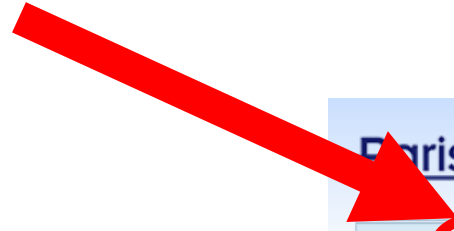


How to Update Family Information

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



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

Home | Giving History |

Home

Quick Links

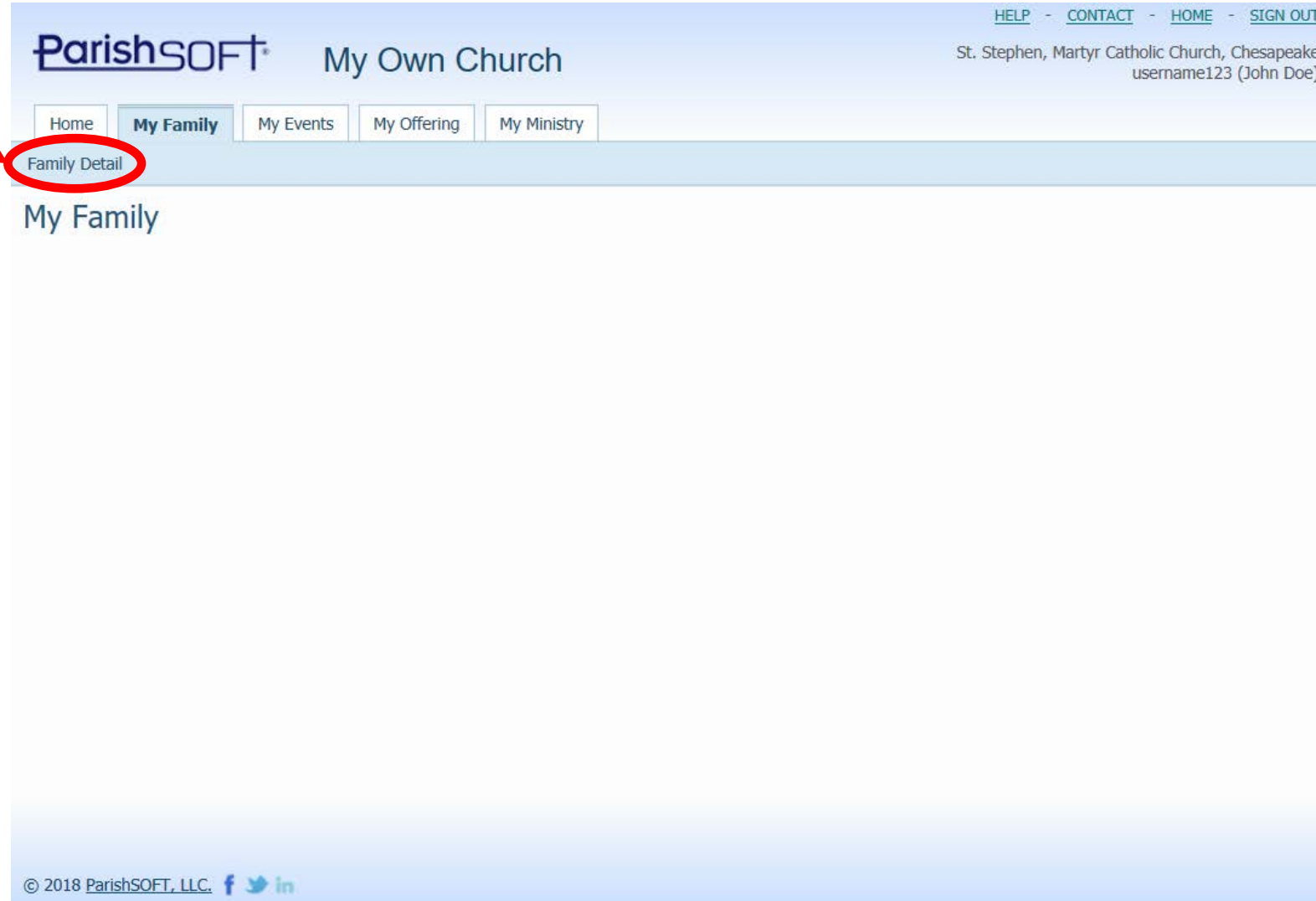
[My Family](#)

Suspense Activity

My data changes that were not approved: (0). [View Activity](#)

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On the “My Family” tab, select “Family Detail.”



