

2020/2021 PSR Registration for Parish Families

1. Login to [ParishSoft](#) and register your children for the desired classes for the upcoming year. Your child(ren)'s registration will be pending. (Instructions to create a ParishSoft account follow.)
2. Print off the document [Parish School of Religion Signature Pages](#).
3. Return the signed document along with a check for the registration fee to the church. The non-refundable registration fee is \$75.00 per student with a \$150.00 maximum fee per family. Mailing address is:
St. Joseph Catholic Church
670 West Main Street
Plain City, OH 43064
4. Once your paperwork and registration fee are received, your child(ren)'s PSR registration will be confirmed.

Instructions for Using ParishSoft

1. Create a New User Account on [ParishSoft](#)

ParishSOFT[†] Connecting People and the Church

Welcome - Log In Below

Username:*

Password:* [Log In](#)

[New User?](#) [Lost 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.

Use of this software, website, and services is subject to the [Terms of Use](#)

Application Version #: 4.6.1.51541, Application Date: 4/20/2020 7:50:50 AM, Database Version #: 4.6.1.51541 updated on: 4/22/2020
[Release Notes](#)

2. Select **St. Joseph Parish, Plain City** from the drop down and fill in the remaining required information with the information and email previously provided to the parish.

New User Registration Form

Step 1: Account Request

i Organization Not in List? If your organization is not available in the dropdown, please contact them for assistance.

Organization:*

User Name:*

Password: **A temporary password will be emailed to you following account approval.**
Please monitor your spam folder. If you do not receive an email in the next few days, contact the organization.

Step 2: Personal Information

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

First Name:*

Last Name:*

Nick Name:

Primary Phone:*

Birth Date:*

Postal Code:*

Address:*

City:

State/Region:

Country:

Step 3: Email Address

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

Current Email:*

Confirm Current:*

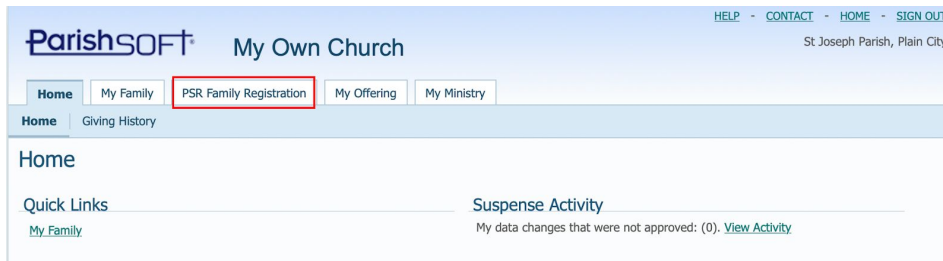
Prior Email #1:

Prior Email #2:

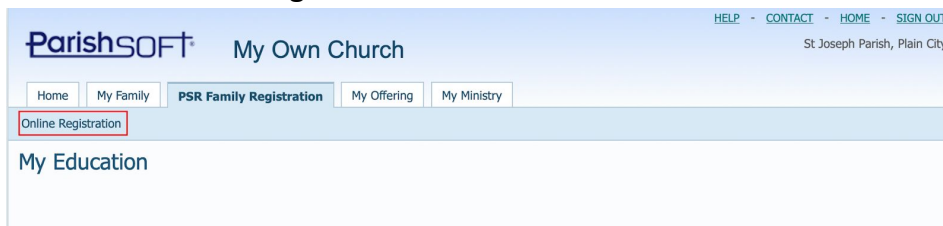
[Submit Registration](#)

