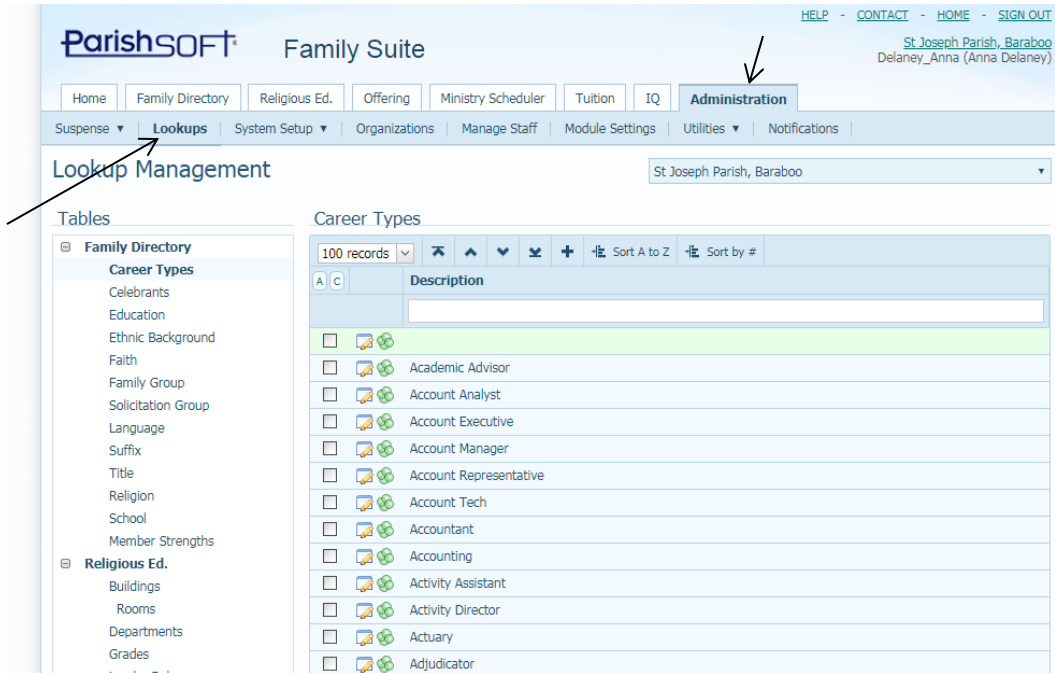


Adding Celebrants

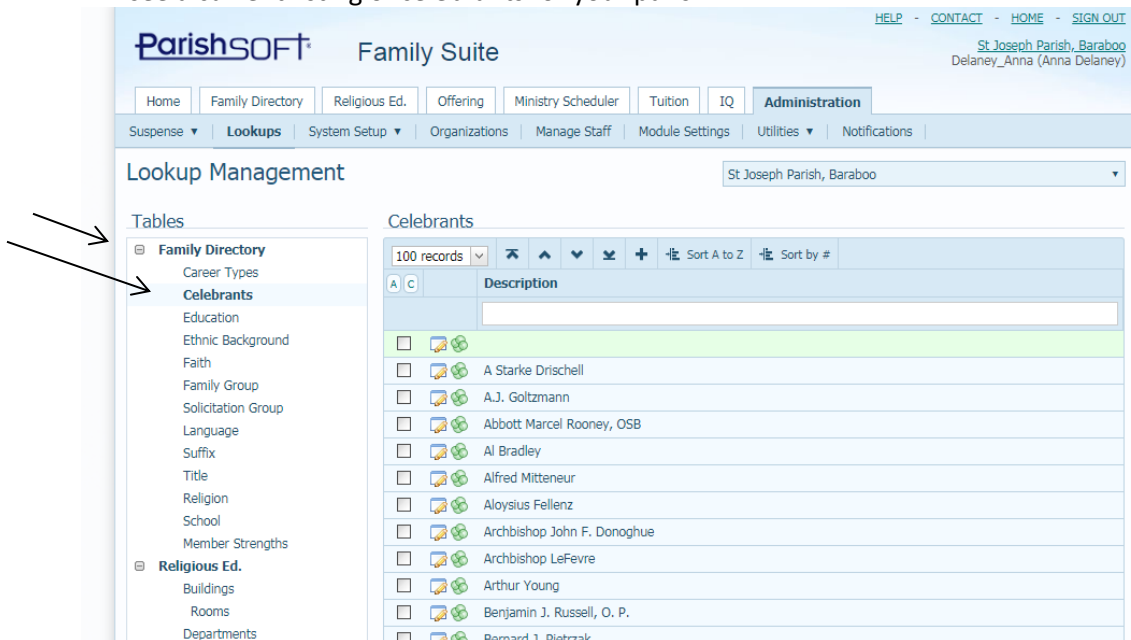
There will be times when you want to add a celebrant to the Sacramental lookup screens, if a visiting priest or historic records are being added to your parish. Please follow the steps below for adding in a new celebrant.

