

Sacraments

Hands-on Part 2

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ParishSOFT



ParishSOFT®
Celebrating 20 Years of Service

Today's Agenda

- Group Sacrament Entry
 - RE Module
 - Without RE Module
- Reporting
 - Sacrament
 - Parish Statics
 - Kenedy Reports
- Create Certificates



Group Sacrament Entry

Holy Family Parish, Ann Arbor

Please search for members for whom you'd like to add/edit sacramental data.

Step 1: Member Search

Sacrament to Update: **1** Prep Year: Term: **2** Class: **3** Grade: Age: From: To: **4**

Step 2: Select Members

Member Records

5

Last Name	First Name	Age
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> <input type="button" value="+"/> Abler	Spencer	8
<input type="checkbox"/> <input type="button" value="+"/> Alberts	Evelyn	9
<input type="checkbox"/> <input type="button" value="+"/> Anderson	Sonya	8
<input type="checkbox"/> <input type="button" value="+"/> Bloom	Brade	8
<input type="checkbox"/> <input type="button" value="+"/> Bloom	Kristy	8
<input type="checkbox"/> <input type="button" value="+"/> Jensen	Tyler	8
<input type="checkbox"/> <input type="button" value="+"/> Navarre	Francesca	9
<input type="checkbox"/> <input type="button" value="+"/> Perez	Mario	8
<input type="checkbox"/> <input type="button" value="+"/> Ross	Crystal	8

1 of 1 (9 Members)

Selected Members

Last Name	First Name	Age
<input type="text"/>	<input type="text"/>	<input type="text"/>

How Do I Add Members? Select members by clicking the button from within the members grid to the left. After you have completed all selections, fill in the "Sacrament Information" section and click the "Save" button at the bottom of the page.

Total Members: 0



Group Sacrament Entry

Holy Family Parish, Ann Arbor

Please search for members for whom you'd like to add/edit sacramental data.

Step 1: Member Search

Sacrament to Update: First Eucharist | Prep Year: | Term: 2016/2017 | Class: 2nd Grade | Grade: | Age: From: | To: | Search | Clear

Step 2: Select Members

Member Records

<input type="checkbox"/>	<input type="checkbox"/>	Last Name	First Name	Age
<input type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Abler	Spencer	8
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alberts	Evelyn	9
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Anderson	Sonya	8
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bloom	Brade	8
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bloom	Kristy	8
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jensen	Tyler	8
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Navarre	Francesca	9
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Perez	Mario	8
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ross	Crystal	8

1 of 1 (9 Members) < 1 >

Selected Members

<input type="checkbox"/>	<input type="checkbox"/>	Last Name	First Name	Age
<input type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Abler	Spencer	8
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alberts	Evelyn	9
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Anderson	Sonya	8
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bloom	Brade	8
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bloom	Kristy	8
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jensen	Tyler	8
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Navarre	Francesca	9
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Perez	Mario	8
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ross	Crystal	8

Total Members: 9



Step 1: Member Search

Sacrament to Update Prep Year Term Class Grade Age

First Eucharist 2016/2017 2nd Grade From: To:

Step 2: Select Members

Member Records

<input type="checkbox"/>	Last Name	First Name	Age
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Abler	Spencer	8
<input checked="" type="checkbox"/>	Alberts	Evelyn	9
<input checked="" type="checkbox"/>	Anderson	Sonya	8
<input checked="" type="checkbox"/>	Bloom	Brade	8
<input checked="" type="checkbox"/>	Bloom	Kristy	8
<input checked="" type="checkbox"/>	Jensen	Tyler	8
<input checked="" type="checkbox"/>	Navarre	Francesca	9
<input checked="" type="checkbox"/>	Perez	Mario	8
<input checked="" type="checkbox"/>	Ross	Crystal	8

1 of 1 (9 Members) < 1 >

Selected Members

<input type="checkbox"/>	Last Name	First Name	Age
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Abler	Spencer	8
<input checked="" type="checkbox"/>	Alberts	Evelyn	9
<input checked="" type="checkbox"/>	Anderson	Sonya	8
<input checked="" type="checkbox"/>	Bloom	Brade	8
<input checked="" type="checkbox"/>	Bloom	Kristy	8
<input checked="" type="checkbox"/>	Navarre	Francesca	9
<input checked="" type="checkbox"/>	Perez	Mario	8
<input checked="" type="checkbox"/>	Ross	Crystal	8

