


ConnectNow 
My Own Church
USER GUIDE
for Church Administrators



ParishSOFT 

Connecting People and the Church

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ConnectNow My Own Church User Guide

for Church Administrators

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GETTING STARTED

Introduction to My Own Church

ParishSOFT's My Own Church gives parishioners and staff anytime, anywhere access to their member and family records on the Web.

Advantages for Members

My Own Church is the ideal solution for members who use the Internet to manage their personal finances and business. Members who log in to the secure website can use the site to register, edit family or member information, add a new family member, and add photos to their records. Web-savvy members gain the freedom to update their information at any time—all without paper forms or phone calls to the parish office.

Advantages for Church Staff

For staff, this self-service system relieves administrative data entry and increases the accuracy of census data by letting members manage their own records. And because My Own Church uses ParishSOFT's ConnectNow technology, those records are always available from any computer with an Internet connection. Staff and volunteers gain the freedom to work remotely, managing one or several church databases from a single program.

Member changes are accepted into your database only after they are approved by an authorized administrator, so you always have full control over the integrity of your data.

Advantages for Your Church

Changes to family and member information can be processed electronically and without

the delay inherent to a paper form update process. With its complete integration with ParishSOFT's *Family Directory* and *AIM Family Directory* modules, any changes or new records that you accept on the My Own Church website will be saved to your single database, so you'll always have access to the most current census information—no matter which application you use to log in.

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+.

Users must allow popups from the My Own Church website and set My Own Church as a trusted site in their 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. Login-based privileges will determine the functionality available to you as a church administrator of the My Own Church website. See *Managing User Privileges*, page 42, for more information about system privileges.

Open Your Secure My Own Church Website

Your My Own Church application is available from any Web browser to users with valid login credentials.

Complete the following steps to access the application:

1. Open your web browser application (e.g., Microsoft Internet Explorer, Mozilla Firefox, etc.).
2. Enter your church's My Own Church http address in your browser's Address line. ParishSOFT will provide you with the address.

☞ **TIP:** Ask your church's webmaster to place a **My Own Church** link from your church's home page, so members can easily find the site.

3. 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 ParishSOFT login with the ConnectNow Access permission, enter your **User Name** and case-sensitive **Password**, and click the **Login** button. See *Managing User Privileges*, page 42, for more information about system privileges.

If you do not have a login, *Sign Up for a New Account* using the procedure on the next page. If you have a login but do not have the ConnectNow Access permission, please ask your administrator to update your user privileges to give you ConnectNow Access.

Sign Up for a New Account

All users, whether church administrators, church staff, or an individual church member, access the My Own Church website using a secure login. Administrators and staff who already have a ParishSOFT login and an assignment within the ParishSOFT system do not need to register for a new account—they just need an administrator to grant them the ConnectNow Access permission for their existing login. Church staff and administrators must have valid assignments created in either the Family Directory program or the Diocesan Directory program—see *New Accounts for Church Staff or Administrators* on this page for more information.

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

To create a new account (i.e., login), complete the following steps:

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. Once the registration has been accepted, the system will automatically send the account holder an email containing his/her User Name and a temporary Password, which the user must change before logging into the My Own Church website. Passwords must be at least 6 characters in length, and at least 2 characters must be numbers.

To go to the My Own Church website, the user may click the link provided in the email or copy the entire http line and paste it into the Web browser's address line.

Sign In

* = required fields.

User Name: *

Password: *

Passwords are case sensitive

Login

New User Registration Form

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

User Name: *

Please enter the user name you would like to use when accessing this site in the future

First Name: * Phone #:

Last Name: * City:

Email: * State/ Region:

Envelope #: Postal Code: *

I Agree to the Terms & Conditions

Enter the code shown: *

Can't read this code? [Try a different code](#)

New Accounts for Church Staff or Administrators

My Own Church will validate and accept new user login requests only from those users who already have records in the database. Staff and administrator privilege levels are managed exclusively from the *Manage Staff List* screen in the ParishSOFT church product suite or from the Diocesan Directory program in the diocesan product suite, and those privileges govern the functions available to any user of the system. For more information, please see *Managing User Privileges*, page 42.

New Accounts for Members

Members with Existing Records in the Database

When a member signs up for a new user account and his existing family record is validated in the system, he will receive a User Name and temporary Password, which he must change during his initial login.

Members without Existing Records in the Database

A member who does not have an existing record in the database can register as a new family in your church. The system will check the initial information entered against your database, and, if no matching record is found, the member will be see the following message: **Additional New User Registration Information Required.**

Information already entered by the member will display on screen. The member will be

required to select the **Organization or Church** and enter a street address in **Address Line 1.**

Once the member clicks **Register**, the request to add a new family record to the system goes into “suspense” mode, where it will remain until the new family record is accepted by an administrator. Once accepted, the system will send the account holder an automatic email containing his User Name and temporary Password, which must be changed during the initial login. Passwords must be at least 6 characters in length, and at least 2 characters must be numbers.

Additional New User Registration Information Required

We were unable to find you in our records and must collect the following additional information to complete the registration process to add you to our database.

Required fields are indicated by a red asterix, are light blue with a blue border or orange border on entry or when moving the mouse over.

User Name: *

Please enter the user name you would like to use when accessing this site in the future

First Name: * Phone #:

Last Name: * City:

Email: * State/ Region:

Envelope #: Postal Code: *

Family Information

Organization\Church: *

Home Address:

Address Line 1: *

Address Line 2:

Country:

City: (Requires valid postal code)

State \ Region:

Request Denied

In the event that a new family registration request is denied, the request will be placed in the member's "Suspense Activity" area on the member's home page. Members can then contact the church office by phone or by email using the **Contact Us** link. New registration requests marked Deny will not be written to your database.

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 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 Individuals without an Existing Record in the Database

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

Family Information

Organization \ Church: St Aloysius Church, Bowling Green *

Home Address:

Address Line 1: 6952 Reilly Dr *

Address Line 2:

Country: United States

City: Gregory (Requires valid postal code)

State \ Region: Michigan

New User Registration Form

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

User Name: santila *

Please enter the user name you would like to use when accessing this site in the future

First Name: Stacey *

Last Name: Anttila *

Email: santila@parishsoft.com *

Envelope #: 1127

Phone #: 734-205-1000

City: Ann Arbor

State/ Region: MI

Postal Code: 48108 *

I Agree to the Terms & Conditions

Enter the code shown: 827055 *

Can't read this code?
Try a different code

Register Cancel

Manage Your Account

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 the account holder's 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.

Promote Your My Own Church Website to Church Members

Once your website is ready for member use, you will want to let everyone know and encourage them to use it.

Church members can quickly and easily create their own accounts from your My Own Church website without requiring assistance from the church office. For users who need help, the website contains a PDF with written instructions.

To get them started, we suggest you email your members with a short announcement about the My Own Church service. Include a link to the site (or the address to copy and paste into their browser's address line), and ask members to click the **New User** button on the *Sign in* screen to get started. The site is very intuitive and user friendly, so members can navigate it easily, set up their accounts, and manage their family and member records at their convenience.

How Members Create Their Own Accounts

Members use the same interface used by church administrators to set up their individual accounts.

1. Click the **New User** button.

The screenshot shows a 'Sign In' form with two input fields: 'User Name' and 'Password'. Both fields have an asterisk (*) indicating they are required. Below the fields, there is a red text warning: 'Passwords are case sensitive'. At the bottom of the form, there are two buttons: 'Login' and 'New User'. An arrow points from the 'New User' button to the first step of the instructions.

2. Complete the fields on the *New User Registration Form*, and check the box to agree to the **Terms & Conditions**. Instructions are provided on page 8.
3. Click **Register**. The system will process the request as described on page 9.

