ConnectNow

My Own Church

USER GUIDE
for Church Members

ParishSOFT
Connecting People and the Church
Toll Free 866.930.4774 • www.parishsoft.com
ConnectNow
My Own Church User Guide
for Church Members
Pub 113, July 2009
version 1.0 and later

ParishSOFT
825 Victors Way
Suite 200
Ann Arbor, MI  48108-2830

Web:       www.parishsoft.com
Email:     info@parishsoft.com
                     support@parishsoft.com
Phone:     (734) 205-1000 main
                     (866) 930-4774 support
Fax:        (734) 205-1011
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# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to My Own Church</td>
<td>4</td>
</tr>
<tr>
<td>System Requirements</td>
<td>4</td>
</tr>
<tr>
<td>About This Manual</td>
<td>4</td>
</tr>
<tr>
<td>Open Your Secure My Own Church Website</td>
<td>5</td>
</tr>
<tr>
<td>Log In</td>
<td>5</td>
</tr>
<tr>
<td>Log Out</td>
<td>5</td>
</tr>
<tr>
<td>Sign Up for a New Account</td>
<td>6</td>
</tr>
<tr>
<td>Register Online</td>
<td>7</td>
</tr>
<tr>
<td>Fields Required for New User Registrations</td>
<td>8</td>
</tr>
<tr>
<td>Personal Information</td>
<td>8</td>
</tr>
<tr>
<td>Security Code</td>
<td>8</td>
</tr>
<tr>
<td>Additional Fields Required for New Church Members</td>
<td>8</td>
</tr>
<tr>
<td>Forgot Password</td>
<td>9</td>
</tr>
<tr>
<td>Update Your Family Record</td>
<td>10</td>
</tr>
<tr>
<td>Family Information Data Fields in Your Family Record</td>
<td>11</td>
</tr>
<tr>
<td>Family Address Data Fields</td>
<td>12</td>
</tr>
<tr>
<td>In Your Family Record</td>
<td>12</td>
</tr>
<tr>
<td>Other Address Tab</td>
<td>12</td>
</tr>
<tr>
<td>All Address Tabs</td>
<td>12</td>
</tr>
<tr>
<td>Update a Family Member’s Record</td>
<td>13</td>
</tr>
<tr>
<td>Add a New Member to Your Family Record</td>
<td>14</td>
</tr>
<tr>
<td>Data Fields to Complete When You Add a New Member Record</td>
<td>15</td>
</tr>
<tr>
<td>View Suspense Activity</td>
<td>17</td>
</tr>
<tr>
<td>Contact Your Church</td>
<td>17</td>
</tr>
<tr>
<td>Add a Photo</td>
<td>18</td>
</tr>
<tr>
<td>Index</td>
<td>19</td>
</tr>
</tbody>
</table>
Introduction to My Own Church

ParishSOFT’s My Own Church connects you with your church records via the Web.

Use the My Own Church website to register online or update your church records for your family and individual family members. Those changes, once approved by a church staff member, will electronically update your church’s database. And you can do it all without paper forms or phone calls to the parish office.

System Requirements

My Own Church is available on the Web 24/7 and requires no special hardware or software. For church administrators and individual member users of the system, all that’s needed is an Internet connection and Web browser, including Microsoft® Internet Explorer 6.0+, Firefox 2.0+, or Safari 3.1+.

You must allow popups from the My Own Church website and set My Own Church as a trusted site in your system security programs that would otherwise block access to the site (e.g., Norton, McAfee, Google toolbar).

About This Manual

This guide documents the features and functionality of the My Own Church application using simple, task-based examples to illustrate how to use the options available from your church’s website.

The examples shown in this document use demonstration data and do not represent the actual records of any family or member.
Open Your Secure My Own Church Website

The My Own Church website is available from any Web browser.

1. Link from your church’s main website, or open your Web browser application (e.g., Microsoft Internet Explorer, Mozilla Firefox, etc.) and enter the address into the Address line.

2. Add the website to your list of frequently visited sites. Firefox users can click Bookmarks > Bookmark this Page; Internet Explorer users can click Favorites > Add to Favorites.

Log In

If you already have a login to My Own Church, enter your User Name and case-sensitive Password, and click the Login button.

If you do not have a login, Sign Up for a New Account using the procedure on the next page.

Log Out

Click LOGOUT in the upper-right corner of your screen.
Sign Up for a New Account

Individual church members without an existing login must register for a User Name and Password to access the My Own Church website.

