## How to sign up for My Own Church and enroll for class online

My Own Church is a portal you can use to sign up for religious education classes here at St. Charles. You can add a family picture, correct emails, change your address if you move, add family members, designate an emergency contact, and look at the sacramental information we have for you here. It is convenient for you and also for us as it keeps our records as up to date as possible.

This document will walk you through the process of signing up for the portal and then enrolling your child for religious education class. I encourage you to simply explore once you have your portal made and see all the possibilities.

How to create your own portal/access to the site:

1. Go to https://indianapolis.parishsoftfamilysuite.com. You will see this screen
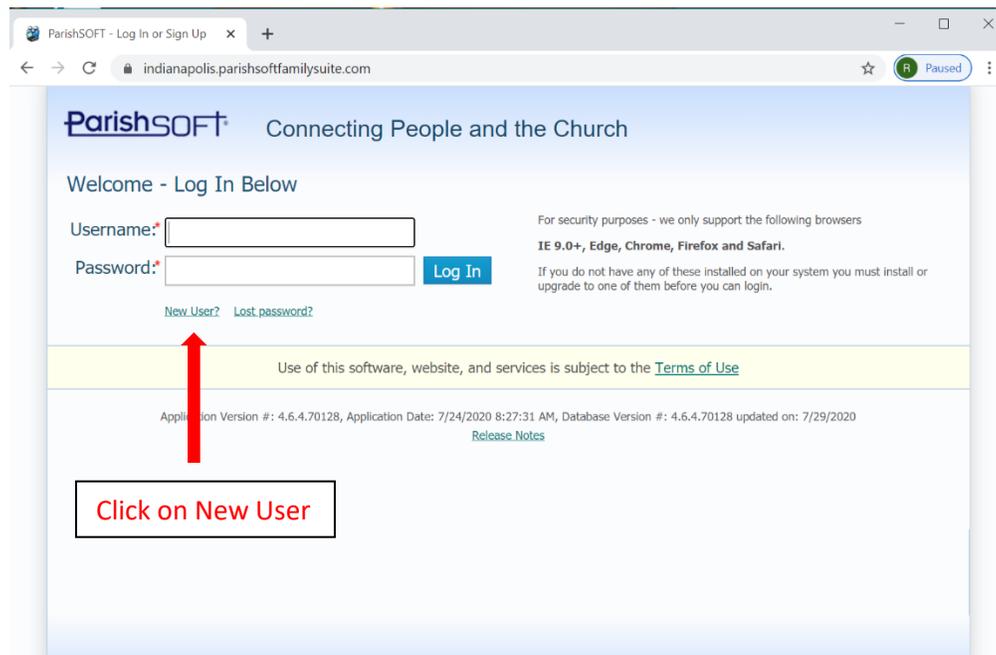
Once you are there, you will be asked to create a username for yourself and prompted to enter enough family information to create a family record. Make sure when you get started you choose "St Charles Borromeo, Bloomington" at the top.

Fill in all required information. The last step is to confirm your email address. You will be emailed a password and asked to create your own once your record is verified.

Don't forget to click 'submit'

Your request will come to us, and we will make sure your information is in the correct format. Once we do that, you will receive an email with a temporary password that you can change to whatever you want.