The screenshot shows the 'New User Registration Form'. At the top, it says 'Fill out as much as the information below as possible. Required fields are light blue with a blue border or orange border on entry or when moving the mouse over.' The form contains several input fields: 'User Name' (santila), 'First Name' (Stacey), 'Last Name' (Antila), 'Email' (santila@parishsoft.com), 'Envelope #' (1127), 'Phone #' (734-205-1000), 'City' (Ann Arbor), 'State/Region' (MI), and 'Postal Code' (48108). There is a checkbox labeled 'I Agree to the Terms & Conditions' which is checked. Below the form, there is a CAPTCHA section with the text 'Enter the code shown:' and a box containing the code '827055'. Below the CAPTCHA, there is a link that says 'Can't read this code? Try a different code'. At the bottom of the form, there are two buttons: 'Register' and 'Cancel'.

Navigation from the Home Page

Administrator View

When a church administrator logs in under her user account, the My Own Church home page for your church will be displayed. The items on your home page are indicated below and will be described in more detail in the remainder of this document.

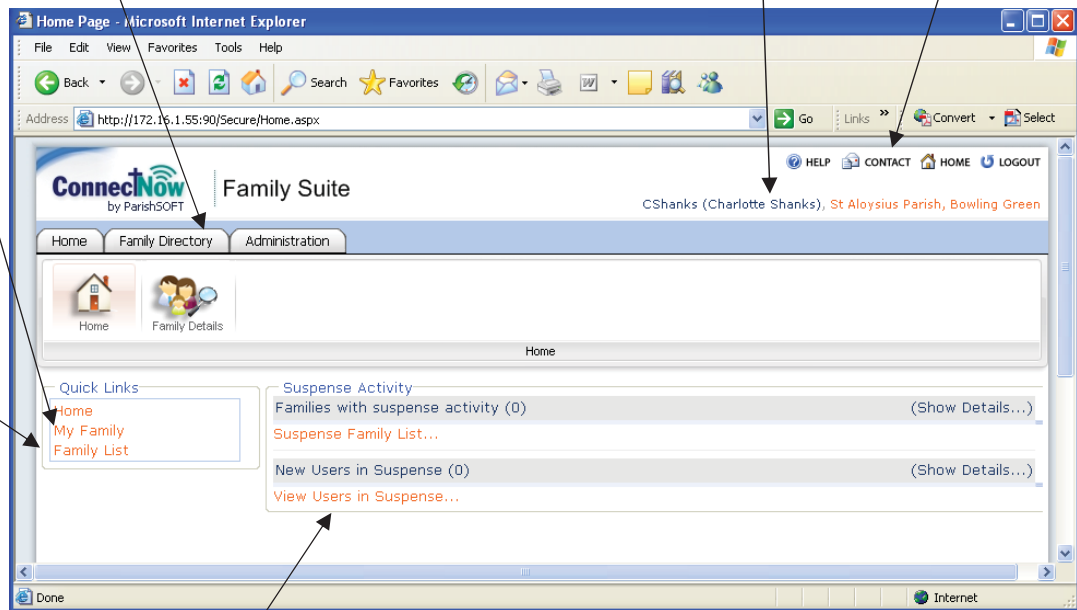
Tabs Display based on the user's login privileges. Church Members will see only the **Home** and **Family Directory** tabs. Authorized Church Administrators will see the **Administration** tab, as well as the **Home** and **Family Directory** tabs.

User Name & Church display at the top. Administrators with Organization privileges will also see an **Organization Admin** icon and may change their selected organization in the upper-right.

Controls for Help, Contact, Home, and Logout positioned in the upper left throughout the website.

My Family links church staff to their own family and member information.

Family List links you to a list view of all families in your church database.



Suspense Activity for your church is visible only to administrators with the Suspense Review privilege. The **Suspense Family List** shows family and member updates that are in suspense mode awaiting approval. Under the category **View Users in Suspense**, administrators can view and approve any new registration requests from members.

Options Vary with Login
The Home page components and all functionality are privilege-based, so your view may look different depending upon your individual login. See *Managing User Privileges*, page 42 for details.

Member View

When your church members log in to the My Own Church website, they will see their user name, your church name, and user-friendly icons, links, and tabs to help them navigate to their family and member records.

The **View Activity** link shows any member-requested changes that have been denied by the church administrator.

Members click **My Family** (either the tab at the top or the text in the Quick Links on the

left) to view their family information on the *Family Detail* screen. To make changes, they must click the **Edit** link on the right.

From the *Family Detail* screen, they can click **Family Members** to view, add, or edit family member records. The number in parentheses next to the link “**Family Members**” indicates the number of members in the family.

The screenshot shows the My Own Church website interface. At the top, there is a navigation bar with 'Home' and 'My Family' tabs. Below this, there is a 'Quick Links' section with a 'My Family' link circled in red. An arrow points from this link to the 'Family Details' section of the website. The 'Family Details' section displays information for 'NewFamily Test03', including family information, family addresses, and a 'No Picture Available' message with a 'Change Photo...' link. The 'Family Information' section includes details such as 'Primary Church of Registration: St Aloysius Church', 'Last Name: Test03', 'First Name(s): NewFamily', 'Envelope #: 0', 'Currently Registered: Registered', and 'Membership Date: 05/12/2009'. The 'Family Addresses' section shows the primary address as 'Home', 'Address Line 1: 7119 Oak Valley', 'Address Line 2:', 'City:', 'State \ Region: OH', 'Postal Code: 43434', and 'Country: USA'. There is also a 'Phone Number:' field.

{Intentionally Blank}

*MANAGE INFORMATION
ABOUT YOUR CHURCH*

Manage Organization Details

Administrators can edit the details of any entity for which they have Organization Administrator privileges.

1. Click the **Organization Maintenance** icon. The churches that your user account is authorized to manage will display in the list.



2. If your list view displays multiple organizations, use the alphanumeric filters at the top of the list to find and select the name of the church, school, or other organization.

Edit	St Aloysius Parish	1862	(419) 352-4195	(419) 352-4738	hgornik@parishsoft.com
Edit	St Aloysius Parish		(419) 585-4411	(419) 585-4411	hgornik@parishsoft.com

... 11 12 13 14 15 16 17 18 19 20 ...

3. Click the **Edit** link.

Update organization information

Name:

Year Founded:

Phone:

Fax:

Contact E-Mail:

Grade Change Over: (mm/dd)

4. Edit the organization information as needed and click the **Save** button.

Organization Information Data Fields

The organization information on the My Own Church website comes directly from the records on file in the ParishSOFT AIM database for your diocese. Updates that you make to organization information on the My Own Church website show immediately in the master AIM diocesan database and vice versa. Changes synchronize from the AIM database to diocesan organizations. So no matter which program you use to manage your data, changes need to be made just once.

Fields on the My Own Church *Organization Information* screen are described below.

Name

The name of your church, school, or other organization.

Year Founded

The year in which the organization was founded.

Phone, Fax

Provide the main phone and fax numbers for your organization.

Contact Email

The primary email address to which any inquiries from your My Own Church website will be sent (see *How the "Contact" Works*, page 20 for more information).

Grade Change Over

Enter the month and day (in mm/dd format) on which your new school year begins—grade levels for school-age members will be automatically updated in your system on this date.

How the "Contact" Works

Church administrator users who are logged into the website can click the **Contact** link in the upper-right corner to email ParishSOFT support. Church member users who are logged into the website can click the **Contact** link in the upper-right corner to email their church, school, or other organization directly from the website.



For security and SPAM-prevention purposes, each user must enter a unique security code to send an email to the address on file for the organization.

