Georgia Bulletin Mailing List Management Procedures – ParishSOFT Family Suite

Beginning in 2017, all parishes and missions in the Archdiocese of Atlanta operating in the ParishSOFT Family Suite will be able to take advantage of the new features of this system to manage their Georgia Bulletin mailing list. The new features will eliminate the monthly administrative tasks at the parish level and take advantage of newer address validation technology to streamline the workflow associated with the Georgia Bulletin mailing list. The details of the new procedure are included in this document. Until your parish has a chance to verify your mailing list, the Georgia Bulletin will continue to use your current list. Tina Levitt is the Georgia Bulletin staff member in charge of the parish mailing lists – you may reach her at tlevitt@archatl.com.

To have your parish families included in the mailing list for the Georgia Bulletin, three items should be selected on their family record.

1. Family Group – Active
2. Registration Status - checked/registered
3. Send Magazine - checked

Note, if any of these three items are <u>not</u> selected, the family will no longer receive the Georgia Bulletin.

The Georgia Bulletin mailing list will be managed by the Georgia Bulletin staff through access to ParishSOFT Family Suite query program. An IQ query will be run to identify all registered, active families with the "send magazine" option selected. This will provide real-time updates and accurate mailing addresses.

Each parish can, and should, periodically review their mailing list by running the same query.

To run the IQ query, log in to ParishSOFT Family Suite (user credentials required) and select the IQ tab, highlighted in yellow, below.
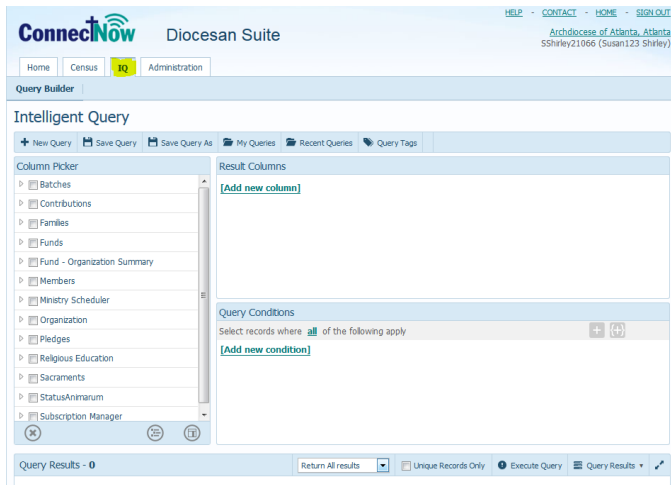

