

# Confirming Primary Contacts at a Parish

To reach a “landing page” for the Diocesan Data Hub, go to [www.MadisonDiocese.org/Hub](http://www.MadisonDiocese.org/Hub)

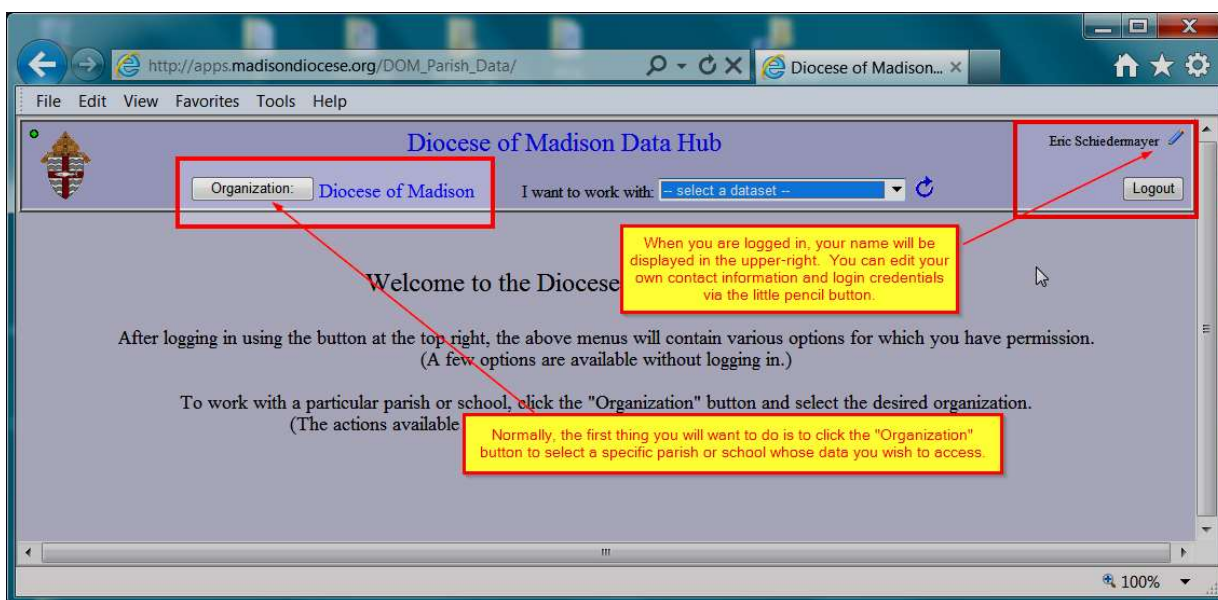
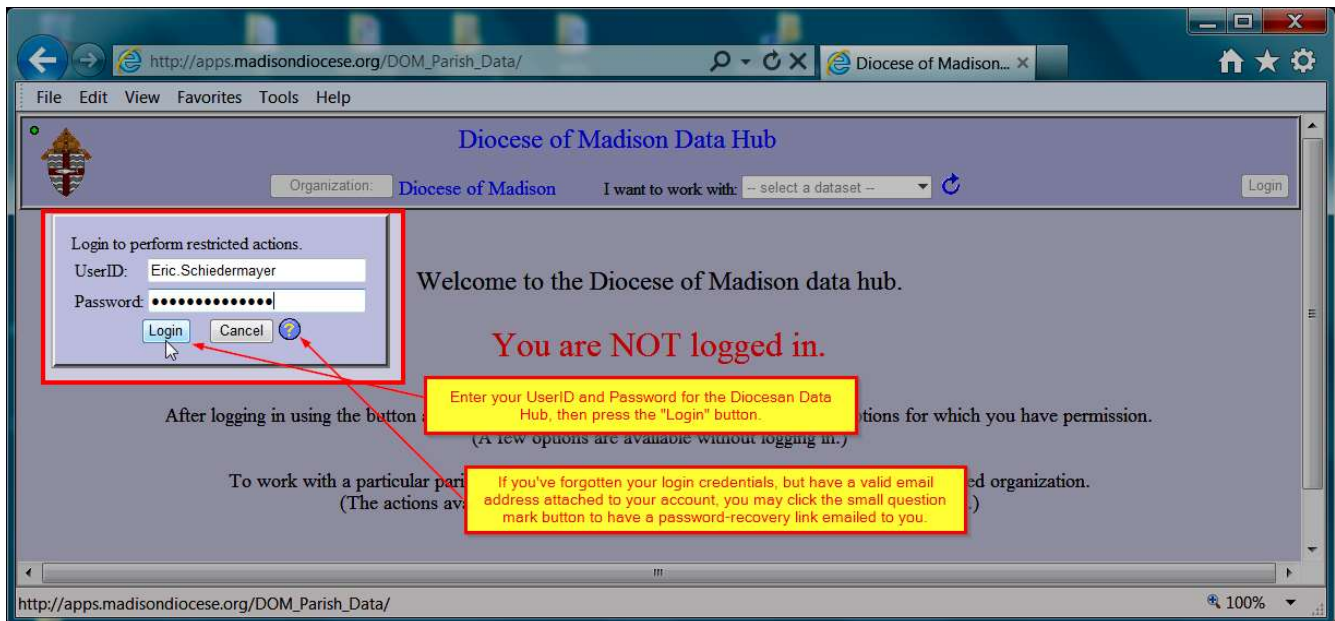
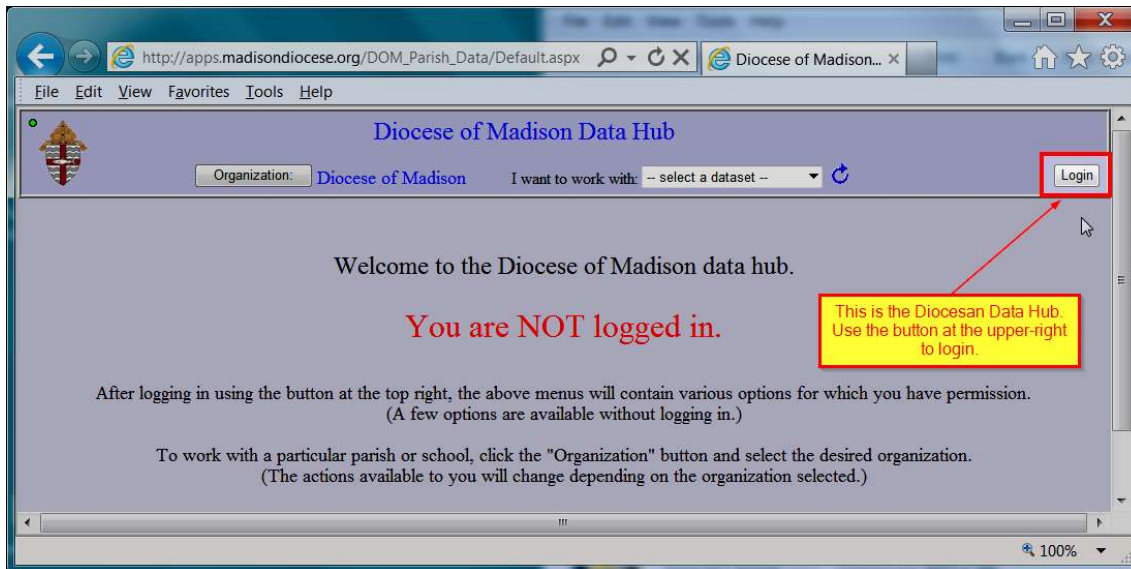
From here, you can access Hub instructional documents or the actual Hub itself as follows:

The screenshot shows a web browser window displaying the Diocesan Data Hub landing page. The page header includes the logo for the Catholic Diocese of Madison and navigation links for 'Our Faith', 'Our Diocese', 'Offices & Apostolates', 'News & Events', and 'Donate'. The main heading is 'Diocesan Data Hub'. On the left, there is a sidebar menu for 'Offices & Apostolates' with links to 'Office of Bishop', 'Vicar General', 'Evangelization and Catechesis', 'Marriage and Family', 'Schools', 'Vocations', 'Worship', 'Youth Formation', and 'Planning'. The 'Diocesan Data Hub' link is highlighted with a red box. A yellow callout box points to this link, containing the text: 'You can reach this page on the diocesan website by typing "www.MadisonDiocese.org/Hub" in your browser's address bar. From here, either of these highlighted links will take you to the Hub itself. (This page has links to some instructional tips.)'. The main content area features 'Data Hub Instructions' and 'Document Links'. A red box highlights the text 'The Diocesan Data Hub is an online tool for capturing and sharing data among the various organizations that comprise the Diocese of Madison. Through this tool, it is hoped that our Diocese can make even better use of the time, talent, and treasure given by God, and we can become ever more effective in pursuing God's mission of evangelization.' Another red box highlights the text 'Please click here to log in to the Diocesan Data Hub' at the bottom of the page. The browser's address bar shows the URL 'http://www.MadisonDiocese.org/Hub'.