Total Members: 8

Group Sacrament Entry

<input type="checkbox"/> <input checked="" type="checkbox"/>	Jensen	Tyler	8
<input type="checkbox"/> <input checked="" type="checkbox"/>	Navarre	Francesca	9
<input type="checkbox"/> <input checked="" type="checkbox"/>	Perez	Mario	8
<input type="checkbox"/> <input checked="" type="checkbox"/>	Ross	Crystal	8

1 of 1 (9 Members) < 1 >

<input type="checkbox"/> <input checked="" type="checkbox"/>	Navarre	Francesca	9
<input type="checkbox"/> <input checked="" type="checkbox"/>	Perez	Mario	8
<input type="checkbox"/> <input checked="" type="checkbox"/>	Ross	Crystal	8

Total Members: 8

Step 3: Enter First Eucharist Sacrament Information

Check the checkbox next to the fields you wish to update. You must select at least one to continue.

Completed	Completed Date	Prep Year	Place	Celebrant
<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>	<input checked="" type="checkbox"/> Holy Family Parish, Ann Arbor	<input checked="" type="checkbox"/> <input type="text"/>

Note: Any fields updated here will overwrite previous data for selected members.

Sacramental Reports

Home | **Family Directory** ¹ | Religious Education | Offering | Ministry Scheduler | Tuition | IQ | Administration

Family List | Member List | Sacraments ▾ | Family Workgroups | Member Workgroups | **Reports** ²

Family Directory Reports


Holy Family Parish, Ann Arbor


Select Report - First Eucharist

Report Type	Report
Sacrament	Baptism
Statistics	Confirmation
Census	Funeral
	First Eucharist ³
	Marriage

Select Filtering Options

Select Date Range

Start Date: 6/1/2018 ⁴ 

End Date: 9/1/2018 ⁵ 

[Click Here to View Report](#) ⁶

Sacramental Reports

Holy Family Parish		First Eucharist Register		Print Date:06/01/2018
Ann Arbor		2018		Page: 1
Record	Name	First Eucharist	Baptism	
Volume:	Name: Sonya Anderson	Date: 06/10/2018	Date: 10/12/2008	
Page Num:	Baptismal Name: Sonya Anderson	Location: Holy Family Parish -- Ann Arbor, MI 48108	Location: St Thomas the Apostle -- Ann Arbor, MI 48104	
Registry Num:	POB:	Celebrant: Reverend Jack Lawson		
	DOB: 09/01/2009			
	Parents: George Anderson			
	Sarah Anderson			
Notes:				
ID 2--1-500005				

Record	Name	First Eucharist	Baptism	
Volume:	Name: Mario Perez	Date: 06/10/2018	Date: 11/25/2008	
Page Num:	Baptismal Name: Mario Perez	Location: Holy Family Parish -- Ann Arbor, MI 48108	Location: Christ The King Parish -- Liverpool, NY 13090	
Registry Num:	POB:	Celebrant: Reverend Jack Lawson		
	DOB: 09/12/2009			

Kenedy Statistics

Family Directory Reports


Holy Family Parish, Ann Arbor


Select Report - Kenedy Statistics

Report Type	Report
Sacrament	Kenedy Statistics
Statistics	Parish Statistics
Census	

Select Filtering Options

Select Date Range

Start Date: 

End Date: 

Kenedy Statistics

Receptions Into The Church

Infant Baptisms [6](#)

Minor Baptisms [0](#)

Adult Baptisms [0](#)

Not Specified Baptisms [0](#)

Received Into Full Communion [0](#)

First Communions [2](#)

Confirmations [0](#)

Marriages

Catholic [0](#)

Interfaith [0](#)

Total [0](#)

Not Specified Marriages [0](#)

Census Summary

Registered Parishioner Households [107](#)

Individual Catholics [0](#)

Total Deaths [6](#)

Number of Full Time Ministers

Brothers

Sisters


Lay Ministers

Religious Educations

Elementary Students [71](#)

High School Students [25](#)

Total K-12 [96](#)



[Click Here to View Report](#)

Parish Statistics

Parish Statistics

Household Summary

Registered [107](#) Un Registered [19](#) Not Specified [0](#) Total [126](#)

Registered Household Statistics

Households Without Children

Single [26](#)
Catholic Couples [0](#)
Interfaith Couples [25](#)

Households With Children

Single [9](#)
Catholic Couples [0](#)
Interfaith Couples [47](#)

Household Member Statistics

Children (0 - 17)

Boys [60](#)
Girls [48](#)
Not Specified [0](#)
Total Children [108](#)

Total Souls

Male [160](#)
Female [146](#)
Not Specified [0](#)
Total Souls [306](#)

[Click Here to View Report](#)