The *Contact Us* email form requires the following fields:

From*

Valid email address is required. This field populates automatically with the email address in the user's profile and cannot be edited by the user.

Subject*

Topic of your email is required.

Message*

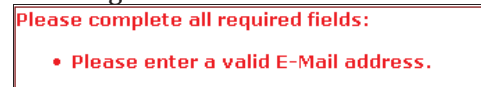
Text is required in this field.

Enter the code shown*

Required. A unique code will display in the graphic box at the bottom of the screen. Enter this code into the field provided. The security code is required for each new account application and serves to protect your website and ensure that only legitimate inquiries from registered users are submitted through the system. If the code displayed is difficult to read, click the red text: **Try a different code.**

Form Data Validation

Once the user clicks the **Send** button, the system will validate the information entered into the *Contact Us* email form. If any fields are blank or invalid, the user will be notified with a popup message similar to the following:



The first field requiring valid data will be highlighted on the form.

Once the user presses the **Send** button again and all fields are validated, the system will send the message and notify the user that the **Email Was Successfully Sent.**

The screenshot shows the 'Contact Us' form with the following content:

- From:** santila@parishsoft.com *
- Subject:** Using the new My Own Church website *
- Message:** Users who are logged into the website can click the Contact link in the upper-right corner to email their church, school, or other organization directly from the website. For security and SPAM-prevention purposes, each user must enter a unique security code to send an email to the address on file for the organization. *
- Enter the code shown:** 117736 *
- Can't read this code? Try a different code (with a graphic showing the code 117736)
- E-Mail Successfully sent** (with a Close button)
- Buttons: Cancel, Send

Sort and Filter List

Administrators who manage multiple organizations have several options to filter and sort list views in the My Own Church program.

Sort by Column

As with all ParishSOFT list views, you can click on any column header to sort the list by that category. For example, to sort by Year Founded, click once on the **Year Founded** column to sort in ascending order (i.e., oldest to newest). Organizations with no data entered in the **Year Founded** field will display at the top – this is a fast and easy way to identify missing information in your database.

Click a second time on the column header to sort in descending order.

Sorted column headers will display an arrow character to indicate the selected sort order.

- Sort in ascending order:
- Sort in descending order:

The system will retain the most recent Sort that you apply to your list during this and subsequent login sessions.

Combine Sort with Filter

The Sort and Filter functions combine to let you narrow the list of organizations on your screen.

For example, you can click the **Year** column to sort in ascending order by year, and then click the number **1** to display only those organizations founded during calendar years that begin with the number 1 (e.g., show 1855, 1972, etc. but not 2000 and later).

The Filter Criteria text shows exactly which filters you have applied to the current list view.

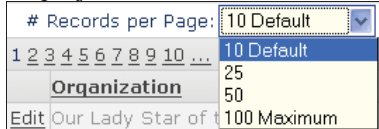
Clear Filters

Your list view will display only the organizations that match the sort and filter criteria that you have selected. To display your full list of organizations, click the **Clear** button.

Organizations				
0 - 9	0	1	2	3
A - Z	A	B	C	D
Filter Criteria: 1 on column: Year Founded				
Clear				Clear
# Records per Page: <input type="text" value="50"/>				
1 2 3				
Organization	Year Founded ▼	Phone	Fax	Contact E-Mail
Edit St Alphonsus Liguori Parish (Peru)	1828	(419) 465-4142		hgornik@parishsoft.com
Edit Sacred Heart of Jesus (Bethlehem)	1833	(419) 342-2256	(419) 342-2256	hgornik@parishsoft.com
Edit St Andrew Parish (Liberty)	1834	(419) 937-2715	(419)	hgornik@parishsoft.com
Edit St Boniface Parish	1834	(419) 595-2567	(419) 595-2303	hgornik@parishsoft.com
Edit St Michael Parish	1834	(419) 422-2646	(419) 422-2602	hgornik@parishsoft.com
Edit St John The Baptist Parish	1834	(419) 538-6928	(419) 538-6147	hgornik@parishsoft.com
Edit St Gaspar del Bufalo Parish	1839	(419) 483-3231	(419) 483-4661	hgornik@parishsoft.com

Set # Records Per Page

The system will display 10 records in the list, but you can change this default setting to display 25, 50, or 100 records at a time.



The system will retain the # **Records Per Page** setting that you apply to your list during this and subsequent login sessions.

Page Through the List

The number of pages of data in your list will display above and to the left of the organization list. The non-underscored number indicates the page currently displayed. Click any linked (i.e., underscored) page number to view.

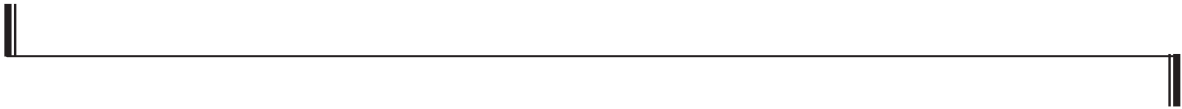


Restore Default Settings

To restore the system's default setting, click the **Family** column to sort alphanumerically. If you have applied filters, click the **Clear Filters** button.

Your column sort and # of **Records per Page** settings will be retained when you log out and log back into the system.

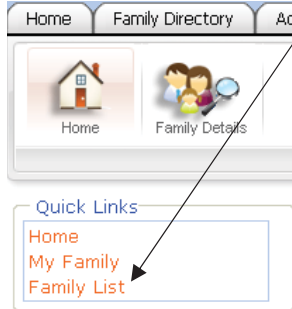
MANAGE FAMILY AND MEMBER RECORDS



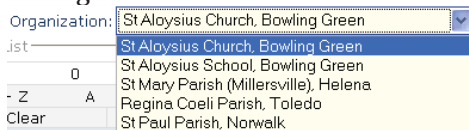
View the Family List

Church staff can log in and view their most up-to-date family census information at any time.

1. Click the **Family List** option, available from the Quick Links list on the left side of the main screen.



2. If you manage more than one organization, select the name from the **Organization** lookup table—organizations will be available only if the organization has licensed My Own Church and your user account has a minimum of View rights and ConnectNow Access to the organization.



3. The families in your church database will display in the list.

Sort and Filter the List

Use the column headers to sort data in the list views, or apply alphabetic and numeric filters alone or in combination with column sorts to find data quickly in the system. Complete instructions for using the sort options and filters are provided on page 21.

Open a Record from the Family List

To open any record from the family list, click the family name.

1	2	3	4	5	6	7	8	9	10	...
Suspense	Family				Family DUID	E-Mail Address				
	01AIMSync2, TestAIM2				236683	DioTest01@onec				
	01MOPSync, TestMOP				236685					
	01MOPSync, TestMOP				236685					
	01ParSync, TestPar				236682					
	456, test				236694	qahannah05@gn				
	456, test				236694	qahannah05@gn				
	Abbey, William and Elizabeth				159037	abbey@gmail.co				
	Abraham, Chris and Maggie				151134	support@parish				

Update Family Record

1. Click **Advanced Filter**, type the **Last Name** of the family, click **OK**, and click the linked family name to open the family record.

Suspense	Family ▼
	Amos, Brian and Catherine

The *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 *Other Fields Stored with the Family Record* on page 38.

3. Update the record as needed and click **Save**.

Update Member Record

1. Open the family record (see page 25 for instructions).

Family Detail For: Brian and Catherine Amos (236727)

No Picture Available
Change Photo...

