

PSR REGISTRATION FOR 2020-2021

In order to minimize group contact this year, we will be conducting PSR registrations online.

To prepare for registration, families must enroll in **My Own Church**. Click on the "Update Your Info" button and follow the directions for setting up an account. Once you've set up your account, update your family information for our records. Then you will be ready to register. Detailed instructions are on the back of this insert.



There will be several ways to enroll students in PSR this year:

Option #1 (Preferred Method) ~ Online Registration & Payment with Digital Forms

Step 1: Enroll students through My Own Church

If you have not created an account with My Own Church (parish database), go to <https://stjosephmantua.com/my-own-church> and click on the "Update Your Info." button to enter a log in and password. After approval, you can then log in and click on the Faith Formation tab to access the online registration section.

- * Review your family's current details (update if necessary).
- * Select the 2020-2021 enrollment year.
- * Add students and save.

Step 2: Complete the Online Registration Forms & Make Payment

You will then be redirected to our PSR Enrollment & Payment Form to complete and make payment through our Parish Online Giving. It will also have links for the other required forms (PSR Medical Release & Permission Form, PSR Photo-Video Release Form, PSR Volunteer Form, and Sacramental Forms).

Option #2 ~ Downloading & Printing Forms, Completing & Submitting to Religious Ed Office with Payment

Enrollment forms are available at <https://stjosephmantua.com/parish-school-of-religion>. Download, print, complete, and drop off at the Parish Office or Religious Ed Office.

Option #3 ~ Picking Up Forms, Completing & Returning to Religious Ed Office with Payment

Pick up the necessary forms from the Religious Education Office. Complete and drop off at the Parish Office or Religious Ed Office (hours are 12:00 and 4:00 p.m. Monday through Thursday).

Questions? Please contact our DRE, Peg Haney
(phaney@stjosephmantua.com or 330-274-2268)

A few PSR dates to put on your calendar . . .



September 6th - Registration begins online

September 20th - Pick up PSR materials at St. Joseph School's Main Hallways 10:00-11:00 a.m.

October 4th - First Day of PSR



How to sign up for a new My Own Church account

All users, including church members, administrators, and church staff, must have an account to access the ParishSOFT Family Suite website. Users who do not have an account must sign up for an account to receive login credentials (username and password).

Creating a user account is a one-time process. This process requires the submission of personal details to verify your identity. It takes just a few minutes to complete:

In your web browser, enter <https://youngstown.parishsoftfamilysuite.com>

- A. Click the **New User?** link to display the **New User Registration Form:**
 1. Complete Steps 1 - 3 on the form. Required fields are marked with a red asterisk*.
 2. Click **Submit Registration**.
- B. The application attempts to verify your personal information.
 1. If the application can verify all of the information in your registration request, it displays a confirmation message to inform you that your registration was successful.
- C. The application also sends an email containing your login credentials (username and a temporary password) to the email address you provided in your registration.
- D. After you receive the email, log in to your account.
 1. Check your **Spam or Junk E-mail** folder if the email does not arrive within a few minutes after you submit your request.
 2. For login instructions, go to **How to log in to My Own Church**.
 3. **If the application cannot verify all of the information in your registration request**, it displays an acknowledgment message to notify you that your registration was received. **Your registration request is put on hold** until an administrator can personally review it. Review time varies, but the process is **typically completed within three days**.
 4. Upon approval, you will receive an email containing your login credentials (username and a temporary password). Check your **Spam or Junk E-mail** folder if the email does not arrive within that time frame.
 5. After you receive the email, log in to your account. For login instructions, go to **How to log in to My Own Church**.
 6. If the application cannot verify **any** of the information in your registration request, it displays a message to inform you that the registration was not successful.
 - a) The message provides one or more options to help resolve the problem.
 - b) Choose the option that best fits your particular circumstance.

If you need assistance resolving the problem, please contact Kathi at the Parish Office (330-274-2253 or ktrares@stjosephmantua.com) for support. More details including helpful videos and FAQ's are available on our website's My Own Church page (<https://stjosephmantua.com/my-own-church>).