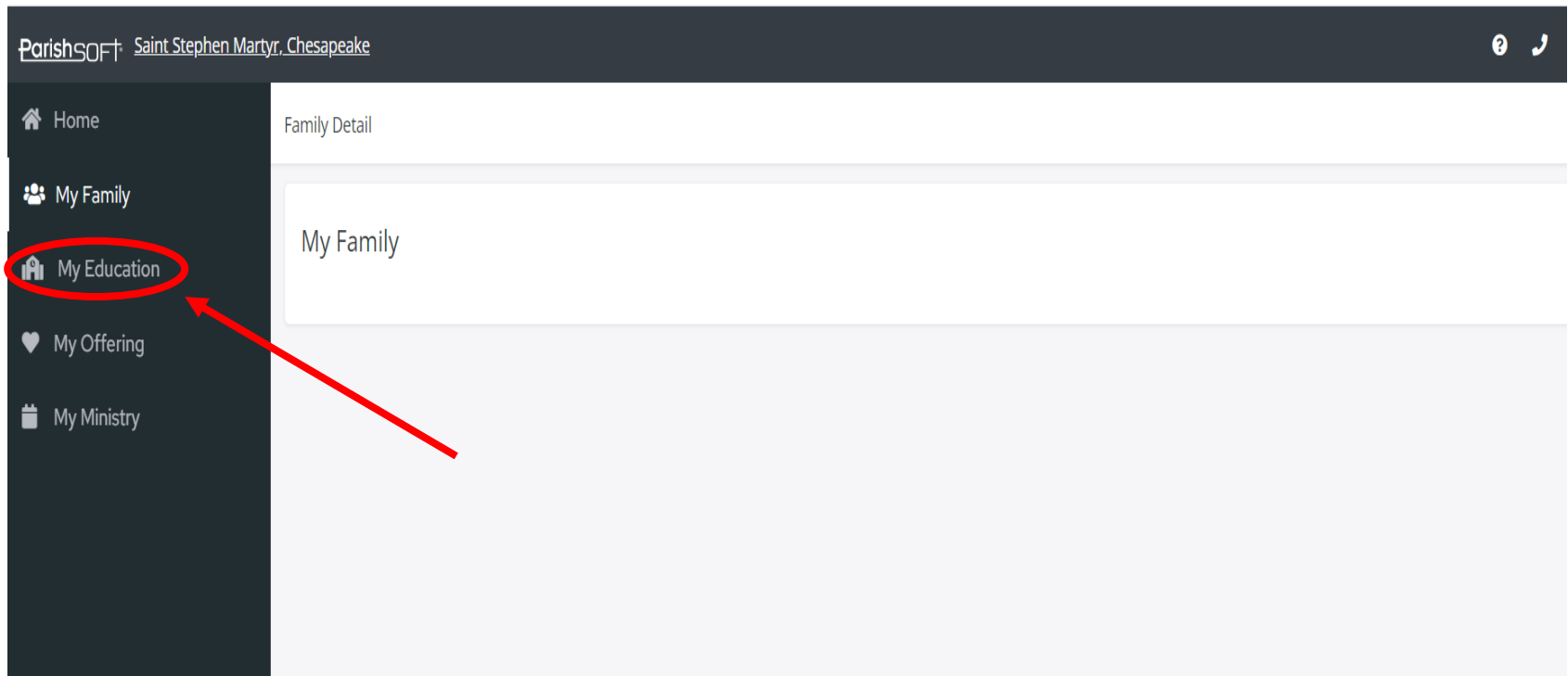


# **How to Register for a Class or an Event in My Own Church**

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



# Click the “My Education” tab, which brings you to the “Online Registration” page.

ParishSOFT Saint Stephen Martyr, Chesapeake

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- My Ministry

**Online Registration**

### Step 1: Review Current Family Details

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

Primary Phone: **(757) 421-7416** Emergency Phone: **(757) 421-7416**  
Primary Address: **1544 Battlefield Blvd S.** Family Email Address: **ssm@ssmrcc.org**  
**Chesapeake, VA 23322**

**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.**

# (1) Review and update family records, if necessary, and (2) Select the Enrollment Term.

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Online Registration

### Step 1: Review Current Family Details

Last Name **Doe** First Name(s) **John and Mary**

Primary Phone: [Update Family Record](#) (1) Emergency Phone: **(757) 421-7416**  
Primary Address: **1544 Battlefield Blvd S.  
Chesapeake, VA 23322** Family Email Address **ssm@ssmrcc.org**

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

### Step 2: Select Enrollment Term

Term\*:  (2)

### Step 3: Add Students

Total Students (0)

**Information** You must Select an Enrollment Term to Add a Student.

# Click the “Add Student” button.


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### Step 1: Review Current Family Details

Last Name: **Doe** First Name: **John and Mary**

Primary Phone:  [Update Family Record](#) Emergency Phone: **(757) 421-7416**

Primary Address: **1544 Battlefield Blvd S.  
Chesapeake, VA 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: 07/01/2023 - 06/30/2024

### Step 3: Add Students

**Add Student** Total Students (0)

[Submit Registration](#)



- (1) Fill out the “Student Information”,
- (2) Select Session Preferences and
- (3) click “Save Student.”

The screenshot shows a web form titled "Student". It is divided into two main sections: "Student Information" and "Session Preferences".

**Student Information:** This section contains four input fields:

- "Student \*": A dropdown menu.
- "Grade \*": A dropdown menu.
- "Special Learning Needs": A text input field.
- "Health or Medical Needs (include any allergies)": A text input field.

**Session Preferences:** This section contains an information box and three choice fields:

- An information box with a blue border and an 'i' icon: "How Do session Preferences Work? Select session preferences using the dropdowns below. We do our best to accommodate requests, but unfortunately we cannot guarantee placement."
- "1st Choice \*": A dropdown menu.
- "2nd Choice:": A dropdown menu.
- "3rd Choice:": A dropdown menu.

At the bottom of the form, there are two buttons: "Save Student" (highlighted with a red oval) and "Cancel".

Red annotations on the left side of the form indicate the steps:

- (1) A red arrow points to the "Student Information" section.
- (2) A red arrow points to the "Session Preferences" section.
- (3) A red arrow points to the "Save Student" button.

To add another student,  
click “Add Student” again.  
When all students have been added,  
click the “Submit Registration”  
button.

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**Step 1: Review Current Family Details**

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

Primary Phone: [Update Family Record](#) Emergency Phone: **(757) 421-7416**  
Primary Address: **1544 Battlefield Blvd S.  
Chesapeake, VA 23322** Family Email Address: **ssm@ssmrcc.org**

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

**Step 2: Select Enrollment Term**

Term\*: **2023-2024** Dates: 07/01/2023 - 06/30/2024

**Step 3: Add Students** Total Students (0)

[Add Student](#)

[Submit Registration](#)

# After registering, select the “Pay Now” button and complete the form. One form can be used for all students.

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Please monitor your spam folder:

Print this Page for your records.

07/05/2023 @ 04:31 PM

**Doe, John and Mary**  
Term: 2023-2024  
Students Registered: 1

**John Doe**  
Special Learning Needs: None provided.  
Health or Medical Needs: None provided.  
Grade: 18+  
Class 1st Choice: AF - Bible Study  
Class 2nd Choice: None selected.  
Class 3rd Choice: None selected.

We do our best to accommodate requests, but unfortunately we cannot guarantee placement.

Pay Now Back to Home