Congratulations! Now your portal is usable and you can explore or sign up for religious education classes. If you sign on you will see something like this (I'm using my own as an example). Click on 'family detail'
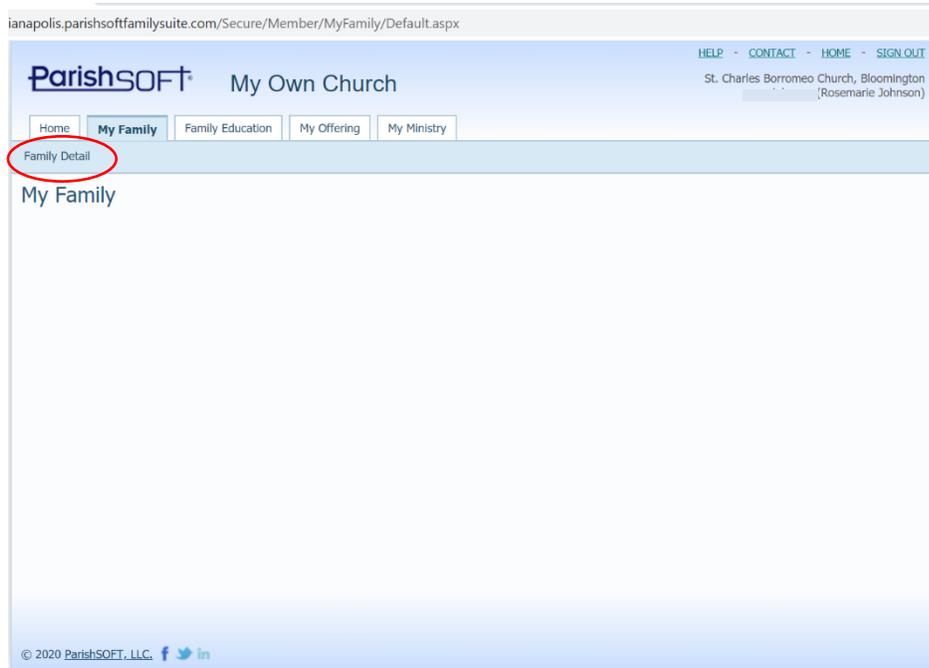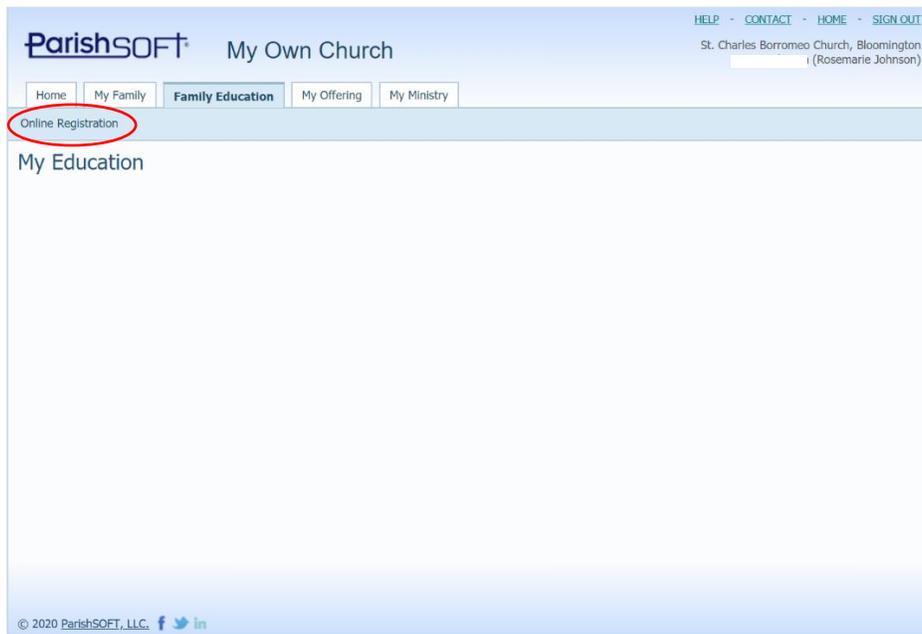

