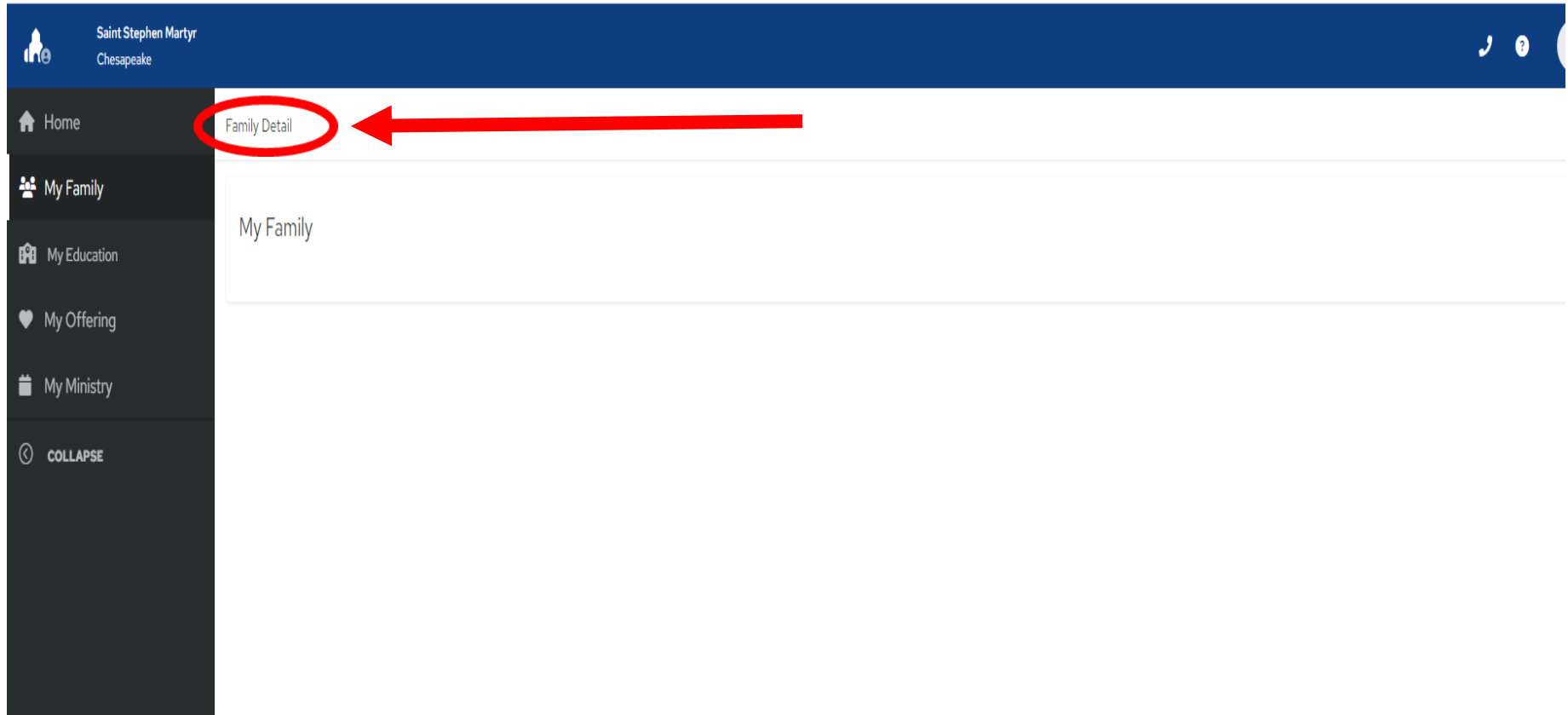




# **How to Update Family Information on My Own Church**

# On the home page select the “Family Detail” tab.



# Click “Edit Details.”

Mr. John Doe (356831) Saint Stephen Martyr, Chesapeake

Family Details Member Details (1) ▾

**Family Information** Notes

Church of Registration  
**Saint Stephen Martyr, Chesapeake**  
Registration Date  
6/24/2018  
Registration Status   
Unregistered Date:

Modified On: Wednesday, April 24, 2024 10:43 AM  
Family Group  
Active

Last Name \*  
Doe  
First Name(s) \*  
John  
Formal Mailing Name  
Mr. John Doe  
Informal Name  
John Doe  
Formal Salutation  
Mr. Doe  
Informal Salutation  
John  
Email Address  
ssm@ssmrcc.org  
Primary Phone  
7574217416  
Emergency Phone  
7574217416  
Emer. Ph. Desc.