- 1) Log into ParishSOFT, then click on the **Administration** tab, then the **Lookup** area seen in the blue area indicated below:



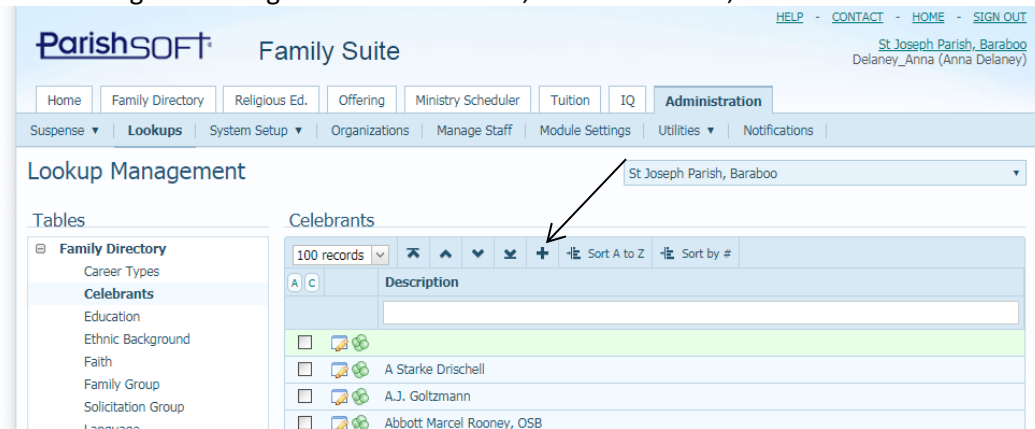
The screenshot shows the ParishSOFT Family Suite interface. The top navigation bar includes 'Home', 'Family Directory', 'Religious Ed.', 'Offering', 'Ministry Scheduler', 'Tuition', 'IQ', and 'Administration'. The 'Administration' tab is selected. Below the navigation bar, there are several menu items: 'Suspense', 'Lookups', 'System Setup', 'Organizations', 'Manage Staff', 'Module Settings', 'Utilities', and 'Notifications'. The 'Lookups' menu item is highlighted with a blue background and an arrow pointing to it. The main content area is titled 'Lookup Management' and shows a dropdown menu for 'St Joseph Parish, Baraboo'. Below this, there are two sections: 'Tables' and 'Career Types'. The 'Tables' section on the left lists various categories under 'Family Directory' and 'Religious Ed.'. The 'Career Types' section on the right shows a list of 100 records with columns for 'A', 'C', and 'Description'. The first row is highlighted in green.

- 2) On the left side, in the **Family Directory** area, click on the **Celebrants** area seen below and you will see a current listing of celebrants for your parish:



The screenshot shows the ParishSOFT Family Suite interface, similar to the previous one, but with the 'Celebrants' section selected. The 'Administration' tab is still selected. The 'Lookups' menu item is still highlighted. The main content area is titled 'Lookup Management' and shows a dropdown menu for 'St Joseph Parish, Baraboo'. Below this, there are two sections: 'Tables' and 'Celebrants'. The 'Tables' section on the left lists various categories under 'Family Directory' and 'Religious Ed.'. The 'Celebrants' section on the right shows a list of 100 records with columns for 'A', 'C', and 'Description'. The first row is highlighted in green. The list includes names such as 'A Starke Drischell', 'A.J. Goltzmann', 'Abbott Marcel Rooney, OSB', 'Al Bradley', 'Alfred Mitteneur', 'Aloysius Fellenz', 'Archbishop John F. Donoghue', 'Archbishop LeFevre', 'Arthur Young', 'Benjamin J. Russell, O. P.', and 'Bernard J. Pietrzak'.