To begin, choose "My Queries" and select the "GA Bulletin" query from the list, then open the query.
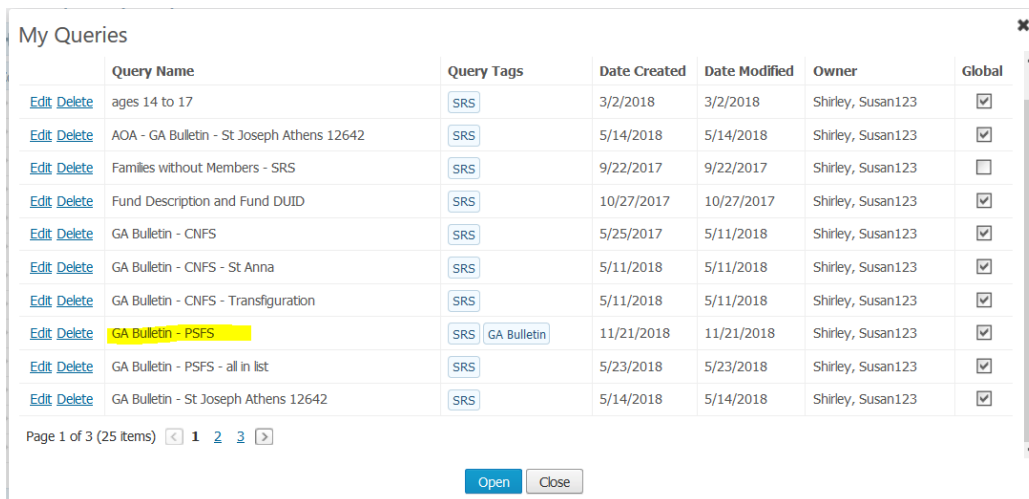
Next, in the query conditions add your ParishSOFT Site License number POL so that it reads Organization Organization ID is equal to your unique POL. This number shows is generally used as part of your user name when logging in to the system. If you do not know your parish POL, please check with your business manager or administrator. Then, at the bottom of the page, select "Execute Query", as shown below.
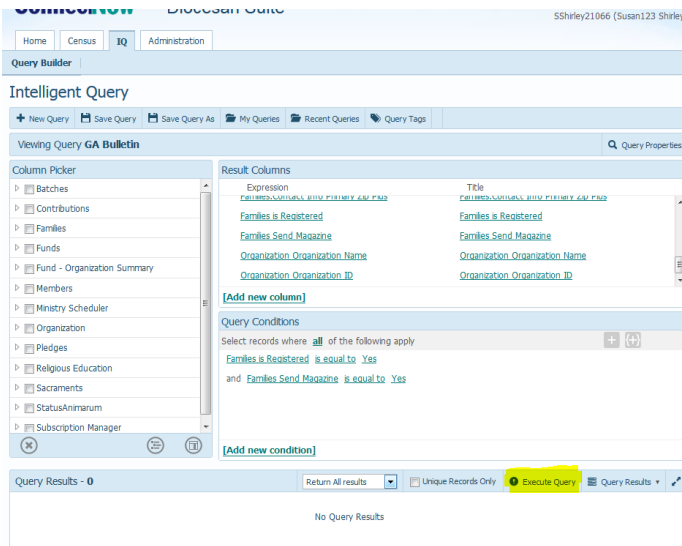
This will load all families from your parish that meet the criteria set by the query.
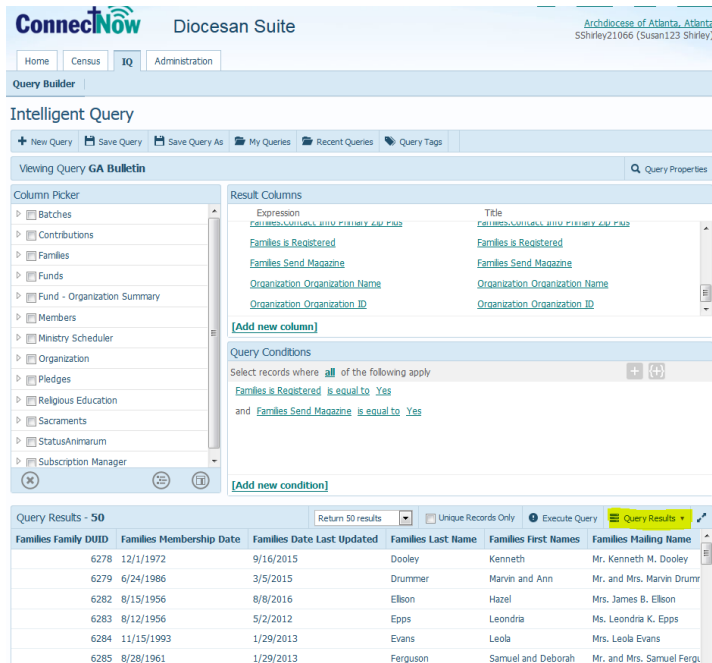
Next, select Query Results, highlighted in yellow, above, and choose "Export to CSV".

This will create a spreadsheet of the mailing list for your families to review and/or save. It is very important that you review the list created by this query to make certain that all families have full mailing name and address info. Any missing information should be corrected in the database before finalizing this list. It is recommended that you also track this list on a monthly and/or quarterly basis and save the results to verify the annual billing from the Georgia Bulletin.

Should you have any questions about your mailing list, please contact Susan Shirley at sshirley@archatl.com or 404-920-7408.