

Entering Sacramental Records into ParishSOFT

Baptism 1st Eucharist Confirmation Marriage Funeral

ParishSOFT Data Entry Questions



Catholic Foundation of
South Louisiana

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ParishSOFT Login

<https://houma.parishsoftfamilysuite.com/>

**ParishSOFT eGroup (DHT PS users support page,
includes Standard Operating Procedures)**

<https://www.hdiocese.org/psegroup>

ParishSOFT Sandbox (Practice site)

ParishSOFT Sandbox: <https://trainingdemo5.parishsoftfamilysuite.com/>

User Name:

see Birth Month Box

Password:

S@intJo\$3ph

| Birth Month | User ID | Birth Month | User ID |
|-------------|---------|-------------|---------|
| January | User1 | July | User7 |
| February | User2 | August | User8 |
| March | User3 | September | User9 |
| April | User4 | October | User10 |
| May | User5 | November | User11 |
| June | User6 | December | User12 |

Confidentiality

Nature of Information

Care must be taken to protect people's privacy. Although sacramental registers contain information about public events and other facts readily known to any interested party, they also contain information that is very personal and confidential.

Access to Registers

The sacramental registers belong to the individual parish. They are maintained for the good of the Christian faithful, but they are private documents, not public ones. No one other than the pastor can claim a right to direct access to the registers.

Authorized Personnel

The pastor is always and ultimately responsible for the care and confidentiality of the sacramental registers themselves as well as any reproductions (c. 535 §1). He may designate other persons to make entries in the registers and to prepare certificates. These may be employees or volunteers, but their number should be very small. These designated persons must be well known to the pastor, must be capable of careful work and protecting confidentiality, and must be adequately trained to work with the registers. Their work with the registers is not to exceed their mandate from the pastor (c. 877)

Genealogical Research

Sacramental registers should never be made available to genealogical researchers. Care must be taken not to disclose confidential information. Contact the Diocesan Archives office for guidance on a sacramental record request.

Before (and After) Entering a Sacramental Record

Baptism:

- **Search for the Family Record** – If not found, click “Add New Family”
- **Update Information:** Name, address, Registration status, family group
- Are all of the family members listed in the record?
 - If not, add the new family member.
 - Enter all data from registration form
- Go To: Sacraments > Add/Edit Sacrament > Baptism
- Follow instructions: Entering Sacramental Records into ParishSOFT

1st Eucharist or Confirmation:

- **Search for the Family Record** – If not found, click “Add New Family”
- **Update Information:** Name, address, Registration status, family group
- Are all of the family members listed in the record?
 - If not, add the new family member.
 - Verify all data from Youth Formation registration form
- Go To: Sacraments > Add/Edit Sacrament > 1st Eucharist (or Confirmation)
- Follow instructions: Entering Sacramental Records into ParishSOFT

Marriage:

- **Search for both members Records** – If not found, click “Add New Family”
- Export member to “New Family”
- Keep the Brides Salutation as Ms. and her maiden name as her Last Name (this information will be importing into the sacramental record correctly)
- Many times they will be found in their parent’s family record.
- Export/Combine both parties records into one Family Record.
- If they need to be merged together, email the FAMILY DUID numbers to support@htdiocese.org (it will take at least 24 hours for the records to merge)
- Update: Name, address, Registration status, family group
- Enter data from the Prenup Inquiry Form
- Go To: Sacraments > Add/Edit Sacrament > Marriage
- Follow instructions: Entering Sacramental Records into ParishSOFT
- Then, **Go back to the Family Directory** and search for the Family’s record.
- Click “Auto-Fill” to update their Salutations – If everything is entered correctly in the member record it should populate correctly, if not, go to their member records, make corrections they “Auto-Fill” again.

Funeral

- **Search for the Family Record** – If not found, click “Add New Family”
- Update Information: Name, address, Registration status, family group
- Go To: Sacraments > Add/Edit Sacrament > Funeral
 - Follow instructions: Entering Sacramental Records into ParishSOFT
- Then, **Go back to the Family Directory** and search for the member’s record.
- The members record Should have the following fields updated:
 - Status: Deceased
 - Date of Death
 - If married, click on Sacraments tab, go to details
 - Change Spouse’s Marital Status: Widowed
 - Date Ended: Date of Death
 - Save, Close (It will take you back to the Family List screen, OK update)
- Verify the Spouse and overall Family Information
 - Click “Auto-Fill” to update the Salutations
- If all members in the family record are deceased, Mark the Family Group as Deceased and Unregister the record.
- Leave the existing name of the family and address as it was the last address they were living at.
- Remove “Send Contib. Env.”
- Review the surviving spouses member record:
 - Marital Status: Widowed (role can remain husband or wife, or change to Head)

Entering Sacramental Records

⇒ Search Family Record

Search for the parent's record in Family Directory.