Family Members (1)

Family Information Edit	
Primary Church of Registration: St Aloysius Church	
Last Name: Amos	Envelope #: 0
First Name(s): Brian and Catherine	Family Group: Active
Mailing Name: Brian and Catherine Amos	Currently Registered: Registered
Informal Name:	Membership Date: 06/15/2009
Formal Salutation: Mr. and Mrs.	Publish Phone: Yes
Informal Salutation: Brian and Cathy	Publish E-Mail: Yes
Primary Phone:	Publish Address: Yes
Emergency Phone:	Do not Send Mail: No
Emergency Ph. Desc.:	
E-Mail Address:	

Family Addresses Edit	
Primary Address: Home	
Address Line 1: 825 Victors Way	
Address Line 2:	
City: Ann Arbor	
State \ Region: MI	
Postal Code: 48108	
Country: USA	
Phone Number:	

2. Click the **Family Members** link. The number in parentheses indicates the number of members in the family. The *Member Detail* screen will open.

3. Click the name of the family member.

Member detail for the 'Brian and Catherine Amos (236727)' family

No Picture Available
Change Photo...

Members
Brian
Add New Member

General Edit	
Member Detail For: Brian Amos	
Role: Head	Home Phone:
Title:	Work Phone:
First Name: Brian	Cell Phone:
Goes By:	Pager:
Middle Name:	Fax:
Last Name: Amos	First Language:
Suffix:	Ethnicity:
Gender:	Career Type:
Birth Date:	Career Details:
Age:	Grad Year: 0
Birth Place:	Grade (as of 07/01): --
E-Mail Address: bamos@parishsoft.com	School:
	Education:

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 31.

6. To return to the family information from any *Member Detail* screen, 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.

Review Suspense Activity

To give your church full control over the integrity of your data in the My Own Church system, your administrators need to review and approve or decline any edits submitted by members who are using the system to register or make changes to their family or member records.


Edits made by any users who do not have administrator or staff privileges are placed into “**Suspense**,” which is a pending state between submission and acceptance (or denial) of changes into your database.

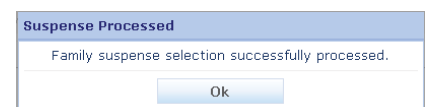
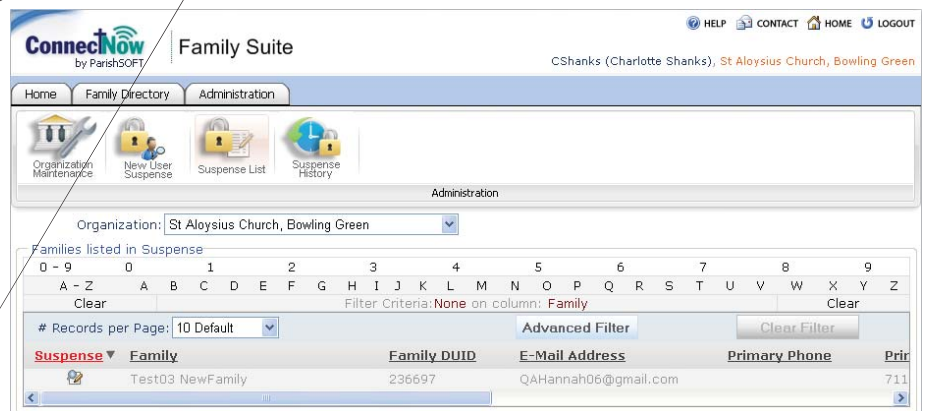
Suspense activity is posted conveniently on the Home page in two categories:

Suspense Family List—Family Directory changes submitted by members who have an authorized login to the system. These records are also available from the **Administration** tab when you click the **Suspense List** icon.

View Users in Suspense—Registration requests (i.e., for a user name and password) from church members who have completed and submitted the *New User Registration Form*. These records are also available from the **Administration** tab when you click the **New User Suspense** icon.

Complete the following steps to review and approve or deny suspense activity in the system.

1. Click either **Suspense Family List** or **View Users in Suspense**.
2. Click the **Suspense Review** icon  to see the detail of the activity.
3. Click either **Approve** or **Deny**, or use the **Approve All** or **Deny All** buttons to accept or reject all changes shown.
4. Click **Process Selection** to complete the suspense review.



How Suspense Changes are Processed

Family record changes that were marked **Approve** will be written to the family and member records in your database.

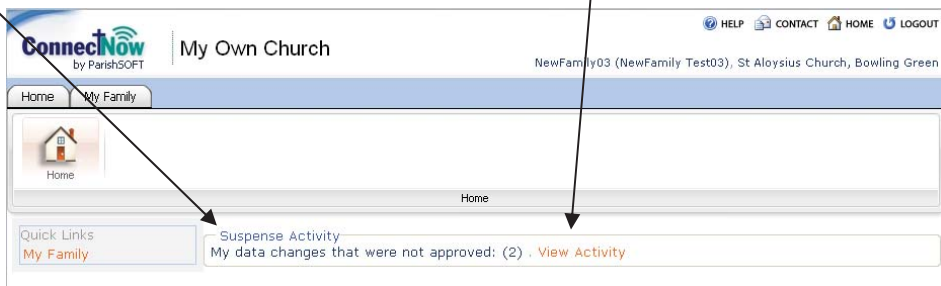
My Suspense Activity						
Show the items that I have:						
<input checked="" type="radio"/> Not Viewed <input type="radio"/> Viewed <input type="radio"/> All (Viewed AND Not Viewed)						
0 - 9	0	1	2	3	4	5
A - Z	A	B	C	D	E	F
Clear		Filter Criteria: None on column: Suspense Section			Clear	
	Suspense Section	Changed On	Changed By	Reviewed On	Viewed By	
View Notes	Family Address	06/09/2009	Test03, NewFamily	06/16/2009	Not Viewed	
View Notes	Family Member	05/12/2009	Test03, NewFamily	05/12/2009	Test03, NewFamily	
View Notes	Family Photo	05/29/2009	Test03, NewFamily	06/08/2009	Test03, NewFamily	
View Notes	Family Photo	06/16/2009	Test03, NewFamily	06/16/2009	Not Viewed	

New user registration requests that you approve will cause the system to send an automatically generated email to the member who requested the login. The email will contain the User Name and Password.

How Members See Suspense Activity

Any member-submitted changes that have been denied by a church administrator are saved in the suspense activity log. Members can view the detail of the denied changes by clicking on the **View Activity** link.

When an activity is marked **Deny**, the request will be placed in the member's "Suspense Activity" area on the member's home page. Members can then contact the church office by phone or by email using the **Contact Us** link. Changes marked Deny will not be written to your database.



Availability of Approved Suspense Activity

Approved suspense activity is processed immediately by the My Own Church system, so any changes to the database will be available right away to any other users who have access to your organization's family and member records from any program in the ParishSOFT product suite. ParishSOFT's single database technology means that you never need to update an address or member record more than once.

View Suspense History

Suspense History is available from the **Administrator** tab's **Suspense History** icon to authorized administrator users.

Choose the **Organization** from the lookup table (if you have rights to only one organization, it will be selected for you), and click **Select** to view the details of any denied change.

The screenshot shows the 'Suspense History' page in the ConnectNow Family Suite. The browser title is 'Suspense History - Mozilla Firefox'. The URL is 'http://172.16.1.55:90/Secure/Administration/Suspense/SuspenseHistory_NewUserRegistration.asp'. The page header includes 'ConnectNow by ParishSOFT Family Suite' and user information 'CShanks (Charlotte Shanks), St Aloysius Church, Bowling Green'. The navigation menu has 'Home', 'Family Directory', and 'Administration'. The sidebar shows 'Suspense Sections' with options for 'Registration', 'New User(s)', and 'Family Directory'. The main content area has a dropdown for 'Organization: St Aloysius Church, Bowling Green' and a 'Suspense History' table.

