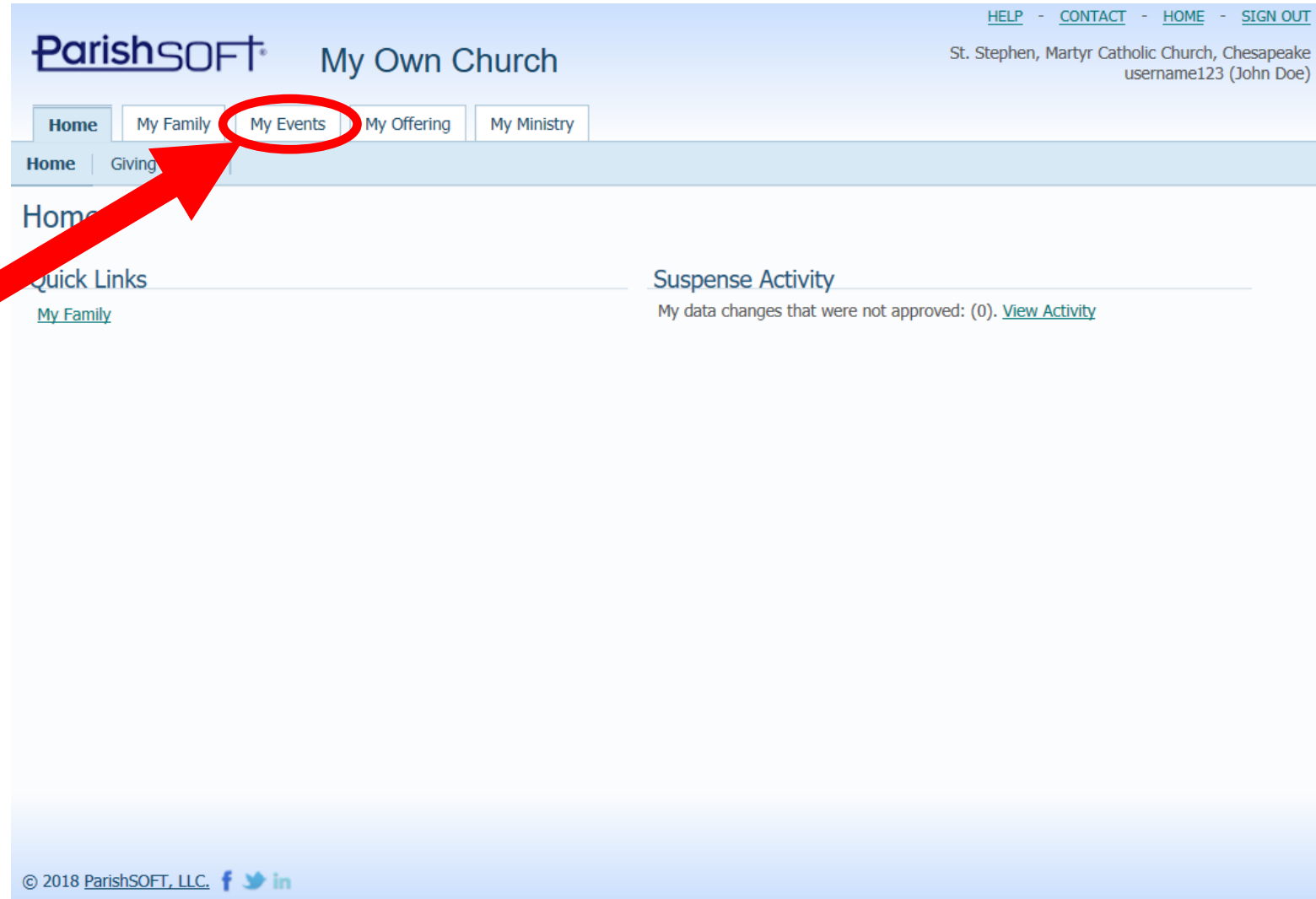
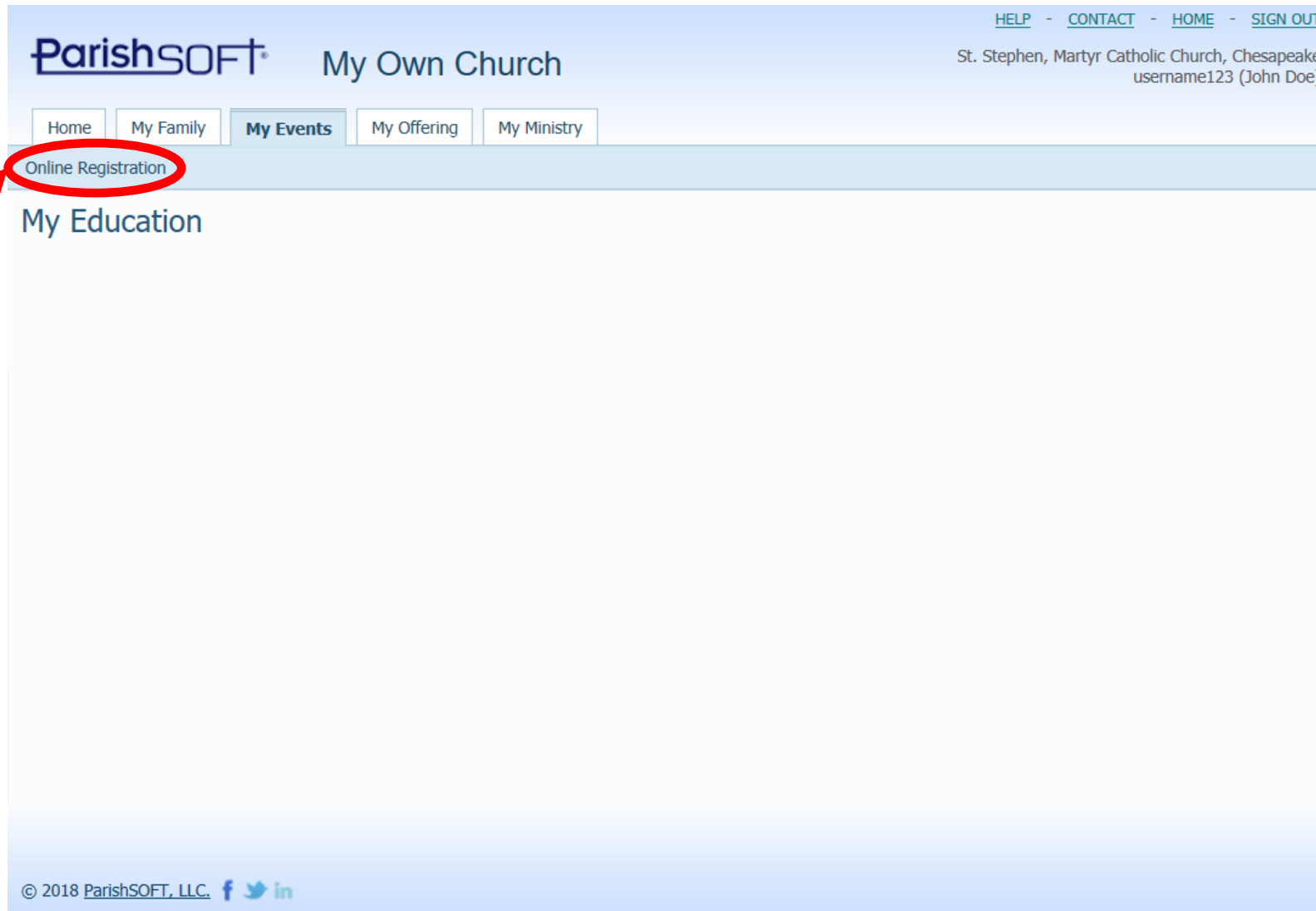