The screenshot displays the ParishSOFT user 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 the header, a navigation bar contains buttons for "Home", "My Family", "My Events", "My Offering", and "My Ministry". The "My Family" button is highlighted with a blue background. Below this navigation bar, a light blue bar contains the text "Family Detail", which is circled in red. A large red arrow points from the top left towards this "Family Detail" link. Below the navigation bar, the text "My Family" is displayed. At the bottom of the page, there is a copyright notice: "© 2018 ParishSOFT, LLC." followed by social media icons for Facebook, Twitter, and LinkedIn.

Click “Edit Details.”

Mr. John Doe (356831)

Family Details Member Details (1)

Family Information

Church of Registration: St. Stephen, Martyr Catholic Church, Chesapeake
Details Modified On: Wednesday, June 27, 2018 9:40 AM

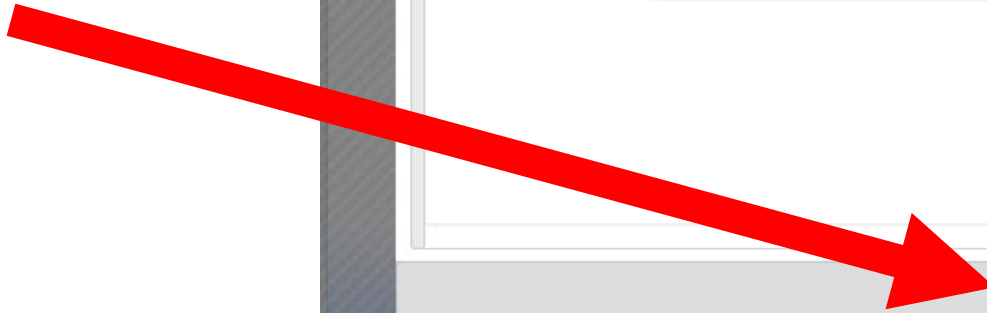
Last Name*: Doe
First Name(s)*: John
Email Address: ssm@ssmrcc.org
Primary Phone:
Emergency Phone:
Emer. Ph. Desc.:

Primary Address: Home Address

Home Mailing Other

Country: United States
Postal Code: 23322
Address Line 1: 1544 Battlefield Boulevard So
Address Line 2:
City: Chesapeake
State/Region:
Phone Number:

[Edit Details](#) [Close](#)




Edit "Family Details." Be sure to click "Save" after editing.

Mr. John Doe (356831)

Family Details Member Details (1)

Family Information

Church of Registration: St. Stephen, Martyr Catholic Church, Chesapeake
Details Modified On: Wednesday, June 27, 2018 8:14 PM

 Add Delete

Last Name*: Doe
First Name(s)*: John
Email Address: ssm@ssmrcc.org
Primary Phone:
Emergency Phone:
Emer. Ph. Desc.:

Primary Address: Home Address

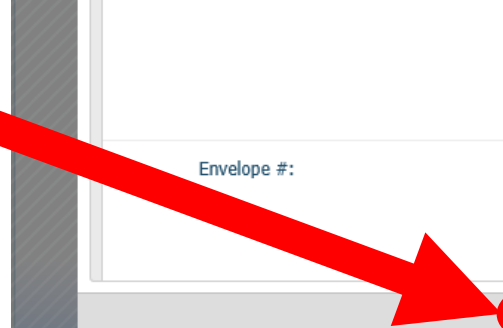
Home Mailing Other

Country: United States
Postal Code: 23322
Address Line 1: 1544 Battlefield Boulevard So
Address Line 2:
City: Chesapeake
State/Region:
Phone Number:

Envelope #:

Send Mail: Publish Address:
Publish Phone: Publish Photo for Pictorial Directory:
Publish Email:

Save Save & Close Cancel Close



Click the “Member Details” tab and click “Edit Details.”