	0	1	2	3	4	5	6	7	8	9
A - Z	A	B	C	D	E	F	G	H	I	J
Clear	Filter Criteria: None on column: Family									
	▼	Review Status	Family DUID	Family	Primary Phone	E-				
Select	Deny		236687	Denial2, Testing		hg				
Select	Deny			Deny11, test11		hg				
Select	Deny			Deny05, Test		Q&				
Select	Deny			Test02, DataMerge		ps				

Review Notes:
Please select a record in the grid above to so the associated review notes.

Add a New Member Record

1. Open the family record (see page 25 for instructions).
2. Click the **Family Members** link. The number in parentheses indicates the number of members in the family. The *Member Detail* screen will open.
3. Click **Add New Member**.
4. Enter the member information—fields marked with a red asterisk are required—and click the **Save** button to add the record to your database.

Family Detail For: Brian and Catherine Amos (236727)

Family Information Edit

Primary Church of Registration: St Aloysius Church

Last Name: Amos
 First Name(s): Brian and Catherine
 Mailing Name: Brian and Catherine Amos
 Informal Name:
 Formal Salutation: Mr. and Mrs.
 Informal Salutation: Brian and Cathy
 Primary Phone:
 Emergency Phone:

Envelope #: 0
 Family Group: Active
 Currently Registered: Registered
 Membership Date: 06/15/2009
 Publish Phone: Yes
 Publish E-Mail: Yes
 Publish Address: Yes

Member detail for the 'Brian and Catherine Amos (236727)' family

General

Member Detail For: Brian Amos Edit

Role: Head
 Title:
 First Name: Brian
 Goes By:
 Middle Name:
 Last Name: Amos
 Suffix:
 Gender:
 Birth Date:
 Age:
 Birth Place:
 E-Mail Address: bamos@parishsoft.com

Home Phone:
 Work Phone:
 Cell Phone:
 Pager:
 Fax:
 First Language:
 Ethnicity:
 Career Type:
 Career Details:
 Grad Year: 0
 Grade (as of 07/01): --
 School:
 Education:

General

Member Detail For: Adding New Member...

Role: *
 Title:
 First Name: *
 Goes By:
 Middle Name:
 Last Name: *
 Suffix:
 Gender: *
 Birth Date:
 Age:
 Birth Place:
 E-Mail Address:

Home Phone:
 Work Phone:
 Cell Phone:
 Pager:
 Fax:
 First Language:
 Ethnicity:
 Career Type:
 Career Details:
 Grad Year:
 Grade:
 School:
 Education:

For information about the fields available on the *Member Detail* screen, please see page 31.

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

This is equivalent to the **Member Type** field in the ParishSOFT suite. ParishSOFT requires that at least one adult in the family be 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. Members can edit the Role field only during the initial submission of their registration information. Members cannot edit this field once they 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

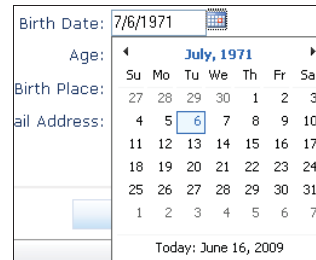
Choose if applicable (e.g., Jr., PhD, Sr).

Gender

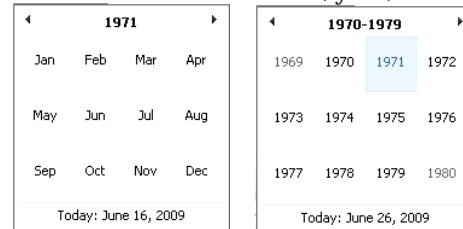
Type <M> for male or <F> for female.

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

Age of the member. Age is calculated using the Birth Date and cannot be edited by the member.

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 per your church's style.

Career Details

Type the member's employer or any other information per your church's database management style.

Grad Year

ParishSOFT calculates the high school graduation year of the member 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**.

Confirm calculated change

Grad year already has a value. Would you like to re-calculate grad year from the new birth date specified?

Grade (as of mm/yy)

Calculates based on the **Grad Year**. Grade advances to the next grade on the **Grade Change Over** date set by your system administrator and indicated in parentheses next to the field name (see [Organization Information Data Fields](#), page 18).

School

Select the name of the school from the lookup table.

Education

Select any option (e.g., Bachelors, High School, Masters) from the lookup.

Search Using the Advanced Filter

Advanced Filter lets you search your database by family last name and open the family's census record from the search results.

1. From the Family List, click the **Advanced Filter** button.
2. Enter the **last name** of the family whose record you wish to see and click **OK**. The system will display any records that match your search criteria. In the example shown right, we have searched for the Abbey family and the system has returned only one matching record.
3. Click the **linked family name** to open the family record.

Family List

0 - 9 0 1 2 3 4 5 6 7 8 9

A - Z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Clear Filter Criteria: None on column: Family Clear

Records per Page: 100 Maximum **Advanced Filter** Clear Filter

Suspense	Family	Family DUID	E-Mail Address	Primary Phone
	01AIMSync2, TestAIM2	236683	DioTest01@onedioocese.org2	216-101-10012
	01MOPSync, TestMOP	236685		
	01MOPSync, TestMOP	236685		
	01ParSync, TestPar	236682		937-111-1111
	456, test	236694	qahannah05@gmail.com	
	456, test	236694	qahannah05@gmail.com	
	Abbey, William and Elizabeth	159037	abbey@gmail.com	734-205-1000
	Abraham, Chris and Maggie	151134	support@parishsoft.com	734-205-1000

Advanced Filter

Last Name:

Ok Clear Filter Cancel

Suspense	Family	Family DUID	E-Mail Address	Primary Phone
	Abbey, William and Elizabeth	159037	abbey@gmail.com	734-205-1000

Show Full Family List

To return to the full list of families at any time, click the **Clear Filter** button.

Add a New Family

As with all ParishSOFT products, any census updates made in the My Own Church program will be immediately available to all church and diocesan staff who have access to your organization’s family census information via your single ParishSOFT database.

Before you add a new family record to your database, we recommend that you first search for the family by last name (see page 33) to ensure the record is not already in the database.

To add a new family record, complete the following steps.

1. From the **Family Directory** tab, click the **Add Family** button.



2. If you manage the database of more than one church or school, select the name from the **Organization** to which the family belongs from the lookup table.

Organization:	St Aloysius Church, Bowling Green
List:	St Aloysius Church, Bowling Green
0	St Aloysius School, Bowling Green
- Z	St Mary Parish (Millersville), Helena
A	Regina Coeli Parish, Toledo
Clear	St Paul Parish, Norwalk

3. Enter the family information—fields marked with a red asterisk are required—and click the **Save** button to add the record to your database.

If the family has more than one member, open the new family record and click **Family Members** then click **Add New Member**. For instructions, please see page 30.

Once you save a new family record, you may then add phone numbers, a family email, envelope number, or other addresses, or set “do not publish” or “do not send mail” indicators in a new family record. To make any

Adding A New Family...

Add to Organization:

Family Information

Family Group:

Registration Status:

Registration Date:

Formal Salutation:

Informal Salutation:

First Name(s): *

Last Name: *

Mailing Name:

Initial Family Member

Member Type:

First Name: *

Last Name: *

E-Mail Address:

Family address

Address Type:

Address Line 1: *

Address Line 2:

Country:

Postal Code: *

City: (Requires valid postal code)

State \ Region:

changes to a family record, open the *Family Details* screen to view the family record and click **Edit**. For complete instructions, please see page 25.

Data Fields to Complete When You Add a New Family

Each data field on the *Adding a New Family* screen is described below in <**Tab**> order.