Bonus Material




Sandbox/parishoftfamilysuite.com



















- Login
- Password
- Site is not reset frequently



Mail Merge

Sacrament: Last Name: Maiden Name: First Name: Completed On: to [Remove](#) [Search](#) [Clear](#)

10 records    [Create new First Eucharist record](#)

<input type="checkbox"/>			Completed On	Last Name	Maiden Name	First Name	Suffix	Member E-Mail	Age	Parish Info
<input type="checkbox"/>			06/10/2018	Abler		Spencer			8	Holy Family Parish, Ann Arbor
<input type="checkbox"/>			06/10/2018	Alberts		Evelyn			9	Holy Family Parish, Ann Arbor
<input type="checkbox"/>			06/10/2018	Anderson		Sonya			8	Holy Family Parish, Ann Arbor
<input type="checkbox"/>			06/10/2018	Bloom		Brade			8	Holy Family Parish, Ann Arbor
<input type="checkbox"/>			06/10/2018	Bloom		Kristy			8	Holy Family Parish, Ann Arbor
<input type="checkbox"/>			06/10/2018	Navarre		Francesca			9	Holy Family Parish, Ann Arbor
<input type="checkbox"/>			06/10/2018	Perez		Mario		perez@demoemailaddress.com	8	Holy Family Parish, Ann Arbor
<input type="checkbox"/>			06/10/2018	Ross		Crystal			8	Holy Family Parish, Ann Arbor

Page 1 of 1 (8 Records)

Mail Merge

Sacrament:
 Last Name:
 Maiden Name:
 First Name:
 Completed On: to
[Remove](#)

10 records

<input type="checkbox"/>			Completed On	Last Name	Maiden Name	First Name	Suffix	Member E-Mail	Age	Parish Info
<input type="checkbox"/>			06/10/2018	Abler		Spencer			8	Holy Family Parish, Ann Arbor
<input type="checkbox"/>			06/10/2018	Alberts		Evelyn			9	Holy Family Parish, Ann Arbor
<input type="checkbox"/>			06/10/2018	Anderson		Sonya			8	Holy Family Parish, Ann Arbor
<input type="checkbox"/>			06/10/2018	Bloom		Brade			8	Holy Family Parish, Ann Arbor
<input type="checkbox"/>			06/10/2018	Bloom		Kristy			8	Holy Family Parish, Ann Arbor
<input type="checkbox"/>			06/10/2018	Navarre		Francesca			9	Holy Family Parish, Ann Arbor
<input type="checkbox"/>			06/10/2018	Perez		Mario		perez@demoemailaddress.com	8	Holy Family Parish, Ann Arbor
<input type="checkbox"/>			06/10/2018	Ross		Crystal			8	Holy Family Parish, Ann Arbor

Page 1 of 1 (8 Records)

Mail Merge

My Templates Global Templates ParishSOFT Templates Mail Merge (8 Records)

Select a template below, [create a new one](#) or [open one](#).































×

Template Name

Templates

My Templates Global Templates ParishSOFT Templates Mail Merge (8 Records)

Select a template below, [create a new one](#) or [open one](#).

	Template Name
	<input type="text"/>
  	Certificate of First Eucharist
  	Certificate of First Eucharist Parish Detail
  	Certificate of Holy Orders
  	Certificate of Holy Orders Parish Detail
  	Certificate of Marriage
  	Certificate of Marriage Parish Detail
  	Certificate of RCIA
  	Certificate of RCIA Parish Detail
  	Certificate of Reconciliation Prep Parish Detail
  	Certificate of Reconciliation Preparation

Home

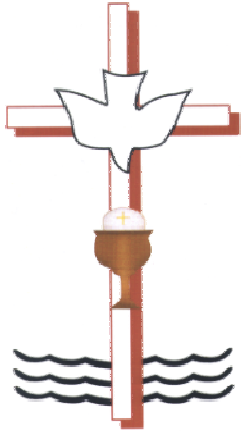
Viewing Template Certificate of First Eucharist