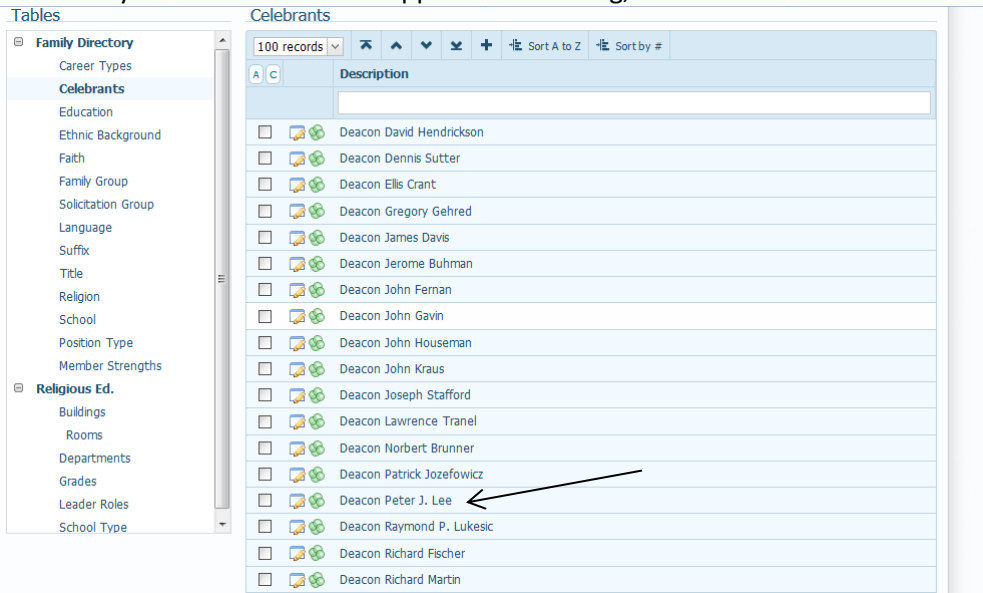
- 3) Click the + sign on the right side of the screen, indicated below, to add in a new celebrant.



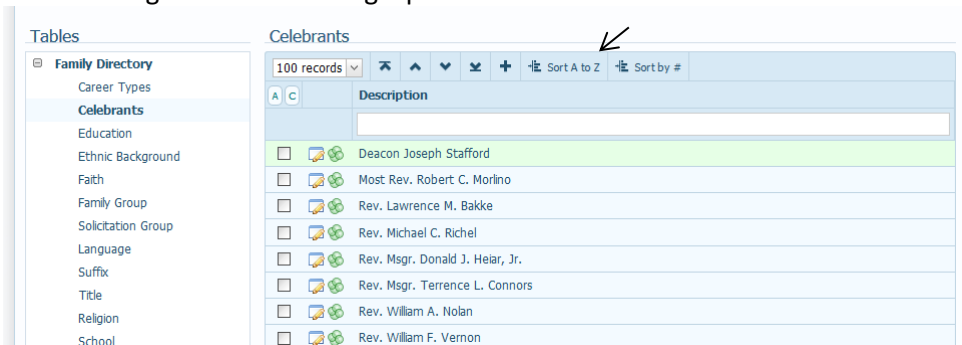
- 4) Please add in the celebrant in a similar format to those currently in the system.

The screenshot shows the 'Add Celebrant Record' dialog box. The 'Description' field contains the text 'Deacon Peter J. Lee'. There are 'Save' and 'Cancel' buttons at the bottom.

- 5) Your newly added celebrant will appear in the listing, as seen below:



- 6) If your screen lists the new celebrant as the first in the list, as seen below, then you will want to reorganize your listing by the Sort buttons indicated on the right side as seen below. Click **Sort Z to Z** to change the sort to being alphabetized.



7) You will now see the celebrants alphabetized and can click the **Save List Order** icon:































Tables

- Family Directory
 - Career Types
 - Celebrants**
 - Education
 - Ethnic Background
 - Faith
 - Family Group
 - Solicitation Group
 - Language
 - Suffix
 - Title
 - Religion
 - School
 - Member Strengths
- Religious Ed.
 - Buildings
 - Rooms
 - Departments
 - Grades
 - Leader Roles
 - School Type

Celebrants

100 records

Sort A to Z Sort by # Save List Order

A	C	Description
<input type="checkbox"/>	 	Deacon David Hendrickson
<input type="checkbox"/>	 	Deacon Dennis Sutter
<input type="checkbox"/>	 	Deacon Ellis Crant
<input type="checkbox"/>	 	Deacon Gregory Gehred
<input type="checkbox"/>	 	Deacon James Davis
<input type="checkbox"/>	 	Deacon Jerome Buhman
<input type="checkbox"/>	 	Deacon John Fernan
<input type="checkbox"/>	 	Deacon John Gavin
<input type="checkbox"/>	 	Deacon John Houseman
<input type="checkbox"/>	 	Deacon John Kraus
<input type="checkbox"/>	 	Deacon Joseph Stafford
<input type="checkbox"/>	 	Deacon Lawrence Tranel
<input type="checkbox"/>	 	Deacon Norbert Brunner
<input type="checkbox"/>	 	Deacon Patrick Jozefowicz
<input type="checkbox"/>	 	Deacon Peter J. Lee