Alternatively, you can also reach the Hub from a link on the footer of every page in the main diocesan website as follows:

The screenshot shows the website <http://madsiondiocese.org> in a browser window. The header features the "CATHOLIC DIOCESE OF MADISON" logo and a navigation menu with "Our Faith" highlighted. A main content area lists various categories: "Our Faith", "Our Diocese", "Offices & Apostolates", "News & Events", and "Donate". The footer contains contact information for the Diocese of Madison, including the address (702 South High Point Road, Madison, WI 53719), phone (608-821-3000), fax (608-440-2808), and email (communications@straphael.org). A "DATA HUB" icon, which is a gear with a cross, is highlighted with a red box. A yellow callout box with a red arrow points to this icon, containing the text: "From the footer section of any page on the diocesan website (www.MadisonDiocese.org), the Hub can be directly accessed by clicking this button." Below the contact information is a "SAFE ENVIRONMENT" logo and a "Login | powered by eCatholic" link.

# Logging into the Diocesan Data Hub:



Using the menus on the Diocesan Data Hub:

Diocese of Madison Data Hub

Organization: **Diocese of Madison** I want to work with: -- select a dataset --

Show Parishes which are Active Entire Diocese

114 organizations match the search criteria.

Location	Name	Status	Type
Argyle	Saint Joseph Parish	Active	Parish
Ashton	Saint Peter Parish	Active	Parish
Baraboo	Saint Joseph Parish	Active	Parish
Belleville	Saint Francis of Assisi Parish	Active	Parish
Belmont	Saint Philomena Parish	Active	Parish
Beloit	Our Lady of Assumption Parish	Active	Parish
Beloit	Saint Jude Parish	Active	Parish
Beloit	Saint Thomas the Apostle Parish	Active	Parish
Benton	Saint Patrick Parish	Active	Parish
Berlin	All Saints Parish	Active	Parish
Blanchardville	Immaculate Conception Parish	Active	Parish
Bloomington	Saint Mary Parish	Active	Parish
Boscobel	Cornus Christi Parish	Active	Parish

Click to select this organization

Click the "Organization" button on the top menu bar to bring up the "Select an Organization" dialog. Click on the organization whose data you want to access.

(Use the "Show" dropdown to change from Parishes to Schools or other organization types.)

Click the "Entire Diocese" button to work with menu items which apply to the entire diocese.

Diocese of Madison Data Hub

Organization: **Ashton, Saint Peter Parish** I want to work with: -- select a dataset --

Diocesan Appeals  
Hispanic Ministries survey  
Overview info  
Parish statistics  
SOWDI participants  
Staff and Contacts

Welcome to the Diocese of Madison

Now that I've selected a specific organization (Saint Peter Parish in Ashton in this case)... the above menus will contain various options for which you have permission. (A few options are available without logging in.)

To work with a particular parish or school, click the "Organization" button and select the desired organization. (The actions available to you will change depending on the organization selected.)

...the set of options available in the "I want to work with" menu changes to those specific things for which I have permission on this organization.

To confirm the primary contacts for various areas of ministry at your parish or school, select the "Staff and Contacts" item.

The screenshot shows the 'Diocese of Madison Data Hub' interface. The user is logged in as Eric Schiedermayer. The organization is set to 'Ashton, Saint Peter Parish' and the view is 'Staff and Contacts'. The page title is 'Staff and Contacts for Saint Peter Parish, Ashton'. A table lists various ministry areas with buttons to select primary contacts. A red box highlights the 'RespectLife' button, and a yellow callout box explains that users should identify primary contacts by clicking these buttons. Another yellow callout box points to the 'Signoff' button, stating that users should confirm their data by clicking it. A red box also highlights the 'Signoff' button and the message 'Nobody has reviewed and signed off on this data for this organization.'.

Area	Description	Primary Contact
Pastoral	Priest responsible for this parish	Rev. Brian Dulli
Administrative	Administrative support (secretary, office manager, etc.)	Alice Banner
BulletinEditor	Creating parish bulletins	Alice Banner
Liturgy	Liturgy and...	ori Meinholz
SafeEnvironment	Safe Environ...	Kaye Kruchten
SOWDI	Seat of Wisdom...	Rev. Brian Dulli
RespectLife	Respect Life issues	Shawn LeVeque
SocialConcerns	Human and social concerns	Rev. Brian Dulli
RE_K-5	Parish religious education for grades K-5	Kaye Kruchten
RE_6-8	Parish religious education for grades 6-8	Michelle LeVeque
RE_9-12	High school religious education and youth ministry	Michelle LeVeque
RE_AFF	Adult faith formation	Rev. Brian Dulli
RE_Baptism	Baptismal preparation	
RE_Communion	Preparation for First Holy Communion	
RE_Confirmation	Confirmation preparation	Michelle LeVeque
MP	Marriage preparation	Rev. Brian Dulli
RCIA	Rite of Christian Initiation for Adults	Rev. Brian Dulli

Signoff *Nobody has reviewed and signed off on this data for this organization.*

Thanks for your help in this effort!

For assistance, feel free to contact these diocesan staff:

Rebecca Fischer	608-821-3015
Anna Delaney	608-821-3149
Marie Lins	608-821-3160
Eric Schiedermayer	608-821-3168