

Introducing My Own Church and ParishCast

Have you been attending Mass, but have not registered? Are you registered, but have not updated your personal information? Your parish registration and current information allows us to serve you best when we receive requests for letters of good standing required of godparents, baptisms, first communion, confirmation, weddings, letters of recommendation, and more. Your parish registration also allows us to communicate with you as needed through the parish mailings, text messages, emails, etc.

We are excited to announce the ability to access your own information. By creating an account with ParishSoft's My Own Church, you will be able to register online for Religious Education Classes, access all monetary donations made to St. Anthony's Church, as well as your tax information for income tax preparation. You will also be able to make any changes to your family's records. For example: address changes, phone number changes, email addresses, even adding another family member.

Instructions: My Own Church

In your web browser enter <https://paterson.parishsoftfamilysuite.com/>

Welcome! Sign In Below

Username:* _____

Password:* _____

For security purposes - we only support the following browsers
IE 9.0+, Edge, Chrome, Firefox and Safari.
If you do not have any of these installed on your system you must install or upgrade to one of them before you can login.

Click the **New User?** link to display the New User Registration Form:

New User Registration Form

Step 1: Account Request

Organization:* St. Anthony Parish, Hawthorne

User Name:* _____

Password: A temporary password will be generated and emailed to you.

Monitor your spam folder!

Step 2: Personal Information

This information is used to verify your identity in the database OR create a family record.

First Name:* _____

Country:* _____

Last Name:* _____

Address:* _____

Nick Name: _____

City:* _____

Primary Phone:* _____

State:* _____

Birth Date:* eg. MM/DD/YYYY

Postal Code:* _____

Step 3: Email Address

Why multiple email addresses? People occasionally change email addresses. If you are in the family database, the additional fields help us find or update your family record.

Current Email:* eg. email@domain.com

Prior Email #1: _____

Confirm Current:* _____

Prior Email #2: _____

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Complete Steps 1 -3 on the form. Required fields are marked with a **red** asterisk: *****.

Click Submit Registration to submit your information to the system.

If the system can verify all of the information in your registration request, it displays a confirmation message to inform you that your registration was successful. The system also sends an email containing your login credentials (username and temporary password) to the email address you provided in your registration.

After you receive the email, log in to your account. **Check your Spam or Junk E-mail folder if the email does not arrive within a few minutes after you submit your request.** For login instructions, go to <https://paterson.parishsoftfamilysuite.com>, How to Log in to My Own Church.

If the system cannot verify all of the information in your registration request, it displays an acknowledgement message to notify you that your registration was received. Your registration request is put on hold until an administrator can personally review it.

If, at any time, you have questions, please feel free to contact Diane Brown @ 973-427-1478.

Instructions: ParishCast

Also included in the conversion was a new rapid notification system called ParishCast. This allows the church to send out text messages or emails regarding any information concerning parish masses, feast, coffee ands..., etc. If you are interested in obtaining your own unique ParishCast ID, please contact Diane Brown @ 973-427-1478 or email Diane @ stanthonyparishhawthorne@gmail.com.

Not computer savvy? No access to a computer? Just more comfortable with pen and paper? Please complete the form in the bulletin on page 14 and return it to the Rectory office, Attn: Diane Brown.

****You can find all this information, as well, on our parish website <https://stanthony-hawthorne.org/>****

