

Turning on Auto Registration for My Own Church in Connect Now

Only staff members at the parish that are parish administrators with their settings in Connect Now, will be able to turn on and designate which areas of the Religious Education setup should be shown in the “My Own Church” pages for the parishioner login.

1. After logging into your Connect Now site. You will see a screen similar to below



2. To turn on the auto registration, click on the **Administration** tab as seen in the image below.



3. Click on the **Administration** tab, then go to the **Module Settings** area, as seen below, where you will see information on your parish's set up of Religious Education and My Own Church.

The screenshot shows the 'ConnectNow Family Suite' interface. At the top right, there are links for 'HELP', 'CONTACT', 'HOME', and 'SIGN OUT'. Below these, it says 'Good Shepherd Parish, Toledo' and 'User1 (Kimberly Spindler)'. The navigation bar includes 'Home', 'Family Directory', 'Religious Ed.', 'Offering', 'Ministry Scheduler', 'Tuition', 'IQ', and 'Administration'. Under 'Administration', there are links for 'Suspense', 'Lookups', 'System Setup', 'Organizations', 'Manage Staff', 'Module Settings', 'Utilities', and 'Notifications'. The main content area is titled 'Module Settings' and shows a sidebar with a tree view containing 'Religious Ed.', 'My Own Church', and 'Offering'. The 'Religious Ed.' section is expanded to show 'Module Name'. The main content area is titled 'Religious Ed. > Module Name' and contains a message: 'You may change the "Religious Ed." module name to better fit the Religious Education program name at your parish. E.g.: "Faith Formation". This will modify the main Religious Ed. tab label in the ConnectNow suite for staff users.' Below this message, there is a 'Module Name*' field with radio button options: 'Religious Ed.' (selected), 'Religious Education', 'Faith Formation', 'School', and 'Custom'. A 'Save Settings' button is at the bottom right.

4. On the main screen, on the left, click on the My Own Church area as seen below:

The screenshot shows the 'ConnectNow Family Suite' interface. At the top right, there are links for 'HELP', 'CONTACT', 'HOME', and 'SIGN OUT'. Below these, it says 'Good Shepherd Parish, Toledo' and 'User1 (Kimberly Spindler)'. The navigation bar includes 'Home', 'Family Directory', 'Religious Ed.', 'Offering', 'Ministry Scheduler', 'Tuition', 'IQ', and 'Administration'. Under 'Administration', there are links for 'Suspense', 'Lookups', 'System Setup', 'Organizations', 'Manage Staff', 'Module Settings', 'Utilities', and 'Notifications'. The main content area is titled 'Module Settings' and shows a sidebar with a tree view containing 'Religious Ed.', 'My Own Church', and 'Offering'. The 'My Own Church' section is expanded to show 'New User Registration'. The main content area is titled 'My Own Church > New User Registration' and contains a message: 'New User Registration. This page includes settings for how New User Registrations for My Own Church are handled.' Below this message, there is a section for 'Automatic User Approval' with a message: 'Automatic Approval. These options allow members to potentially more quickly gain access to My Own Church (MOC). • If **ENABLED**, allows a New User Registrant that meets the defined matching criteria to receive access information WITHOUT requiring manual approval in Administration > Suspense. • If **DISABLED**, New User Registration REQUIRES manual approval in Administration > Suspense.' Below this, there are two sections for email matching criteria. The first is 'Match CURRENT Email?' with a dropdown set to 'Enabled'. Below it, it says 'if enabled, member access information sent to matching CURRENT EMAIL, bypasses Suspense.' To the right, there is a 'CURRENT Email Matching Criteria' section with a table:

NEW User Registration	Existing Member Record
First Name or Nickname	= First Name or Nickname
Last Name	= Last Name
Current Email	= Family or Member Email

The second section is 'Match PRIOR Email?' with a dropdown set to 'Disabled'. Below it, it says 'if enabled, member access information sent to matching PRIOR EMAIL, bypasses Suspense.' To the right, there is a 'PRIOR Email Matching Criteria' section with a table:

NEW User Registration	Existing Member Record
First Name or Nickname	= First Name or Nickname
Last Name	= Last Name
Current Email	NOT Family or Member Email
Prior Email #1 or #2	= Family or Member Email

A 'Save Settings' button is at the bottom right.

5. Set the email settings per your desire. Information is on this page with regards to HOW the system will match members.