1. Click the New User button.

2. Complete the fields on the New User Registration Form. Required fields are marked with a red asterisk *.

3. Read the Terms & Conditions and check the I Agree box. To display the Terms & Conditions, click on the red text: I Agree to the Terms & Conditions.

4. For security purposes, each new account application requires entry of a unique code shown on your screen. If the code displayed is difficult to read, click the red text: Try a different code.

5. Click Register to submit your information to the system.

If you are already a registered member of your church, you will receive an email containing your User Name and Password once a church administrator accepts your registration request. The system will check to see if your church already has a record for you in its database.

If you are registering with your church for the first time, the system will ask you for some additional information—see the following page for instructions.
Register Online

If you are not already registered as a member with your church, the system will ask you for some additional information. Required fields are marked with a red asterisk *. 

1. Select the Organization or Church.

2. Enter a street address in Address Line 1.

3. Click Register.

Once you click Register, your registration will be submitted to your church administrator for review.

After the church staff member accepts your registration, you will receive an email containing your User Name and Password.

Use your new User Name and Password to log into My Own Church and add the additional members of your family (see page 14 for instructions on adding or updating family member information).
Fields Required for New User Registrations

Personal Information

User Name*
Required. The User Name is part of your secure login and will be required to access the My Own Church website in the future.

First Name* and Last Name*
Required.

Email*
Required. Enter your complete email address. Once your registration request is approved, the system will send your User Name and a temporary Password to the email address that you provide. The My Own Church system restricts users to one account per email address. Multiple accounts with the same email address are not permitted.

Envelope #
Enter the envelope number assigned by your church.

Phone #, City, State/Region
Recommended but not required.

Postal Code*
Required. Enter your ZIP Code or postal code.

Security Code

Enter the code shown*
Required. A unique code will display in the graphic box at the bottom of your screen. Enter this code into the field provided.

The security code is required for each new account application and serves to protect your church’s website and ensure that only legitimate registration requests are submitted through the system. If the code displayed is difficult to read, click the red text: Try a different code.

Additional Fields Required for New Church Members

New family registrations will also require selection of an Organization or Church and a valid address in Address Line 1.

<table>
<thead>
<tr>
<th>Envelope #</th>
<th>Address Line 1</th>
<th>City</th>
<th>State/Region</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>1127</td>
<td>8952 Ruby Dr</td>
<td>Ann Arbor</td>
<td>MI</td>
<td>United States</td>
</tr>
</tbody>
</table>

New User Registration Form
Fill out as much of the information below as possible. Required fields are light blue with a blue border on entry or when moving the mouse over.

User Name: santillo*

First Name: Stacy*
Last Name: Santillo*
Email: santillo@peterbilt.com*
Envelope #: 1127*
Postal Code: 48108 *

I Agree to the Terms & Conditions

Enter the code shown:

Can't read this code? 
Try a different code

Register Cancel
Forgot Password

If you forget your Password, complete the following steps to receive a new, temporary Password:

1. Click the **Lost your Password Click Here** link.

2. Complete the form fields on the **Reset Password** screen. Required fields are marked with a red asterisk * and include **First Name**, **Last Name**, **Email Address**, and **Postal Code**.

3. Click **Send**.

Once the system validates your request, an email containing a reminder of your User Name and a new, temporary Password will be sent to the address in your profile. The system will require that you change your password upon login.

Passwords must be at least 6 characters in length, and at least 2 characters must be numbers.

*My Own Church User Guide for Church Members*
Update Your Family Record

1. Click My Family. Your Family Detail screen will open.

2. Click Edit. Two edit links are available. The first opens the basic Family Information, and the second opens the Family Addresses. For descriptions of the fields available in these areas, please see Family Information Data Fields in Your Family Record on page 12.

3. Update the record as needed and click Save.
Family Information Data Fields in Your Family Record

Last Name*
Required. Last name for the family record.

First Name(s)*
Required. First Names of the primary adult(s) in the household. If your family comprises a husband and wife, enter both names (e.g., Brian and Catherine), separated by the word “and.”

Primary Phone
Main family phone number.

Emergency Phone
Primary emergency phone number for your family.

Emergency Ph. Desc.
Description of emergency phone number (e.g., Son Bill’s cell).

Email Address
Email address of the initial adult family member who is designated head, husband, or wife.

Publish Phone, Publish E-Mail, and Publish Address
Uncheck these boxes if you wish to keep your phone, email or address unlisted in church publications.