Primary Address  
Home Address

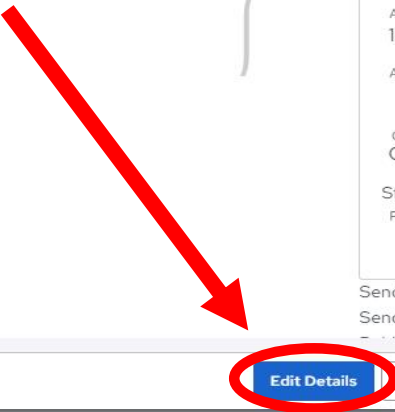
Home Mailing Other

Country  
United States  
Postal Code  
23322 plus 4.  
Address Line 1  
1544 Battlefield Boulevard South  
Address Line 2  
City  
Chesapeake  
State/Region: Virginia  
Phone Number

Auto Fill

Send Mail  Publish Address   
Send Contrib. Env.  Publish Photo for Pictorial

**Edit Details** Close



# Edit “Family Details.” Be sure to click “Save” after editing.

Mr. John Doe (356831) Saint Stephen Martyr, Chesapeake

Family Details Member Details (1)

**Family Information** Notes

Church of Registration  
Saint Stephen Martyr, Chesapeake

Registration Date  
6/24/2018

Modified On: Wednesday, April 24, 2024 10:43 AM

Family Group  
Active

Add Delete

Registration Status  Unregistered Date:

Last Name \*  
Doe

First Name(s) \*  
John

Formal Mailing Name  
Mr. John Doe

Informal Name  
John Doe

Formal Salutation  
Mr. Doe

Informal Salutation  
John

Email Address  
ssm@ssmrcc.org

Primary Phone  
7574217416

Emergency Phone  
7574217416

Emer. Ph. Desc.

Primary Address  
Home Address

**Home** Mailing Other

Country  
United States

Postal Code  
23322 plus 4

Address Line 1  
1544 Battlefield Boulevard South

Address Line 2

City  
Chesapeake

State/Region: Virginia

Phone Number

Send Mail  Publish Address   
Send Contrib. Env.  Publish Photo for Pictorial

**Save** Save & Close Cancel Close

When adding/editing a family member, click the “Member Details” tab and click “Edit Details.”

The screenshot shows a web interface for a church member profile. At the top, the name "John Doe" and the church name "Saint Stephen Martyr, Chesapeake" are displayed. Below this, there are two tabs: "Family Details" and "Member Details (1)". The "Member Details (1)" tab is circled in red, and a red arrow points to it from the right. Below the tabs, there is a profile card for "John" with a placeholder image, MemberDUID: 1626012, and Special Needs details. To the right of the profile card is a form with various fields: Gender (Male), Title (Mr.), First Name (John), Nick Name, Middle Name, Last Name (Doe), Suffix, Maiden Name, Role (Head), Status (Active), Birth Date (1/1/1981), Age (43), Marital Status (Single), Language, Envelope # (0), Birth Place, Date of Death, Religion, and Ethnicity. At the bottom of the page, there are tabs for "General", "Contact", "Sacraments", "My Events", "Ministries", and "Misc.". The "Contact" tab is selected, showing contact information: Home Phone (7574217416), Cell Phone, Work Phone, Email Address (ssm@ssmrcc.org), Pager, and Fax. At the bottom right, there is a blue "Edit Details" button circled in red, with a red arrow pointing to it from the left, and a "Close" button next to it.

