
<tr>
<td>Eucharist</td>
<td>⡩</td>
</tr>
<tr>
<td>Reconciliation Prep</td>
<td>⡩</td>
</tr>
<tr>
<td>Confirmation</td>
<td>⡩</td>
</tr>
</tbody>
</table>

---

Celebrating 20 Years of Service
# Attendance by Date or Student

<table>
<thead>
<tr>
<th>Dates</th>
<th>Room</th>
<th>Time</th>
<th>Present</th>
<th>Absent</th>
<th>T</th>
<th>E</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/10/2017</td>
<td>No Room</td>
<td>9:00am - 10:00am</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>09/17/2017</td>
<td>No Room</td>
<td>9:00am - 10:00am</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>09/24/2017</td>
<td>No Room</td>
<td>9:00am - 10:00am</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>10/01/2017</td>
<td>No Room</td>
<td>9:00am - 10:00am</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>10/08/2017</td>
<td>No Room</td>
<td>9:00am - 10:00am</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>10/15/2017</td>
<td>No Room</td>
<td>9:00am - 10:00am</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>10/22/2017</td>
<td>No Room</td>
<td>9:00am - 10:00am</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
</tbody>
</table>
# Present or Absent

**Attendance: 09/10/2017**

**Class Information**
- Class: 2017/2018 > 2nd Grade (2)
- Total Students: 16
- Date: 09/10/2017
- Time: 09:00 AM - 10:00 AM
- Room: 101
- Action: Record Attendance

## Attendance

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Present?</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abler</td>
<td>Griffin</td>
<td>✗ Excused</td>
<td></td>
</tr>
<tr>
<td>Baker</td>
<td>Danielle</td>
<td>✓ Tardy</td>
<td>5 min late</td>
</tr>
<tr>
<td>Berg</td>
<td>Alec</td>
<td>✓ Present</td>
<td></td>
</tr>
<tr>
<td>Billington</td>
<td>Zacharius</td>
<td>✗ Absent</td>
<td></td>
</tr>
</tbody>
</table>

## Try it! Exercise 10

*ParishSOFT*
Celebrating 20 Years of Service
## Sending Email

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017/2018</td>
<td>09/10/2017 - 05/27/2018</td>
<td>No Session</td>
</tr>
</tbody>
</table>

### Students

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Grade</th>
<th>Birth Date</th>
<th>Age</th>
<th>M/F</th>
<th>Family Last</th>
<th>Primary Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abler, Griffin</td>
<td>2</td>
<td>04/08/2009</td>
<td>8</td>
<td>M</td>
<td>Abler</td>
<td>555-2222</td>
</tr>
<tr>
<td>Baker, Danielle</td>
<td>2</td>
<td>12/28/2009</td>
<td>7</td>
<td>F</td>
<td>Baker</td>
<td>555-2222</td>
</tr>
<tr>
<td>Berg, Alec</td>
<td>2</td>
<td>08/18/2010</td>
<td>7</td>
<td>M</td>
<td>Berg</td>
<td>555-2222</td>
</tr>
<tr>
<td>Billington, Zacharius</td>
<td>2</td>
<td>05/26/2010</td>
<td>7</td>
<td>M</td>
<td>Billington</td>
<td>555-2222</td>
</tr>
<tr>
<td>Bloom, Lurinda</td>
<td>2</td>
<td>05/08/2010</td>
<td>7</td>
<td>F</td>
<td>Bloom</td>
<td>555-2222</td>
</tr>
</tbody>
</table>
Web Based

Try it! Exercise 11
Web Based - Format

From: SpindlerKimberly@demoemailaddress.com
Password:*

To: SpindlerKimberly@demoemailaddress.com
Cc:
Bcc: abler@demoemailaddress.com, billingtonjohn@demoemailaddress.com, henryjohnson@demoemailaddress.com, brandtestela@demoemailaddress.com

Subject: 

Password for the email in the From area

Message:

Normal
Arial
(Font Size)
B I U S |  

Design HTML
### Web Based - Addresses

**View Recipients**

- **Unique Email Count:** 12

<table>
<thead>
<tr>
<th>Students &amp; Parents</th>
<th>Send Web Based Email</th>
<th>Send Outlook Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:abler@demoemailaddress.com">abler@demoemailaddress.com</a> - (Abler, Jason and Tracey) Family of Abler, Griffin</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:billingtonjohn@demoemailaddress.com">billingtonjohn@demoemailaddress.com</a> - (Billington, John) Father of Billington, Zacharius</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:bloom@demoemailaddress.com">bloom@demoemailaddress.com</a> - (Bloom, Patrick and Melissa) Family of Bloom, Lucinda</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:brandtestela@demoemailaddress.com">brandtestela@demoemailaddress.com</a> - (Brandt, Estela) Mother of Brandt, Emily</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:bryantbryan@demoemailaddress.com">bryantbryan@demoemailaddress.com</a> - (Bryant, Bryan) Father of Bryant, Abigail</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:bryantjennifer@demoemailaddress.com">bryantjennifer@demoemailaddress.com</a> - (Bryant, Jennifer) Mother of Bryant, Abigail</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:kussrow@demoemailaddress.com">kussrow@demoemailaddress.com</a> - (Kussrow, James and Lisa) Family of Kussrow, Macy</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:prust@demoemailaddress.com">prust@demoemailaddress.com</a> - (Prust, David and Katie) Family of Prust, Justin</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Send Web Based Email Options:**