# How to Register for an Event

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



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



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

My Education

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



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username123 (John Doe)


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

Online Registration

## Online Registration

### Step 1: Review Current Family Details

Last Name: <b>Doe</b>	First Name(s): <b>John</b>
Primary Phone:  <a href="#">Update Family Record</a>	Emergency Phone:  <a href="#">Update Family Record</a>
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@ssmrc.org

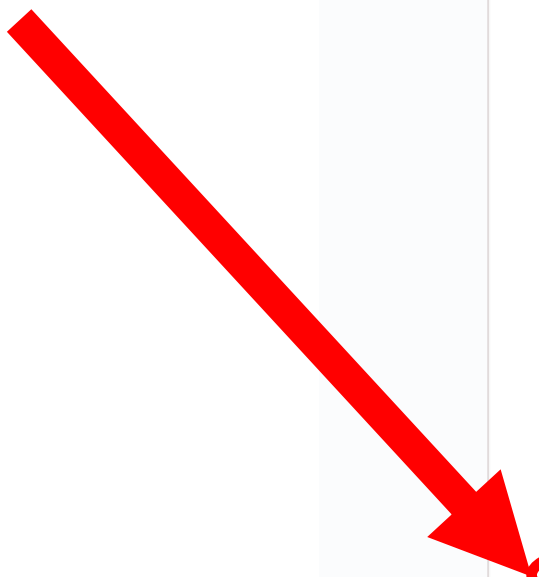
 **Information Correct?** Make sure your information is current: [Update Family Record](#)

**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 online registration interface for 'My Own Church'. The user is logged in as 'St. Stephen, Martyr Catholic Church, Chesapeake username123 (John Doe)'. The main navigation includes 'Home', 'My Family', 'My Events', 'My Offering', and 'My Ministry'. The 'Online Registration' section is active, showing a multi-step process: 'Step 1: Review Information', 'Step 2: Select Class', and 'Step 3: Add Students'. A modal window titled 'Student' is open, containing the following fields:



- Student Information**
  - Student\*: [Dropdown]
  - Grade\*: [Dropdown]
  - Special Learning Needs: [Text Area]
  - Health or Medical Needs (include any allergies): [Text Area]
- Class Preferences**
  - 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.
  - 1st Choice\*: [Dropdown]
  - 2nd Choice: [Dropdown]
  - 3rd Choice: [Dropdown]

At the bottom of the modal, there are two buttons: 'Save Student' (highlighted with a red circle and a red arrow) and 'Cancel'. The background shows a 'Total Students (0)' indicator and an '+ Add Student' button.


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)

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

### Online Registration

#### Online Registration Submitted!

Your Online Registration submission for the following was submitted successfully.

You will receive an email receipt at your Family Email Address:

**ssm@ssmrcc.org**

You may receive an email when students are placed in a class.

**Please monitor your spam folder!**

 **Print this Page** for your records.

08/03/2020 @ 07:52 PM

**Doe, John**

Term: **2020-2021**

Students Registered: **1**

**John Doe**

Special Learning Needs: None provided.

Health or Medical Needs: None provided.

Grade: 18+

Class 1st Choice: Adult Faith

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