# Edit personal information, including contact information at the bottom of the page.

The screenshot displays a member profile for John Doe at Saint Stephen Martyr, Chesapeake. The page is divided into several sections: Family Details, Member Details (1), and a tabbed interface for John's profile. The profile tabs include General, Contact, Sacraments, My Events, Ministries, and Misc. The Contact Information section is highlighted with a red rounded rectangle and contains the following data:

Contact Information	
Home Phone	Email Address
7574217416	ssm@ssmrcc.org
Cell Phone	Pager
Work Phone	Fax

At the bottom of the page, the 'Edit Details' button is also highlighted with a red rounded rectangle. Other visible fields in the profile include Gender (Male), Status (Active), Title (Mr.), Birth Date (1/1/1981), First Name (John), Age (43), Marital Status (Single), Last Name (Doe), and Role (Head).

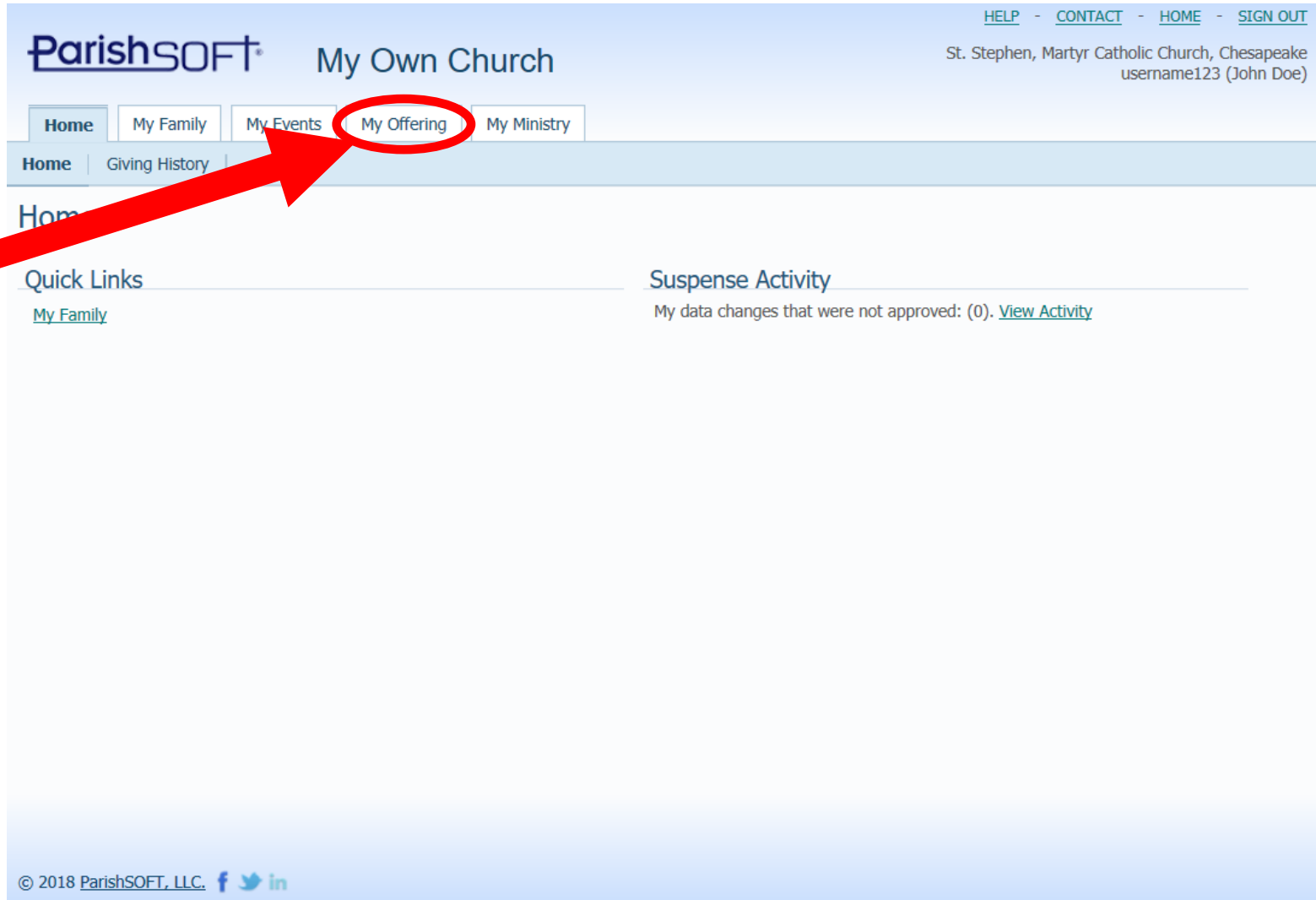
Click the “Add” tab to add other family members. Then, edit their information.

