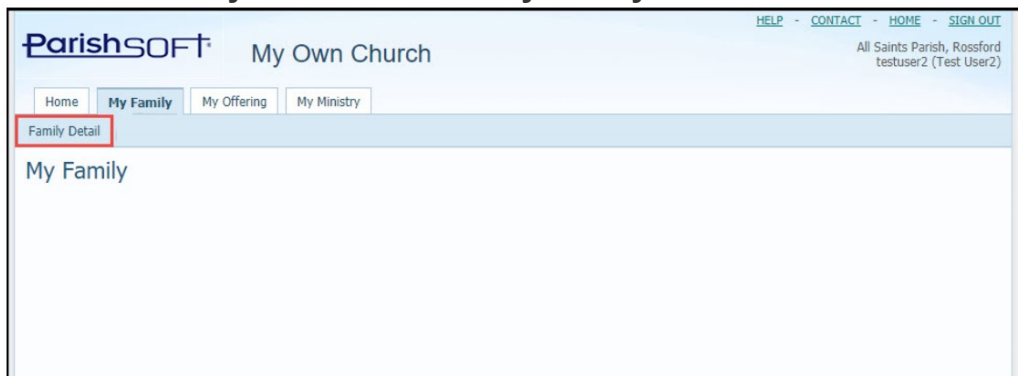


# My Family: How to Edit a family record

1. Login to *My Own Church* with your username and password
2. Click **Family Detail** under the **My Family** tab.



3. Review all the information for the Head of the Family
4. Click the **Edit Details** button to make changes. \*\*Note: All edits are subject to review by the Parish Office before approval.\*\*


A screenshot of the 'Family Details' form in the ParishSOFT application. The form is titled '(538628)' and has tabs for 'Family Details' and 'Member Details (1)'. Under 'Family Information', there is a placeholder for a family photo and text indicating 'Church of Registration: All Saints Parish, Rossford' and 'Details Modified On: Wednesday, December 20, 2017 10:58 AM'. The form contains several input fields: 'Last Name' (User2), 'First Name(s)' (Test), 'Email Address' (jbuckley@parishsoft.com), 'Primary Phone', 'Emergency Phone', and 'Emer. Ph. Desc.'. There is also a 'Primary Address' section with a dropdown menu set to 'Home Address' and sub-tabs for 'Home', 'Mailing', and 'Other'. The 'Home' sub-tab is active, showing fields for 'Country' (United States), 'Postal Code' (48130), 'Address Line 1' (2535 Dexter Ave.), 'Address Line 2', 'City' (Dexter), 'State/Region', and 'Phone Number'. At the bottom, there are checkboxes for 'Send Mail', 'Publish Address', 'Publish Phone', 'Publish Photo for Pictorial Directory', and 'Publish Email'. A red circle with the number '4' is placed over the 'Edit Details' button, which is highlighted with a red rectangular box. A 'Close' button is also visible.

5. Once you are done making changes, click the **Save** button at the bottom.

(538628)

Family Details Member Details (1) ▼

Family Information

 Church of Registration: All Saints Parish, Rossford  
Details Modified On: Wednesday, December 20, 2017 10:58 AM

[Add](#) [Delete](#)

Last Name\*: User2  
First Name(s)\*: Test  
Email Address: jrbuckley@parishsoft.com  
Primary Phone: (734) 555-5555  
Emergency Phone: 9119119119  
Emer. Ph. Desc.: Police

Primary Address: Home Address ▼

Home Mailing Other

Country: United States ▼  
Postal Code: 48130 ... ✕  
Address Line 1: 2535 Dexter Ave.  
Address Line 2:  
City: Dexter ▼  
State/Region:  
Phone Number:

Envelope #:

Send Mail: ☒ Publish Address: ☒  
Publish Phone: ☒ Publish Photo for Pictorial Directory: ☐  
Publish Email: ☒

5

Save Save & Close Cancel Close


6. To check & **Edit family member details**, click the **Member Details** tab, then the tab for their name.

(538628)

Family Details Member Details (2) **6**

Family Information

Church of Registration: All Saints Parish, Rossford  
Details Modified On: Wednesday, December 20, 2017 10:58 AM



Last Name:   
First Name(s):   
Email Address:   
Primary Phone:   
Emergency Phone:   
Emer. Ph. Desc.:

Primary Address:

Home Mailing Other

Country:   
Postal Code:   
Address Line 1:   
Address Line 2:   
City:   
State/Region:   
Phone Number:

Envelope #:

Send Mail: ☒ Publish Address: ☒  
Publish Phone: ☒ Publish Photo for Pictorial Directory: ☐  
Publish Email: ☒

[Edit Details](#) [Close](#)

7. Click **Edit Detail** button. Make any changes you need to the Member Tab names:

tu2 User2

Family Details Member Details (2) ▾

Test Quiz Add

MemberDUID 1057266

Special Needs ☐

Gender: Female ▾

Title: Ms ▾

First Name: Test

Nick Name: tu2

Middle Name:

Last Name: User2

Suffix: ▾

Maiden Name:

Role: Head ▾

Birth Date: 11/28/1983 📅

Birth Place:

Age: 34

Religion: ▾

Language: ▾

Ethnicity: ▾

Marital Status: Single ▾

Envelope #: 0

General Contact Sacraments Misc.

Contact Information

Email Address: jbuckley@parishsoft.com

Home Phone: 5555555555

Cell Phone:

Work Phone:

Pager:

Fax:

7

Edit Details Close

Please be sure to check the information in the following tabs in the middle of the screen:


- **General**
- **Contact**
- **Sacraments**
- **Ministry** (if you are a minister, Lector, Usher, or Altar Server)

8. Click the **SAVE** Button at the bottom of the screen when complete. Then check and edit the tabs for **other family members**


tu2 User2

Family Details Member Details (1) ▾

Test Add

 Add Delete  
MemberDUID 1057266  
Special Needs ☐

Gender: Female ▾  
Title: Ms ▾  
First Name: Test  
Nick Name: tu2  
Middle Name:  
Last Name: User2  
Suffix: ▾  
Maiden Name:  
Role: Head ▾

Birth Date: 11/28/1983   
Birth Place:  ...  
Age: 34  
Religion: ▾  
Language: ▾  
Ethnicity: ▾  
Marital Status: Single ▾  
Envelope #: 0

General Contact Sacraments Misc.

Contact Information

Email Address: jrbuckley@parishsoft.com  
Home Phone: 5555555555  
Cell Phone:  
Work Phone:  
Pager:  
Fax:

7


Save Save & Close Cancel Close Delete

9. Once you are finished click the **Close** button at the bottom.


tu2 User2

Family Details Member Details (2) ▾

Test Quiz Add

  
MemberDUID 1057266  
Special Needs ☐

Gender: Female ▾  
Title: Ms ▾  
First Name: Test  
Nick Name: tu2  
Middle Name:  
Last Name: User2  
Suffix: ▾  
Maiden Name:  
Role: Head ▾

Birth Date: 11/28/1983   
Birth Place:  
Age: 34  
Religion: ▾  
Language: ▾  
Ethnicity: ▾  
Marital Status: Single ▾  
Envelope #: 0

General Contact Sacraments Misc.

Contact Information

Email Address: jrbuckley@parishsoft.com  
Home Phone: 5555555555  
Cell Phone:  
Work Phone:  
Pager:  
Fax:

8

Edit Details Close

**THANK YOU!** You may now **Sign Out** of *My Own Church*