Do Not Send Mail
Check this box if you do not wish to receive mail from your church (or other organization in which you are registered).

Church-Only Fields
Some fields that display on your main family information are not available for editing—these fields are maintained by your church.

<table>
<thead>
<tr>
<th>Update family information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Last Name</strong>: Amao</td>
</tr>
<tr>
<td><strong>First Name(s)</strong>: Brian and Catherine</td>
</tr>
<tr>
<td><strong>Primary Phone</strong>: 734-205-1000</td>
</tr>
<tr>
<td><strong>Emergency Phone</strong>: 866-930-4774</td>
</tr>
<tr>
<td><strong>Emergency Ph. Desc.</strong>: Bob Ames’ cell</td>
</tr>
<tr>
<td><strong>E-Mail Address</strong>: <a href="mailto:amos@parishoff.com">amos@parishoff.com</a></td>
</tr>
<tr>
<td>Publish Phone: ☐</td>
</tr>
<tr>
<td>Publish E-Mail: ☐</td>
</tr>
<tr>
<td>Publish Address: ☐</td>
</tr>
<tr>
<td>Do not Send Mail: ☐</td>
</tr>
</tbody>
</table>

Cancel  Save
Family Address Data Fields
In Your Family Record

Primary Address
Your church record can store up to three Address Types: Home, Mailing, and Other. You can designate which address your church should use as the Primary Address for mailings and statements.

- Home Address—family residence address
- Mailing Address—post office box or alternate mailing location
- Other Address—second home, temporary move, or snowbird address (i.e., for those who spend the winter in warmer climates).

Other Address Tab
The From and To fields let you schedule a timeframe when you wish to be contacted at your “other” address. This lets you keep informed of church events even while you’re away from home. Enter From and To dates in mm-dd format.

All Address Tabs
Each of the address tabs provides fields so that you can enter your Country, Postal Code, Address Lines 1 and 2, and Phone Number. The City and State/Region field will populate automatically once you enter a ZIP Code or Postal Code. If multiple city names are available for a given postal code, you can select the correct place from the City lookup table.
Update a Family Member's Record

1. Click My Family.

2. Click the Family Members link. The number in parentheses indicates the number of members in your family record.

3. Click the name of the family member.

4. Click Edit.

5. Update the member record as needed and click Save. For information about the fields available on the Member Details screen, please see page 15.

6. To return to the family information from any member record, click on the link in red at the top of the screen. For example, in the example shown above, clicking Member detail for the ‘Brian and Catherine Amos (236727)’ family returns you to the Amos family record.
1. Click My Family.

2. Click the Family Members link.

3. Click Add New Member.

4. Enter the family member's information—fields marked with a red asterisk are required—and click the Save button to add the record to your database.

For information about the fields available on the Member Detail screen, please see page 15.
Data Fields to Complete When You Add a New Member Record

Each data field on the Member Detail screen's General tab is described below in <Tab> order. Decision-making guidelines are provided for many of the data fields.

Role
Designate at least one adult in the family as designated either Head or Husband or Wife. A family may have two adults, both designated heads of family. For members other than head, husband, or wife, determine each member's role by thinking in terms of his or her relationship to the primary adults in the household. For example, a parent who lives with a son and daughter-in-law would be designated Mother or Father. Options include: blank (no title), Adult, Daughter, Father, Foster Daughter, Foster Son, Grandchild, Granddaughter, Grandfather, Grandmother, Grandson, Head, Husband, Legal Guardian, Mother, Son, Step-Daughter, Step-Son, Stepchild, Unknown, or Wife. Church members can edit the Role field only during the initial submission of their registration information. You cannot edit this field once you click the Save button.

Title
Choose any option from the lookup table [e.g., blank (no title), Dr., Sr., etc.].

First Name*
Required. Member's first name.

Goes by
Member's nickname (e.g., legal first name is Catherine but member uses Kate).

Last Name*
Required. Member's last name.

Suffix
Choose if applicable (e.g., Jr., PhD, Sr).

Gender
Type <M> for male or <F> for female.

Birth Date
Click the Calendar icon and select the member's date of birth.

Click the <<Month, Year>> header at the top of the calendar to switch to a year block view. Then click the <<Year>> to view a 10-year range. Use the forward and back arrows to select a different month, year, or decade.

Age
The member's age is calculated using the Birth Date and cannot be edited.

Birth Place
To choose the member's birth place, click the lookup button to open the City Lookup screen. Enter the city name and press the Set Filter button. Select the city name and click the Select button.
**Email Address**
Email address for member.