The screenshot shows a user interface for managing family members. At the top, the name "John Doe" and the church name "Saint Stephen Martyr, Chesapeake" are displayed. Below this, there are tabs for "Family Details" and "Member Details (1)". Under "Member Details", there are three sub-tabs: "★ John", "Add", and "Import". The "Add" tab is circled in red, and a red arrow points to it from the left. The main area contains a form for adding a new member, with fields for Gender (Male), Status (Active), Title, Birth Date, Birth Place, First Name, Age, Date of Death, Nick Name, Marital Status, Religion, Middle Name, Language, Ethnicity, Last Name, Envelope #, Suffix, Maiden Name, and Role. There are also sections for "Special Needs" and "Life Events". At the bottom of the form, there are buttons for "Add", "Add & New", "Add & Edit", "Cancel", and "Close". The "Add" button is circled in red, and a red arrow points to it from the bottom right, with the text "Click to save." next to it. The "Contact" tab is selected at the bottom, showing fields for Home Phone, Cell Phone, Work Phone, Email Address, Pager, and Fax.

# How to View Offering History



On the home page select the “My Offering” tab.



The screenshot shows the ParishSOFT website interface. At the top right, there are links for [HELP](#), [CONTACT](#), [HOME](#), and [SIGN OUT](#). The main header includes the ParishSOFT logo and the text "My Own Church". Below this, a navigation bar contains tabs for "Home", "My Family", "My Events", "My Offering", and "My Ministry". The "My Offering" tab is circled in red, and a large red arrow points from the left side of the image towards it. Below the navigation bar, the page content includes a "Home" section with "Quick Links" (containing a link to "My Family") and "Suspense Activity" (displaying "My data changes that were not approved: (0). [View Activity](#)"). The footer at the bottom left contains the copyright notice "© 2018 ParishSOFT, LLC." and social media icons for Facebook, Twitter, and LinkedIn.

# On the “My Offering” tab, select “Giving History.”

The screenshot displays the ParishSOFT web application interface. At the top left, the logo 'ParishSOFT' is visible next to the text 'My Own Church'. On the right side of the header, there are links for 'HELP', 'CONTACT', 'HOME', and 'SIGN OUT', along with the user's name 'St. Stephen, Martyr Catholic Church, Chesapeake' and username 'username123 (John Doe)'. Below the header is a navigation menu with buttons for 'Home', 'My Family', 'My Events', 'My Offering', and 'My Ministry'. The 'My Offering' button is currently selected. Underneath this menu, the 'Giving History' option is highlighted with a red circle, and a red arrow points to it from the left. The main content area below is mostly blank, with the text 'My Offering' visible at the top left. At the bottom left, there is a copyright notice: '© 2018 ParishSOFT, LLC.' followed by social media icons for Facebook, Twitter, and LinkedIn.

# Select filtering options for the giving history.

ParishSOFT® My Own Church

HELP - CONTACT - HOME - SIGN OUT

St. Stephen, Martyr Catholic Church, Chesapeake  
username123 (John Doe)

Home My Family My Events **My Offering** My Ministry

Giving History

John Doe (356831) St. Stephen, Martyr Catholic Church, Chesapeake

**Family Giving**

Members

John Doe

**Giving History For: Family Giving**

Filter Options

Funds: All

Years:

Tax Deductible?

Include Member Info?

Contributions

No data available

TOTAL CONTRIBUTIONS: \$0.00

Pledges

No data available

TOTAL PLEDGES: \$0.00

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