Organization and Primary Church of Registration

Add to Organization

Church, school, or other organization to which the family record is being added. When you add a new family record to the database, this field is called **“Organization.”** When you view the detailed record of an existing family record in the database, this field is labeled **“Primary Church of Registration.”**

Family Information

Family Group

Options available from this lookup table include:

Family Group:	<input type="text"/>
Registration Status:	Active
Registration Date:	Catechist
Salutation:	Clergy
Salutation:	Contributor Only
Salutation:	Deceased
First Name(s):	Inactive
Last Name:	Moved
Mailing Name:	Religious
Mailing Name:	Religious Ed Only
Family Member:	Sacrament Only
Family Member:	School Only
Member Type:	Staff
Member Type:	Student
First Name:	Visitor

- **Active**—the default *Family Group* status. *Active* families are those where one or more members is also designated with an active status.

- **Catechist—family member is a catechist, but the family is registered in another organization.**
- **Clergy**—a member of the family is clergy in your church, school, or other organization.
- **Contributor Only**—family contributes to the church or school but is registered elsewhere.
- **Deceased**—member’s name is not made available for ministries and education programs. Deceased status allows a deceased member’s record to remain with the family record.
- **Inactive**—a family is inactive when all members are either inactive or deceased.
- **Moved**—family has moved.
- **Religious**—a member of the family belongs to a religious order.
- **Religious Ed Only**—family participates only in religious education program. Family may or may not be registered.
- **Sacrament Only**—family is registered elsewhere but received a sacrament in your church (e.g., couple returns home to be married in your church, but they live in another city).
- **Staff**—staff member with no other family members in the family record.
- **Student**—family record is in the system because a child is a student in your school. Family may be registered in another church.

- Visitor—family record is in the system because they are visitors to your church.

Registration Status

Selected by default when you add a new family record. Uncheck this box if the family is not formally registered with your church or other organization. In the ParishSOFT product suite, currently registered families are included in all reporting. Unregistered families are not included in Family Directory or Census reports.

Registration Date

Defaults to date when family information was entered in database. Click the calendar icon and select another date from the calendar if needed.

Formal Salutation

Enter the formal salutation per your church’s style, with or without courtesy title(s) (e.g., Mr. and Mrs. Amos or Brian and Catherine Amos).

Informal Salutation

Enter the first names or other informal salutation per your church’s style (e.g., Brian and Catherine or Brian & Cathy).

First Name(s)*

Required. First Names of the primary adult(s) in the household. If the new family comprises a husband and wife, enter both names (e.g., Brian and Catherine), separated by either an ampersand (&) or *and* per the style used by your organization.

Last Name*

Required. Last name for the family record.

Recalculate / Auto Fill

When clicked, this shortcut button lets you populate (i.e., “fill in”) the **Mailing Name** field with data entered in the **First Name(s)** and **Last Name** fields (e.g., Brian and Catherine Amos).

Mailing Name*

Required. Click the **Recalculate** button as described above or type the mailing name.

Adding A New Family...	
Add to Organization:	St.Aloysius Church, Bowling Green
Family Information	
Family Group:	Active
Registration Status:	<input checked="" type="checkbox"/>
Registration Date:	6/15/2009
Formal Salutation:	Mr. and Mrs.
Informal Salutation:	Brian and Catherine
First Name(s):	Brian and Catherine *
Last Name:	Amos *
Mailing Name:	Brian and Catherine Amos
	<input type="button" value="Re-Calculate"/>
Initial Family Member	
Member Type:	Head
First Name:	Brian *
Last Name:	Amos *
E-Mail Address:	bamos@parishsoft.com
Family address	
Address Type:	Home
Address Line 1:	825 Victors Way *
Address Line 2:	
Country:	United States
Postal Code:	48108 *
City:	Ann Arbor (Requires valid postal code)
State \ Region:	Michigan
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Initial Family Member

Member Type

This is equivalent to the **Role** field in the ParishSOFT suite. ParishSOFT requires that at least one adult in the family be 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.

First Name*

Required. First name of the initial adult family member who is designated head, husband, or wife. ParishSOFT will automatically create one individual member records for the initial adult family member of the household.

Last Name*

Required. Last name of the initial adult family member who is designated head, husband, or wife. ParishSOFT will automatically create one individual member records for the initial adult family member of the household.

Email Address

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

Family Address

Address Type

The ParishSOFT product suite lets you store up to three addresses per family: home, mailing, and other. Designate the address type you are entering now by selecting **Home**, **Mailing**, or **Other** from the lookup table. Once you have saved the record, you can add any additional addresses that you wish to store with the family information.

Address Line 1*

Required. Enter the street address on line #1.

Address Line 2

Enter any additional address data on line #2.

Country

Select the country from the lookup table. This field defaults to United States. To locate another country, type the first letter of the country name until the desired country displays.

Postal Code*

Required. Enter the ZIP Code or postal code. The city and state will automatically display once you <Tab>. If multiple city names are available for a given postal code, they will be available from the lookup table—select the correct city.

City

This field populates automatically based on the Postal Code that you enter.

State/Region

This field populates automatically based on the Postal Code that you enter.

Other Fields Stored with the Family Record

Primary Address

ParishSOFT lets you store up to three Address Types to keep track of families who may have multiple or temporary residences. You can designate which address is the Primary Address to be used for reports and mailings that you generate from the ParishSOFT product suite. Lookup table options are available for the following.

- 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). Use this option when a family wants mail sent to an address other than the home or mailing address.

Other Address Tab

The **From** and **To** fields let church staff or a family member schedule a timeframe when they wish to be contacted at their “other” address. Use the Snowbird Update utility, available from the ParishSOFT Family Directory program, to automatically check the Other address dates and change the Primary Addresses to **Other** as appropriate. This lets you keep families informed of church events even while they’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 the family’s **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, they will be available from the **City** lookup table—select the correct city.

The image displays two overlapping screenshots of the 'Update family address information' dialog box. The top screenshot shows the 'Home Address' tab selected. It includes a 'Primary Address' dropdown set to 'Home Address', tabs for 'Home Address', 'Mailing Address', and 'Other Address', and a 'Phone' field. The 'Address valid' section shows 'From: 01-15' and 'To: 05-01' (mm-dd). Other fields include Country: United States, Postal Code: 90210, Address Line 1: 456 Sunny Way, Address Line 2: (empty), City: Beverly Hills, and State \ Region: California. The bottom screenshot shows the 'Other Address' tab selected. It has the same 'Primary Address' dropdown and tabs. The 'Address valid' section shows 'From: 12-15' and 'To: 04-01' (mm-dd). The 'Phone Number' field is populated with 734-555-2217. Both screenshots have 'Cancel' and 'Save' buttons at the bottom.

Add a Photo

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

Family members may post their own photos using this same procedure, but they will go into “suspense” mode and will not be displayed on your website until an administrator within your church has approved the change—this helps you to ensure that only appropriate images are uploaded to your database.

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

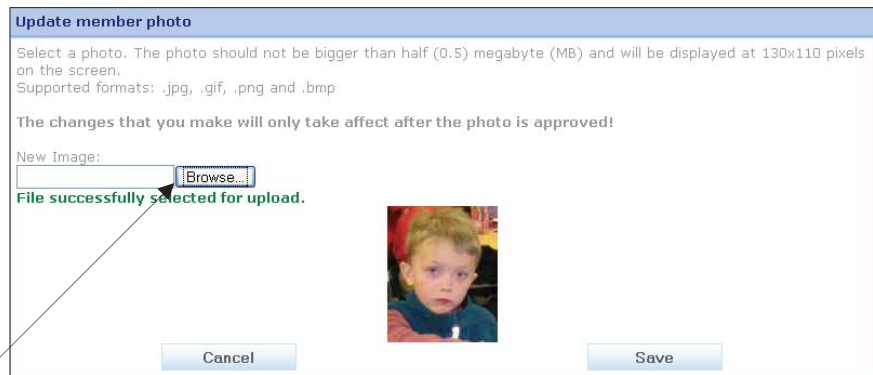
To add a photo, complete the following steps.