**Home Phone, Work Phone, Cell Phone, Pager, Fax**
Enter the member’s phone contact information.

**First Language**
Type `<E>` for English. Or type the first letter of another language to scroll through the languages available from the alphabetical lookup table.

**Career Type**
Member’s profession. For children, enter *Student* or leave this field blank.

**Career Details**
Type the member’s employer or any other pertinent career information.

**Grad Year**
The member’s high school graduation year calculates based on Birth Date. Edit if needed. If you update a member’s date of birth, you will be asked whether you wish to recalculate the grad year when you save. Click *Yes*.

---

**Grade (as of mm/yy)**
The member’s grade calculates based on the **Grad Year**. Grade advances to the next grade on the **Grade Change Over** date set by your church’s system administrator.

**School**
Select the name of the school from the lookup table.

**Education**
Select any option (e.g., Bachelors, High School, Masters) from the lookup.
**View Suspense Activity**

In the event that a church administrator denies a change that you submit, your change request will be saved under “Suspense Activity,” which is available from the home page.

To view the detail of any denied change, click on the **View Activity** link.

Contact the church office by phone or by email using the **Contact Us** link.

**Contact Your Church**

To email your church with a question, click **CONTACT** in the upper-right corner of your screen.
Add a Photo

You may add a family photo, as well as individual member photos for each person within your family.

Photos that you post will go into “suspense” mode and will be displayed on the My Own Church website once an administrator within your church has approved the change.

Photos should be no more than .5 MB and will be displayed in the system at 130x110 pixels.

To add a photo, complete the following steps.

1. From either the Family Detail or Member Detail screen, click the Change Photo link.

2. Click the Browse button.

3. Navigate to and select the jpg, gif, png or bmp image from your local hard drive or network.

4. Click Open. The system will preview your photo on the Update member photo screen and display the following message: File successfully selected for upload.

5. Click Save to display the file in the selected family or member record.

The same procedure can be used to change a photo.
Index

Account
create new, 6
log in, 5
log out, 5
required fields, 8
Add
new family member record, 14
photo, 18
Address information
user account, 8
Age, 15
Birth Date, 15
Birth Place, 15
Bookmark a website, 5
Career Details, 16
Career type, 16
Contact information, 16
Contact your church, 17
Degree
as suffix on member name, 15
Do Not Send Mail, 11
Education level, 16
Email address
user account, 8
Email Address
of church, 17
of member, 16
Email Address, 11
Emergency Phone, 11
description, 11
Envelope #, 8
Family
add photo, 18
Family record
return from member record, 13
update, 10
Favorites list, 5
Firefox, 4
First language, 16
First Name
of family member, 15
First Name(s), 11
Formal Salutation, 11
Gender, 15
Goes by, 15
Grad year, 16
Grade, 16
Home address, 12
Informal Salutation, 11
Internet Explorer, 4
Introduction, 4
Language, 16
Last Name, 11
Last Name, 15
Log in, 5
sign up for new account, 6
Log out, 5
Mailing address, 12
Mailing list removal, 11
Member
add photo, 18
Member record
add new, 14
return to family details, 13
update, 13
view, 13
MyOwnChurch
view website, 5
Name
formal salutation, 11
informal salutation, 11
New member
data field descriptions, 15
New Registrations, 7
New User Registration Form, 6
Nickname, 15
Online registration, 7
Open website, 5
Other address, 12
Password, 5
request reminder, 9
requirements, 9
Phone number
of account holder, 8
Photo, 18
Postal Code
of account holder, 8
Primary address, 12
Primary Phone, 11
Publish phone, email, address, 11
Registration
new family, 7
Role, 15
Safari, 4
Salutation
formal, 11
School, 16
Security Code, 8
Suffix
on member name, 15
Suspense activity, 17
System requirements, 4
Terms & Conditions, 6
Title, 15
<table>
<thead>
<tr>
<th>Titles</th>
<th>family record, 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>courtesy, Mr., Mrs, etc., 15</td>
<td>member record, 13</td>
</tr>
<tr>
<td>suffixes, Jr., MD, Sr, II, etc., 15</td>
<td>User Name, 5, 8</td>
</tr>
<tr>
<td>Unlisted phone, email, or address, 11</td>
<td>Web browser compatibility, 4</td>
</tr>
<tr>
<td>Update</td>
<td></td>
</tr>
</tbody>
</table>