This will display your contact information and other information about your family. If you want to personalize it you can add a picture like I did. To make changes click 'edit detail'.
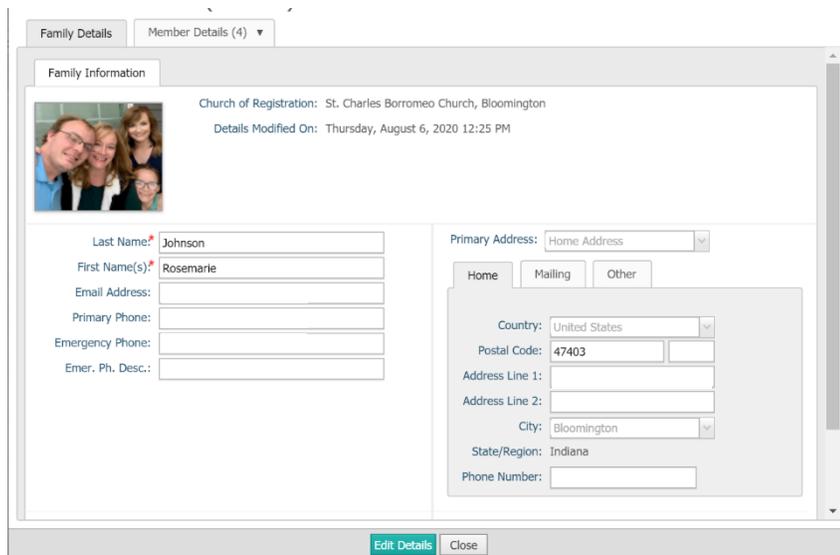
Now, to sign up for religious education classes, go back to the main My Own Church screen and click on Family Education
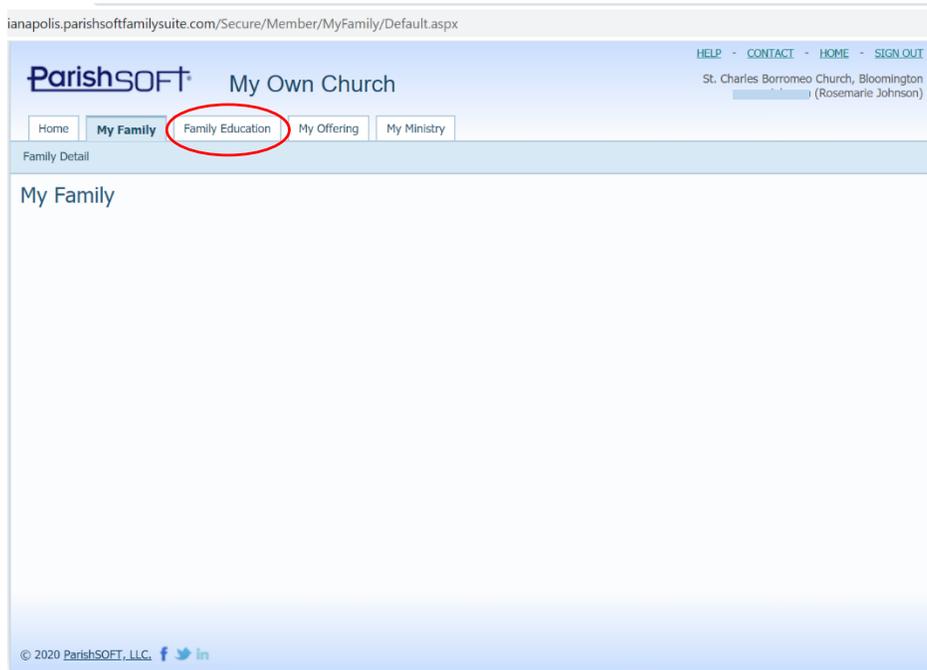
Next click on Online Registration

You will see the following screen. Make sure all data is correct and also follow the link for 'update family record' to make sure it is correct too. Once that is done choose the enrollment term from the dropdown list. Choose 2021-2022. Then click the 'add student' button.

You will see the following screen and will be able to enroll each of your children. Once you enter your child's academic grade level (beginning in August 2021), your choices will appear in the dropdown box. (Note: If you have a first or second grader who has not yet received any sacramental preparation for first communion, choose Sacramental Preparation I. If your child received his or her first year of first communion preparation last year, choose Sacramental Preparation II. If your child is in the ninth grade, choose confirmation.

Note: likely when your class choices come up it will include RCIC (the Rite of Christian Initiation for Adults adapted for children). Only choose this one if your child is 7 years old or older and not yet baptized, or baptized and in third grade or higher but has not received First Communion or Reconciliation yet.

Each time you enroll one of your children and click 'save student' you have the option to enroll a sibling if desired. On the next page under Step Three: Add Students click the +Add Student button and it will take you back to the registration page. <u>Note: do not click the Submit Registration button until all of your children are enrolled</u>! Once you submit registration you are all set! The information will come straight to us and we will order materials for him or her. You will receive an email verifying enrollment. There is also an opportunity to print out this final enrollment page.

At the bottom of the page you have the option to Pay Now. Clicking this button brings you to the ParishSOFT Giving page where you can submit registration fees online. The fees have not changed this year and are still $70 per student.

 Thank you for allowing us the opportunity to assist you in teaching your children about their Catholic faith. It is an important ministry, and we love every moment of it! Contact me if you have any questions or comments.

God bless

Rose Johnson
Coordinator of Religious Education
St. Charles Borromeo Catholic Church
2222 E. Third Street
Bloomington, IN 47401
(812) 334-1664
rjohnson@stcharlesbloomington.org