3. Check your email and login with temporary password. Login and change your password.

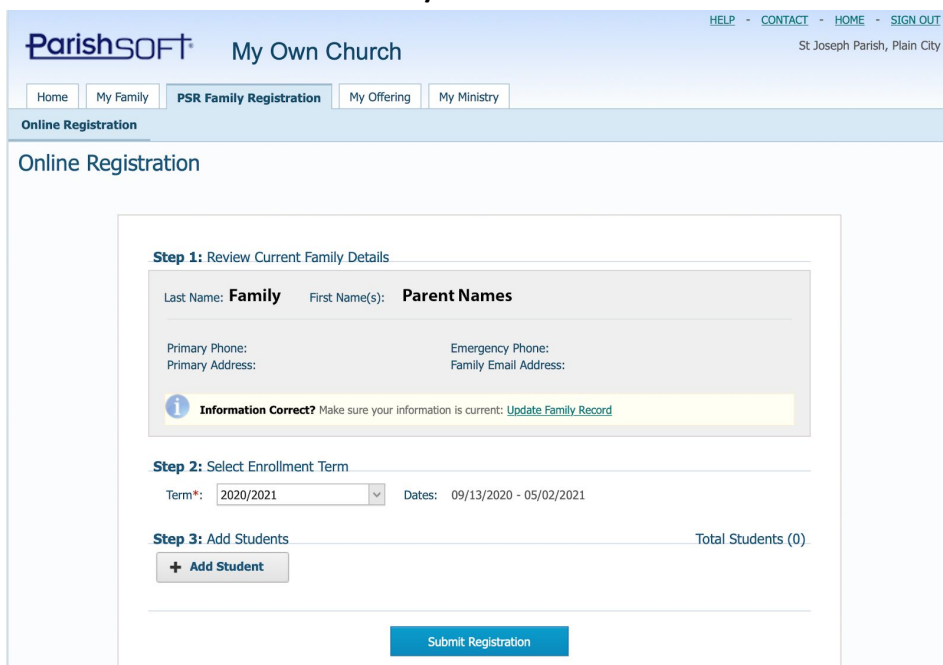
4. Click on the **PSR Family Registration** tab.



5. Click on the **Online Registration** link in the blue bar.



6. Select the enrollment term **2020/2021** and select **Add Student**.



7. From the available dropdowns, select your child, their rising grade, list any special learning, health or medical needs, and select the desired class time. Save Student when complete.

The screenshot shows the ParishSOFT website interface for 'My Own Church' (St. Joseph Parish, Plain City). The navigation menu includes Home, My Family, PSR Family Registration, My Offering, and My Ministry. The 'Online Registration' section is active. A modal window titled 'Student' is open, containing two main sections: 'Student Information' and 'Class Preferences'. In 'Student Information', the 'Student*' dropdown is set to 'Child Name' and 'Grade*' is set to 'Selected Grade'. There are input fields for 'Special Learning Needs' and 'Health or Medical Needs (include any allergies)'. The 'Class Preferences' section includes an informational note: '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, there are three dropdowns for '1st Choice*', '2nd Choice', and '3rd Choice', with '1st Choice*' set to 'Selected Class'. At the bottom of the modal are 'Save Student' and 'Cancel' buttons. In the background, a 'Submit Registration' button is visible.

8. After you have completed registration for all children, **Submit Registration**.

The screenshot shows the ParishSOFT website interface for 'Online Registration'. The 'Step 1: Review Current Family Details' section displays family information: Last Name: Family, First Name(s): Parent Names, Primary Phone, Primary Address, Emergency Phone, and Family Email Address. An informational message states: 'Information Correct? Make sure your information is current: Update Family Record'. The 'Step 2: Select Enrollment Term' section shows Term*: 2020/2021 and Dates: 09/13/2020 - 05/02/2021. The 'Step 3: Add Students' section shows a '+ Add Student' button and a table with one student listed. The table has columns for Child Name, Birth Date, Age, Grade, 1st Choice, 2nd Choice, 3rd Choice, and Special Learning Needs. The student listed is 'Child Name' with 'Selected Grade' and 'Selected Class' chosen. There are 'Edit Student' and '[x] Remove' links for the student. At the bottom of the page is a 'Submit Registration' button.

9. You will be emailed a confirmation that your registration is submitted. Once you have mailed the church your signed paperwork and paid your registration fee, the PSR registration will be confirmed.

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:

My Email Address

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

Please monitor your spam folder!

 [Print this Page](#) for your records.

04/29/2020 @ 12:20 PM

Family Last Name, Parent Names

Term: **2020/2021**

Students Registered: **1**

Child Name

Special Learning Needs: None provided.

Health or Medical Needs: None provided.

Grade: **Selected Grade**

Class 1st Choice: **Selected Class**

Class 2nd Choice: None selected.

Class 3rd Choice: None selected.

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