- To
- CC
- BCC

**Dates and Details:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Sex</th>
<th>Status</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/12/2009</td>
<td>7</td>
<td></td>
<td>555-2222</td>
</tr>
<tr>
<td>03/24/2010</td>
<td>7</td>
<td>F</td>
<td>555-2222</td>
</tr>
<tr>
<td>04/11/2010</td>
<td>7</td>
<td>M</td>
<td></td>
</tr>
</tbody>
</table>
Outlook

The application cannot start Outlook.

There are several reasons why this message is displayed. Follow these suggestions in the order given to try to resolve the issue:

1. Check that Outlook is installed on your computer. If Outlook is not installed, install it. Then, try the Send Outlook Email option again.
2. Make sure that you are running the ConnectNow application in Internet Explorer 8.0 or higher. If not, open Internet Explorer and run the ConnectNow application. Then, try the Send Outlook Email option again.
3. Set Internet Explorer’s ActiveX controls by enabling this option: Initialize and script ActiveX controls not marked as safe for scripting. (For instructions, consult the ConnectNow application’s online Help.) Then, try the Send Outlook Email option again.
4. Uninstall and then reinstall MS Office with the default settings. Then, try the Send Outlook Email option again.

If you cannot resolve the issue using the suggestions given, contact Product Support for assistance. Consult the ConnectNow application’s online Help for ways to contact Support.

Copy/Paste Addresses

abler@demoemailaddress.com; billingtonjohn@demoemailaddress.com; bloom@demoemailaddress.com; brandtestela@demoemailaddress.com; bryantbryan@demoemailaddress.com; bryantjennifer@demoemailaddress.com; kussrow@demoemailaddress.com; prust@demoemailaddress.com; riedelcoleen@demoemailaddress.com; stueberrichard@demoemailaddress.com; van@demoemailaddress.com; tiemcarrie@demoemailaddress.com

ParishSoft
Celebrating 20 Years of Service
Managing Online Registration

<table>
<thead>
<tr>
<th>CCD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Student Registrations</td>
</tr>
<tr>
<td>Organization</td>
</tr>
<tr>
<td>Cathedral of San Demo</td>
</tr>
</tbody>
</table>

2 Pending

ParishSOFT®
Celebrating 20 Years of Service
Manage Online Registrations - RE

Configuration > Manage Online Registration

- Terms
- Term Name
- Classes

- 2017-2018: Start Date 09/10/2017, End Date 05/20/2018, Classes 4, Status OPEN, Pending Registrations 2

- Classes: Select the classes that may be accessed for registration by logged-in parishioners in My Own Church.
  - Open: Parishioners may register for this class.
  - Closed: Parishioners may NOT register for this class.

- Classes listed:
  - 10th Grade: Open, Grades 10, Session Sunday, Students 49 of 30, Department Student Education
  - Confirmation: Closed, Grades 1, Session Sunday, Students 0 of 30, Department Student Education
  - First Communion: Open, Grades 2, Session Sunday, Students 0 of 15, Department Student Education
Mange Online Registrations- Admin

Try It! Exercise 12
## Processing Pending Registrations

### Pending Registrations

**Select Term**

- **Term:** 2017-2018
- **Status:** Open
- **Dates:** 09/10/2017 - 05/20/2018

### Add Students to Classes (Pending: 2)

Special Learning & Medical Needs must be manually added to Member Details > Special Needs. You may load Member Details by clicking on the

<table>
<thead>
<tr>
<th>Submitted</th>
<th>Family</th>
<th>Student</th>
<th>Birthday</th>
<th>Age</th>
<th>Gender</th>
<th>Grade</th>
<th>Status</th>
<th>Current Class Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/08/2017</td>
<td>Dargis, Mike and</td>
<td>John Dargis</td>
<td>06/08/2010</td>
<td>7</td>
<td>Male</td>
<td>K</td>
<td>Pending</td>
<td>K-5</td>
</tr>
</tbody>
</table>

**Special Learning Needs:** None Provided.

**Health or Medical Needs:** asthma.

**1st Choice:** K-5  K  Sunday  0 of 25

---

**Try it! Exercise 13**
What we covered

• Preparation/Planning
• Administration
• Creating Terms/Sessions
• Bulk Class Manager
• Class Promotion
• Leaders
• Online Registration
Helpful Links

• My Own Church Marketing Kit:
  http://www.parishsoft.com/myownchurch/kit/

• Videos for families available on:
  http://help.parishsoft.com/

  ➢ How to register:

  ➢ How to navigate:
QUESTIONS?
Thank you!

Nancy Lambert
ParishSOFT