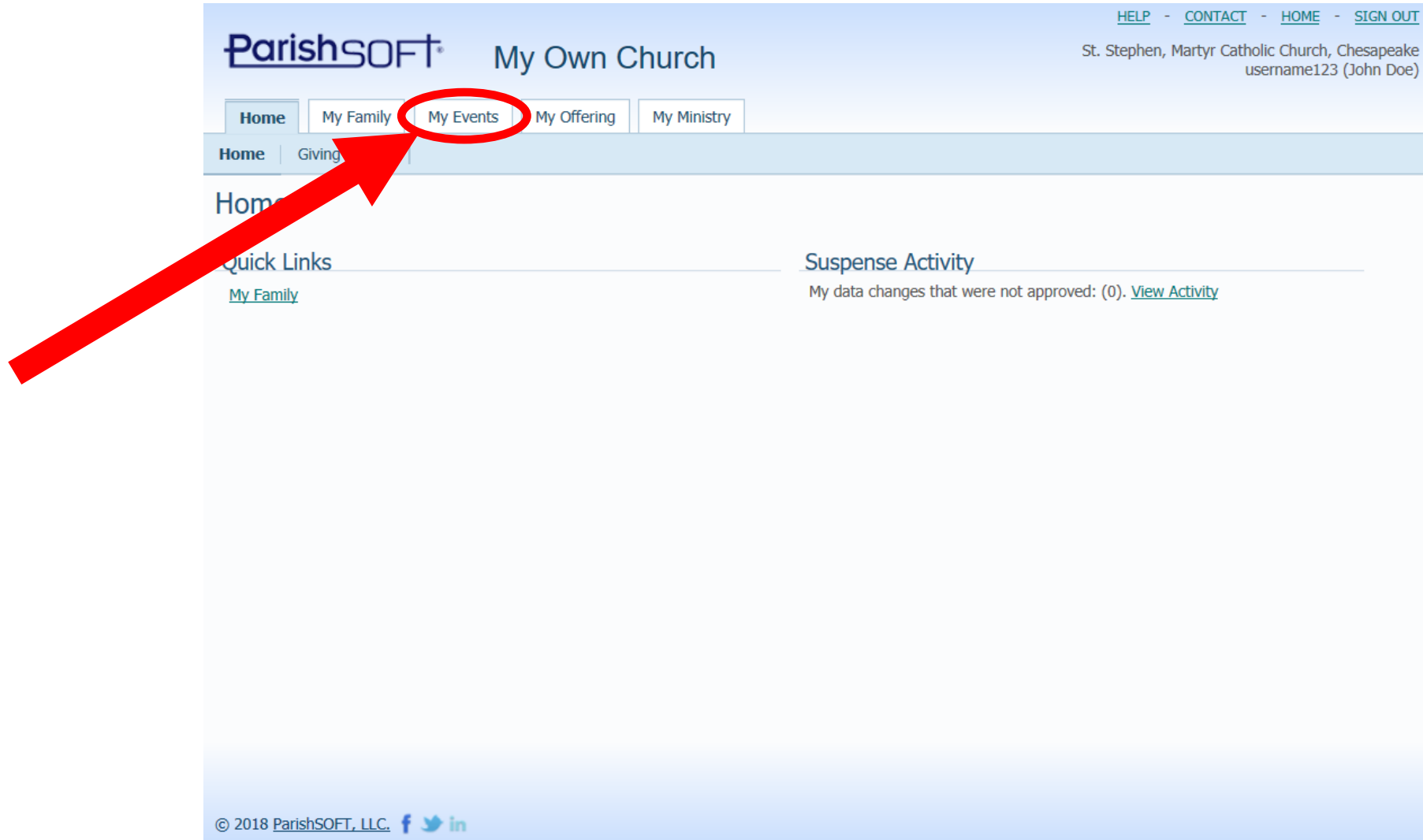


How to Register for an Event

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



On the “My Events” tab, select “Online Registration.”

The screenshot shows the ParishSOFT interface for a church. At the top right, there are links for [HELP](#), [CONTACT](#), [HOME](#), and [SIGN OUT](#). Below these, the text reads "St. Stephen, Martyr Catholic Church, Chesapeake" and "username123 (John Doe)". The main navigation bar includes tabs for "Home", "My Family", "My Events", "My Offering", and "My Ministry". The "My Events" tab is currently selected. Below the navigation bar, the "Online Registration" link is circled in red, and a large red arrow points to it from the left. The main content area is titled "My Education". At the bottom left, the footer contains the text "© 2018 ParishSOFT, LLC." followed by social media icons for Facebook, Twitter, and LinkedIn.

Review and update family records if necessary and select the enrollment term.

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

Online Registration


Online Registration

Step 1: Review Current Family Details

Last Name: **Doe** First Name(s): **John**

Primary Phone:  [Update Family Record](#) Emergency Phone:  [Update Family Record](#)


Primary Address: 1544 Battlefield Boulevard South, Chesapeake, Virginia, USA, 23322 Family Email Address: ssm@ssmrc.org


 **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.



Click the “Add Student” button.

Step 1: Review Current Family Details

Last Name: **Doe** First Name(s): **John**

Primary Phone: [Update Family Record](#) **Emergency Phone:** [Update Family Record](#)

Primary Address: 1544 Battlefield Boulevard South, Chesapeake, Virginia, USA, 23322 Family Email Address: ssm@ssmrcc.org

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

Step 2: Select Enrollment Term

Term*: Dates: 07/22/2018 - 07/27/2018

Step 3: Add Students Total Students (0)

+ Add Student

Fill out the “Student Information” and click “Save Student.” To add another student, click “Add Student” again.

The screenshot displays the ParishSOFT web application interface for 'My Own Church'. The top navigation bar includes links for HELP, CONTACT, HOME, and SIGN OUT, along with the user's name and username. The main navigation menu contains Home, My Family, My Events, My Offering, and My Ministry. The 'Online Registration' section is active, showing a multi-step process: Step 1: Review, Step 2: Select, and Step 3: Add Students. A modal window titled 'Student' is open, containing the following sections:



- Student Information**: Includes dropdown menus for 'Student*' and 'Grade*', and text input fields for 'Special Learning Needs' and 'Health or Medical Needs (include any allergies)'.
- Class Preferences**: Includes a yellow informational box stating '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.' Below this are dropdown menus for '1st Choice*', '2nd Choice', and '3rd Choice'.
- Buttons**: A teal 'Save Student' button and a grey 'Cancel' button are located at the bottom of the modal. A red arrow points from the left side of the screen to the 'Save Student' button.

At the bottom of the registration page, there is a '+ Add Student' button and a 'Total Students (0)' indicator.


When all students have been added, click the “Submit Registration” button.

Step 1: Review Current Family Details

Last Name: **Doe** First Name(s): **John**

Primary Phone:  [Update Family Record](#) **Emergency Phone:**  [Update Family Record](#)

Primary Address: 1544 Battlefield Boulevard South, Chesapeake, Virginia, USA, 23322 **Family Email Address:** ssm@ssmrcc.org

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

Step 2: Select Enrollment Term

Term*: Dates: 07/22/2018 - 07/27/2018

Step 3: Add Students Total Students (0)