Check for Registered Families marked in error

When learning ParishSOFT, sometimes the importance of the Registration checkbox is not comprehended till later. (It is a small area, and easy to overlook!) Just as it is equally important to Register a family, as it indicates you are the primary parish the parishioner is attending and that they intend to be your member. It is equally important to Un-Register a family when they are no longer active in the parish. Registration is what pulls the family/members for statistical report and what ParishSOFT uses for billing.

Periodically, you will want to audit/double-check that families are correctly marked in your parish database.

We will be search through all families that are Registered but NOT labeled as an Active family in the steps below. These families should typically not be Registered.

1) Go to the Family Directory < Family List area, as seen below. Click on the Filter, indicated below:

2) Search for Registered/Fam Deceased: (these families should NOT have the registration checked as the Family Group Fam Deceased indicates all members of the family are deceased). Then click Apply.

If your parish has families accidentally marked this way, you’ll see them listed now in the Family List, as seen below:
Click on each family, to see their details and UN-CHECK the **Registration Status** box highlighted below. (Also, review the **Send Contrib. Env.** box and the **Envelope** number, so they can correctly reflect the family status)

3) Next, search for any other families that are **Registered** but do NOT have a family group of Active. These should be the following combinations:
Registered/Contributor,
Registered/Inactive,
Registered/Moved,
Registered/Religious Ed Only,
Registered/Sacrament Only,
Registered/School Only,
Registered/Visitor