File Home Insert Page Layout Mail Merge

Undo Clipboard Font Paragraph Styles

Times New Roman 26 A⁺ A⁻ Aa

1 Normal 1 Heading 1 1 Heading 2 1 Subtitle 1 Title 1 Quote 1 Intense... 1 No Space



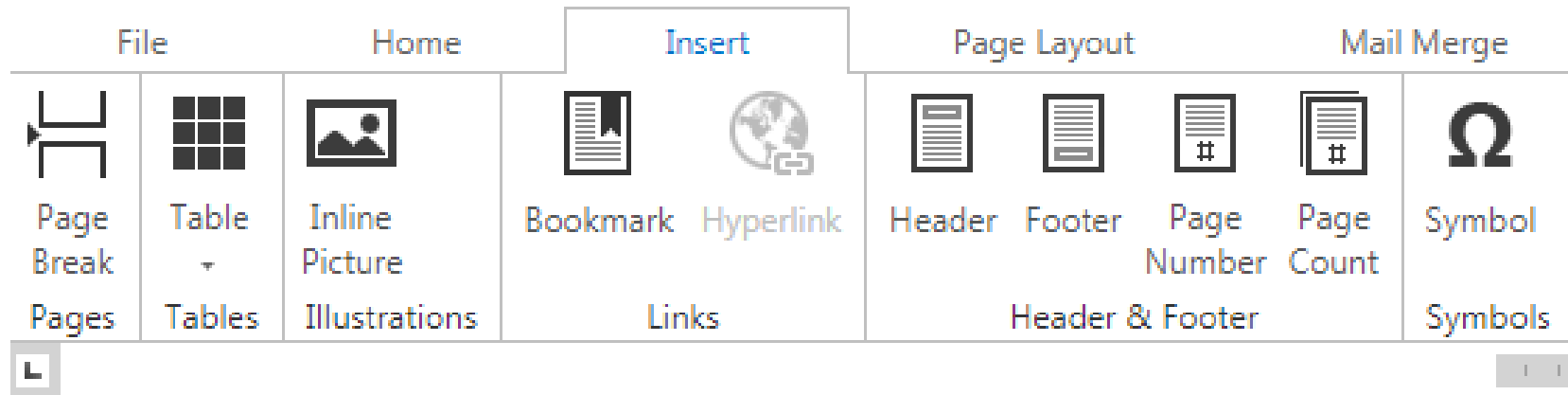
<<First Eucharist Parish Name>>
<<First Eucharist Parish City>>

This is to Certify
That
<<Member First>> <<Member Middle>> <<Member Maiden Or Last Name>>

Child of
<<Father First>> <<Father

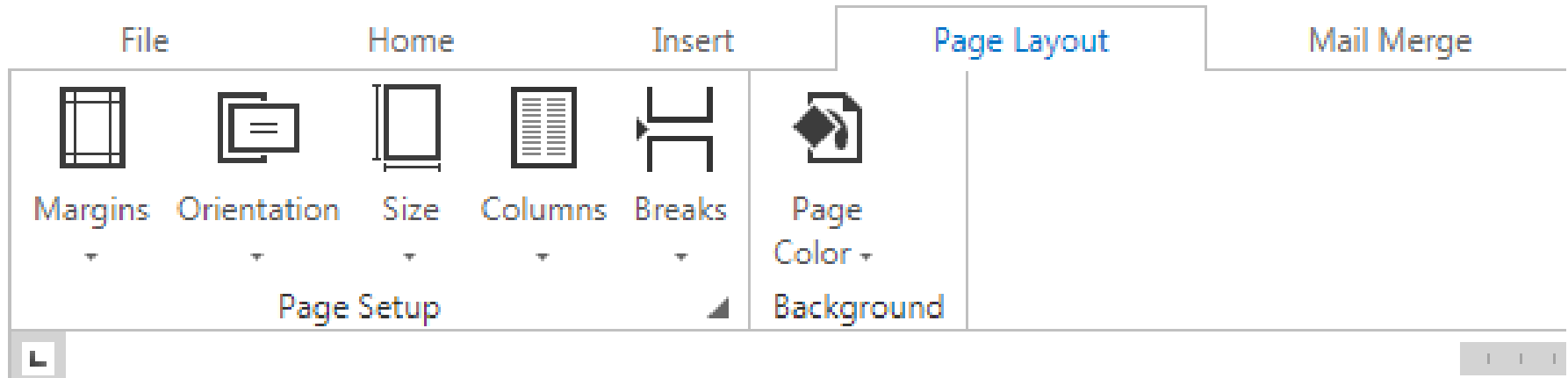
Insert

Viewing Template **Certificate of First Eucharist**



Page Layout

Viewing Template **Certificate of First Eucharist**



Mail Merge

Viewing Template **Certificate of First Eucharist**

The screenshot shows the Mail Merge ribbon in a software application. The ribbon includes the following options:

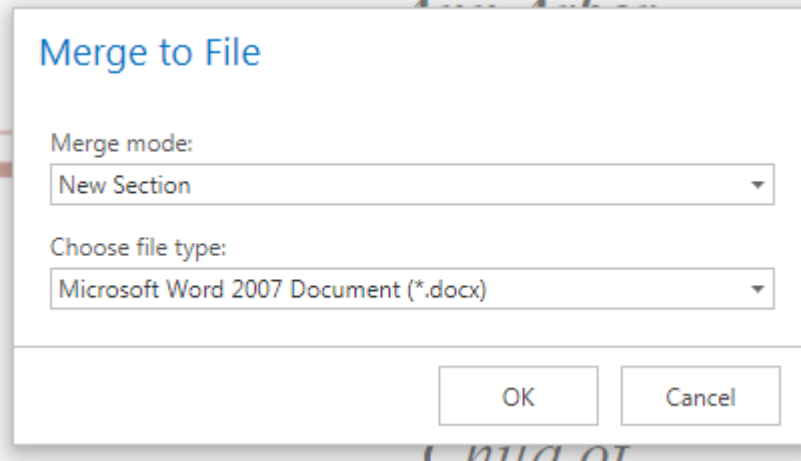
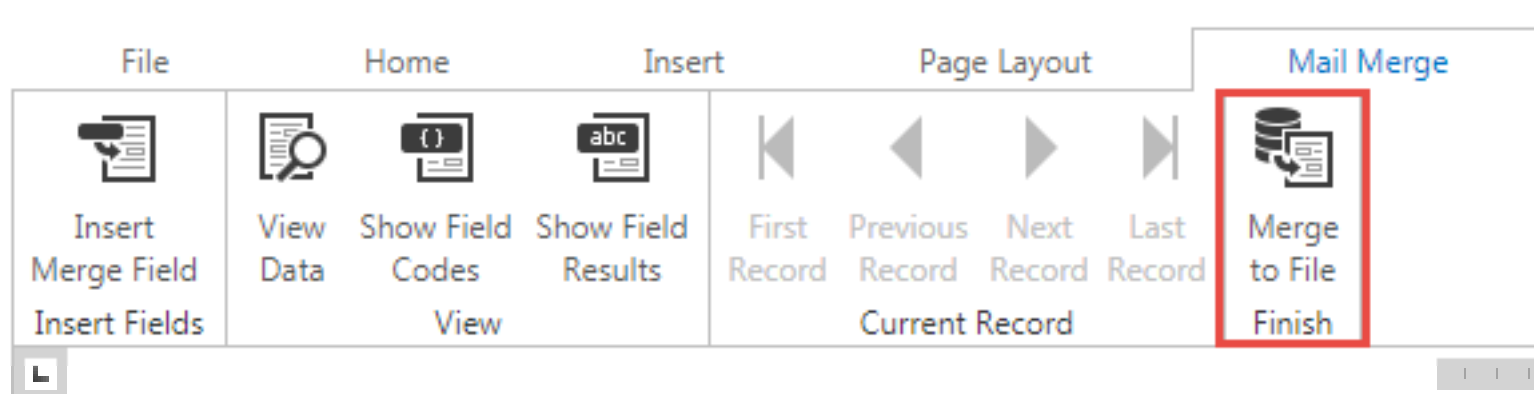
- File**: Insert Merge Field, Insert Fields
- Home**: View Data
- Insert**: Show Field Codes, Show Field Results
- Page Layout**: First Record, Previous Record, Next Record, Last Record, Current Record
- Mail Merge**: Merge to File, Finish

Below the ribbon, a member record form is displayed with the following fields:

General	Contact	Sacraments	Religious Education	Misc.	
General		Education & Career			
Father Name:	Alan Bloom		Career Type:		
Mother Name:	Catherine Bloom		Details:		
Mother Maiden Name:			School:		
Sacrament Remarks:	Created through new member creation process			Education:	
			Grad Year:	2028	








Mail Merge

Viewing Template **Certificate of First Eucharist**



File

Viewing Template **Certificate of First Eucharist**

File	Home	Insert	Page Layout	Mail Merge
 New	 Open	 Open (Local)		
	 Save	 Save As		
		 Save (Local)		
		 Print		
Common				

Save New Template

Template Name:

Global:

Read Only:






Save

Cancel

Global Templates

My Templates Global Templates ParishSOFT Templates Mail Merge (126 Records)










Select a template below, [create a new one](#) or [open one](#).

	Template Name
	<input type="text"/>
  	John
  	Luke
  	Marriage Certificate
  	Martha
  	Mary
  	Paul

My Templates

My Templates Global Templates ParishSOFT Templates Mail Merge (126 Records)

Select a template below, [create a new one](#) or [open one](#).

	Template Name
	<input type="text"/>
  	Cole
  	Cristina
  	Elaine

QUESTIONS?

QUESTIONS?

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Thank you!

Cole Janisch, Cristina Dargis, Elaine Tank
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