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



Change Photo...

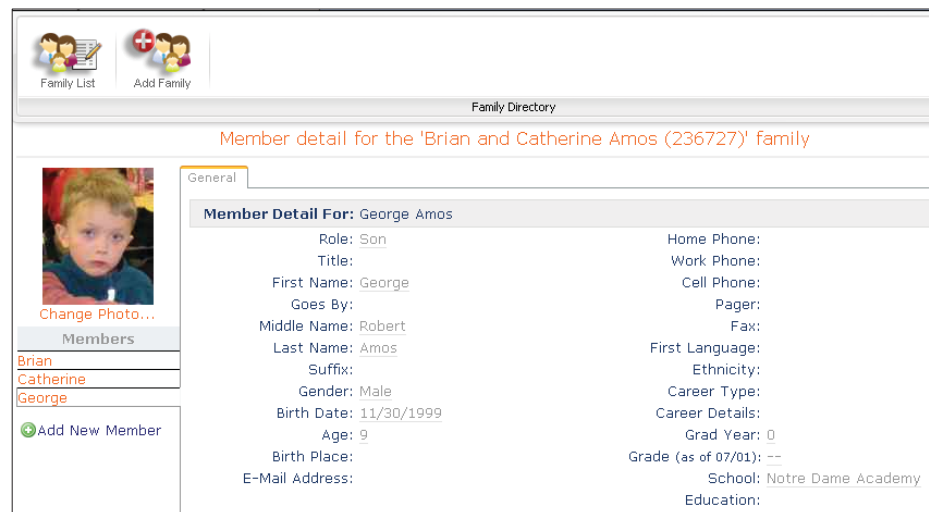
2. Click the **Browse** button.
3. Navigate to and select the jpg, gif, png or bmp image from your local hard drive or network.
4. Click **Open**. The system



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.



{Intentionally Blank}

MANAGE USER PRIVILEGES

Managing User Privileges

My Own Church Privilege Controls

Your administrators control who can view, edit and add records and approve any “suspense” activity in the My Own Church system. The following privilege levels interact with Organization or Family Directory privileges and can be assigned to staff and volunteers who have valid assignments and login privileges to your ParishSOFT applications:

- ConnectNow Access**—check to allow the selected staff user to log into My Own Church as a staff user. If this box is unchecked, the staff user will be able to log in to view the site as a church member would. (i.e., the member’s own record would be available to him, but he would not have access to the full family list.)

ConnectNow Permission

ConnectNow Access

Suspense Reviewer

- Suspense Reviewer**—check to allow the selected staff user to log into My Own Church as a staff user and to review and approve or deny any changes or new registrations submitted by church members using the system.

ConnectNow Permission

ConnectNow Access

Suspense Reviewer

The **Suspense Reviewer** box will be dimmed (i.e., unavailable) until the **ConnectNow Access** box is checked.

ConnectNow Permission

ConnectNow Access

Suspense Reviewer

Licensing Requirement

The **ConnectNow Access** and **Suspense Reviewer** privilege checkboxes will be available only for those organizations that have licensed My Own Church.

Assignment/Position Details

Assignments: Member DUID: 48669

Status: Active | Prefix: | First Name: Stacey | Middle: | Last Name: Antilla | Suffix: |

Assignments | Positions | **Access Rights** | Notes

Selected Assignment: Blessed Sacrament Parish: Administrator | Primary Assignment

Start Date: 06-18-2009 | End Date: | Grant Login Privileges

Assignment Disabled | Show In Kenedy Dir. | Edit/View Pastoral Notes

Diocesan Directory & Web Solutions | ParishSOFT Modules

System Administrator | Diocesan Administrator | Org. Administrator | Select All

Organizations	Members	Workgroups	Web Solutions
<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Home Page
<input checked="" type="checkbox"/> Edit/Add	<input checked="" type="checkbox"/> Edit/Add	<input checked="" type="checkbox"/> Edit/Add	<input checked="" type="checkbox"/> Calendar
<input checked="" type="checkbox"/> Delete	<input checked="" type="checkbox"/> Delete	<input checked="" type="checkbox"/> Delete	<input checked="" type="checkbox"/> Documents
<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> Forms

DDM Permissions: DDM Administrator | DDM User

SEP Permissions: SEP Global Administrator

ConnectNow Permission: ConnectNow Access | Suspense Reviewer

Add Additional Assignments | Update | Close | Cancel

Required Diocesan Organization and Family Directory Privileges

Staff and volunteer users who need to view or manage information and/or approve suspense activity in the My Own Church system will also need the following privileges as appropriate:

2. Choose the organization name from the **Selected Assignments** lookup table.
3. Edit the user’s privileges as needed and click **Update**.

Diocesan Organization Privileges

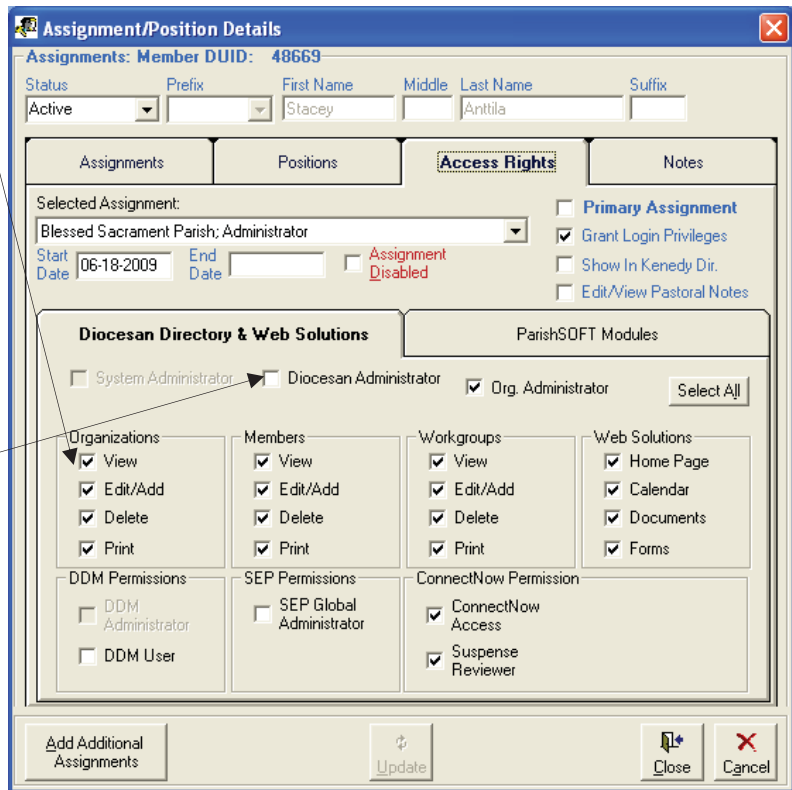
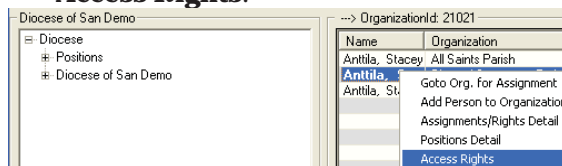
Organizations, View—when checked, allows the user to see the organization list and details in My Own Church. Users with only the View privilege cannot edit or add records.

Organizations, Edit/Add—when checked, allows the user to edit the organization details and add new organizations in My Own Church.

