

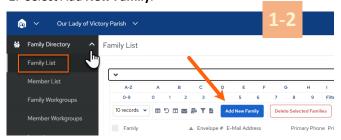
## **Add A New Family**

Htdiocese.org/psegrou or Support.parishsoft.com

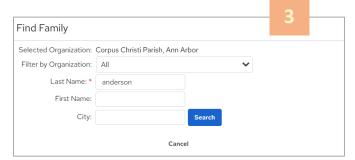
Note: When creating a new Family Record it's necessary to conduct a search for the family to see if they already exist in the database. This prevents duplicate Family Records for the Diocese.

1. In the Family Directory, click **Family List** at the top left corner.

2. Select Add New Family.

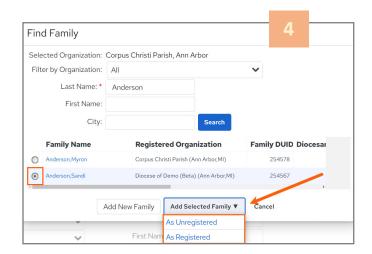


3. In the Find Family window, type the last name (if it is a common last name put in the first name of the head of household too) and click Search.

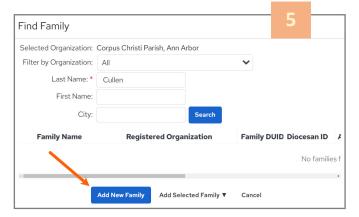


4. If the family is found, you may select them and add them to your parish. You must determine if they will be added with an **unregistered** association only or if you want to bring them into your parish as a **registered** member.

You can click on the name of the family (blue text) to view the family record to determine if this is the family you want to add.



5. If the family does not display, click Add New Family



6. You may add all of the family members on this very first page by selecting the Add Another Member option for each member until you have completed adding all members.

Add all of the information provided to you, including birth date, email, phone, etc.