John Doe

Family Details Member Details (1)

John Add

MemberDUID 1626012

Special Needs

Gender: Male
Title: Mr.
First Name: John
Nick Name:
Middle Name:
Last Name: Doe
Suffix:
Maiden Name:
Role: Head

Birth Date: 1/1/1981
Birth Place:
Age: 37
Religion:
Language:
Ethnicity:
Marital Status: Single
Envelope #: 0

General Contact Sacraments Misc.

Contact Information

Email Address: ssm@ssmrcc.org
Home Phone: 7574217416
Cell Phone:
Work Phone:
Pager:

Edit Details Close


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

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

Family Details Member Details (1) ▾

John Add

 Add Delete
MemberDUID 1626012
Special Needs




Gender: Male ▾ Birth Date: 1/1/1981 
Title: Mr. ▾ Birth Place: ...
First Name: John Age: 37
Nick Name: Religion: ▾
Middle Name: Language: ▾
Last Name: Doe Ethnicity: ▾
Suffix: ▾ Marital Status: Single ▾
Maiden Name: Envelope #: 0
Role: Head ▾

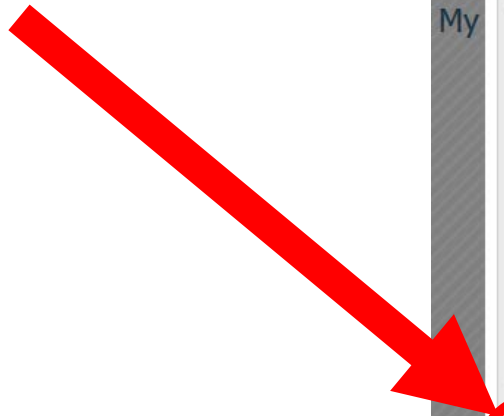
General Contact Sacraments Misc.

Contact Information

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

Save Save & Close Cancel Close Delete

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

The screenshot displays a web interface for managing family members. At the top, there are navigation links: [HELP](#), [CONTACT](#), [HOME](#), and [SIGN OUT](#). The main header shows the name "John Doe" and a user profile icon. Below the header, there are two tabs: "Family Details" and "Member Details (1)". The "Member Details" tab is active, showing a list of family members with a red circle around the "Add" button and a red arrow pointing to it. The main content area contains a form for editing the member's information. The form is divided into several sections: a profile picture placeholder, a "MemberDUID" field (1626012), a "Special Needs" checkbox, and a "Contact Information" section. The "Contact Information" section includes fields for Email Address (ssm@ssmrcc.org), Home Phone (7574217416), Cell Phone, Work Phone, and Pager. The form also includes fields for Gender (Male), Title (Mr.), Birth Date (1/1/1981), Birth Place, Age (37), Religion, Language, Ethnicity, Marital Status (Single), Envelope # (0), and Role (Head). At the bottom of the form, there are two buttons: "Edit Details" and "Close".

John Doe

Family Details Member Details (1)

John Add

Gender: Male
Title: Mr.
First Name: John
Nick Name:
Middle Name:
Last Name: Doe
Suffix:
Maiden Name:
Role: Head

Birth Date: 1/1/1981
Birth Place:
Age: 37
Religion:
Language:
Ethnicity:
Marital Status: Single
Envelope #: 0

MemberDUID 1626012
Special Needs

General Contact Sacraments Misc.

Contact Information

Email Address: ssm@ssmrcc.org
Home Phone: 7574217416
Cell Phone:
Work Phone:
Pager:

Edit Details Close