Diocesan Administrator—when checked, allows the user to see, edit, and add all information for all organizations in My Own Church unless specific privileges have been applied or removed for individual organizations.

To update user assignments or access rights from your Diocesan Directory software, complete the following steps:

1. **Right click on the person’s name** and select **Access Rights**, or click the **Assignments** menu > **Access Rights**.



Privileges Required for Family Directory Records

Family Directory, View — when checked, allows the user to see the organization's Family List and family and member record details in My Own Church.

Family Directory, Edit/Add — when checked, allows the user to see and edit the organization's Family List, and add new records for families and members.

To update user assignments or access rights from your Family Directory software (or from your Offering & Pledges, Time & Talent, or Religious Education software), complete the following steps:

1. Click the **Staff** menu > **Manage Staff List**.
2. Select the name of the staff member and click **Edit**.
3. Edit the user's privileges as needed and click **Update**.



User Views by Login Type

The My Own Church home page will display differently for any given user depending on the privileges assigned to her login

Login types are described below along with example My Own Church home page views for each.

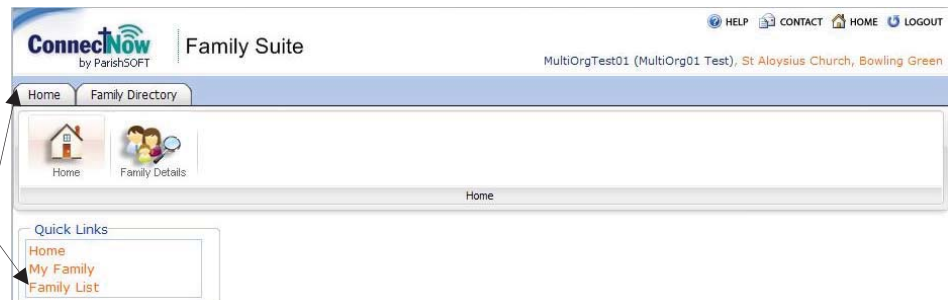
Church Member Login

The **Home** and **My Family** tabs are available to church members who log in to your My Own Church home page.



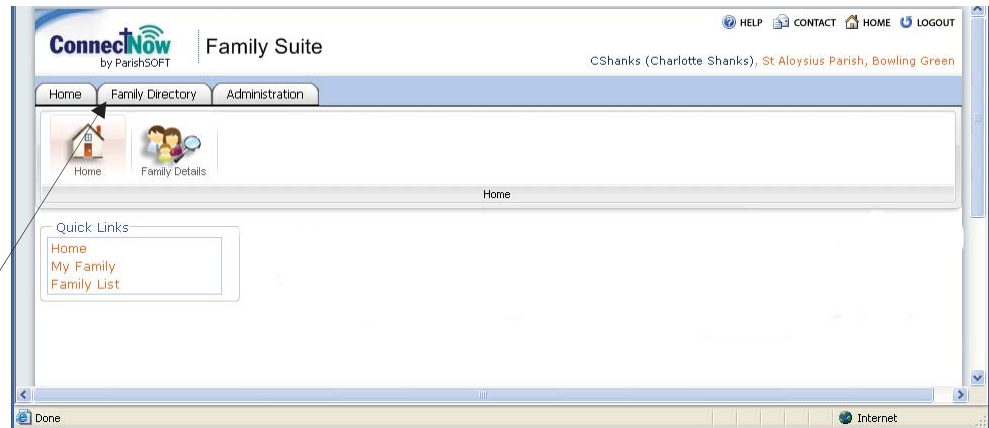
Staff Login with Family Directory View

Staff or volunteers with Family Directory View and ConnectNow Access privileges will see the **Home** and **Family Directory** tabs, as well as the **Family List** Quick Link, on your My Own Church home page.



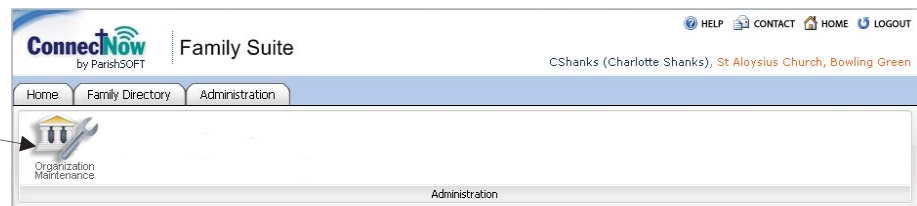
Staff Administrator Login with Family Directory Edit/Add

Staff or volunteers with Family Directory View and Edit/Add privileges, as well as Administrator, and ConnectNow Access privileges, will see the **Home, Family Directory, and Administrator** tabs on your



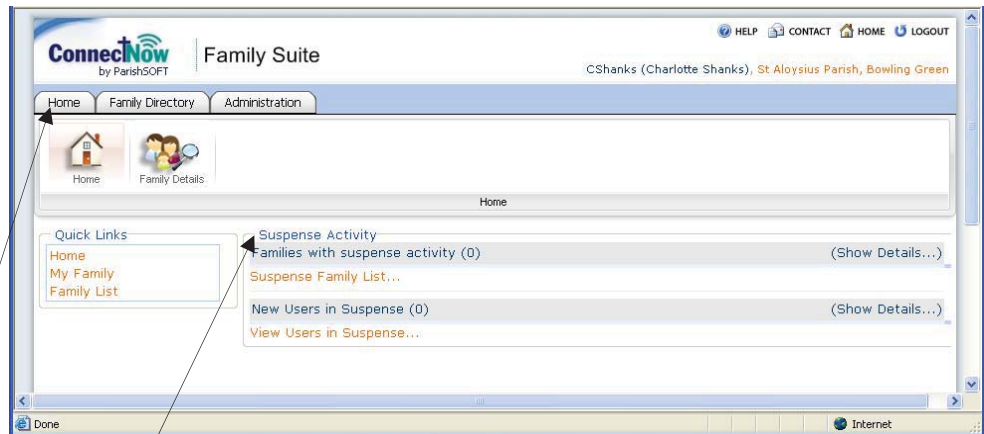
My Own Church home page. Users with this privilege level do not see the suspense activity waiting approval in your system.

Administrators with this privilege level will also have access to the **Organization Maintenance** functions available on the **Administration** tab.



Staff Administrator Login with Family Directory Edit/Add and Suspense Review

Staff or volunteers with Family Directory View and Edit/Add privileges, as well as Administrator, ConnectNow Access and Suspense Review privileges, will see the **Home**, **Family Directory**, and **Administrator** tabs on your



My Own Church home page. Suspense activity will be displayed on the home page.

Administrators with this privilege level will also have access to all of the functions available on the **Administration** tab, including:



- Organization Maintenance
- New User Suspense
- Suspense List
- Suspense History

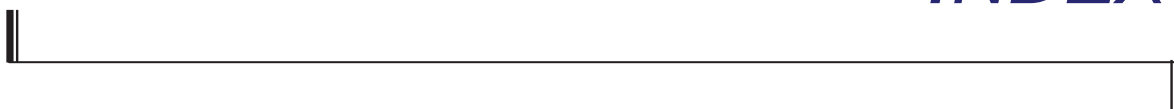
Diocesan Administrator Login with Full Organization Privileges

Staff with the Diocesan Administrator, Family Directory View and Edit/Add, ConnectNow Access, and Suspense Review privileges will see the **Home**, **Family Directory**, and **Administrator** tabs on your My Own Church home page. Suspense activity will be displayed on the home page.

Multiple Organization Privileges

Privileges are granted to each staff user by assignment, so a staff user may manage one or several organizations using the My Own Church website.

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