Registered at your Church

- [How to filter your family list using the fuzzy search and/or Rolodex features](#)
- [\(Advanced Search\) How to Filter Records](#)

Not Registered at your Church

- [How to add an unregistered copy of a family record](#)

An unregistered copy of a family record is used when a family is registered at a different church parish or is not interested in being a registered family at the child's church of Baptism. The unregistered copy gives you access to the family's record so you can add the child's baptism.

The Church parish where the sacrament is taking place is responsible for entering the sacrament into ParishSOFT

⇒ Review Family Record

Verify/update the family mailing address and contact information. The Standard Operating Procedure Manual has data entry standard for addresses. Use "Auto Fill" when updating your salutations to ensure that each members record is correct. (Head, Husband or Wife)

⇒ Add Family Member

Add the child to the family record. (Click +Add tab, take note of the child's Member DUID number.)

How to add

[How to add a member to an existing family record](#)

Father Name/Mother Name

Add the parents name as they are listed in the registry.

These text boxes are printed on the Baptismal Certificate.



* If the parents are living at two different addresses, keep their family records separate and add the child with the domicile parent.

** The Church parish where the sacrament is taking place is responsible for entering the sacrament into ParishSOFT.

Family Record

Formal Mailing Name (<<Family DUID Number>>)

Church Parish Name 

Family Details


Member Details (# <<Number of Family Members>>)

Family Information

Notes



Church of Registration
<<Church Name>> OR "Not Registered"

Registration Date
Select Date 

Registration Status ☐
Select if registered in YOUR church parish

Modified on: <<Date and Time>> [Date when record was last modified](#)

Family Group (choose one) see SOP Assigning a Family Group

| | | |
|------------------|-------------------|---------------------------|
| Active | Moved | Staff |
| Contributor Only | Religious Ed Only | Organization/ Business |
| Inactive | Sacrament Only | Priest DHT only |
| Deceased | School Only | |

Last Name*

Last name(s) of head, husband, wife

Primary Address

Home Address

Home Mailing Other

Country

Postal Code

5-Digit Zip

Auto Filled w/Postal Code

Address Line 1

see SOP—Data Entry Standards for addresses

Address Line 2

City

Auto Filled w/Postal Code

State/Region: Auto Filled w/Postal Code

Phone Number

Formal Mailing

Auto Fill

Informal Name

Auto Fill

Formal Salutation

Auto Fill

Informal Salutation

Auto Fill

Use the **Auto Fill** button (to the right) to automatically populate the salutations. This will help you recognize any missing fields within the member's record. Ex: Title, Nickname, suffix... See notes for Spanish Names

Auto Fill

Email Address

Primary family email address

Primary Phone

Primary Phone

Emergency Phone

Emergency Phone

Emergency Phone Desc.

Envelope #

Envelope #

Annual Gift\$

<<Total>>

Next <<Env. Number>>

Chooses next available number

Giving History

Map Code

Send Mail ☐

Send Contrib. Env. ☐

Publish Phone ☐

Publish Email ☐

MLNA ☐ DHT only

Publish Address ☐

Publish Photo for Pictorial

Directory ☐

Send Magazine ☐

Do Not Call ☐ DHT only

Do Not Solicit ☐ DHT only

Save

Save & Close

Cancel

Close

Last Names* and First Names* - When you are searching for a family, these are the name fields that are searched. See Searching—Best Practices for more details. (use %)

Red text - Changes made to data in fields with red text only apply to YOUR church IF the family group is not "Registered" in your parish







Member Record

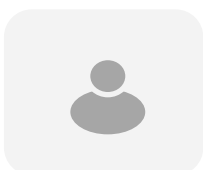
Family Directory

<<Member Name>>

Church Parish Name ▼

Family Details **Member Details (# <<Number of Family Members>>)**

 Head/Husband  Wife  Name  Name  Name  Name  +Add  -  Import



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

MemberDUID: #####

Special Needs ☐

Special Needs

*Things we may need to know. Ex: homebound
(Also used with Re. Ed)*

[Life Events](#)

Choose Role (required field)

Gender ▼

Status ▼

Title ▼

Baptismal Registry

Birthdate ▼

Baptismal Registry

Birth Place ^(City, State) ▼

Baptismal Registry

First Name* ▼

Baptismal Registry

Age

##

Date of Death ▼

[See page: Funeral Record](#)

Nick Name ▼

Marital Status ▼

Religion ▼

Middle Name ▼

Baptismal Registry

Language ▼

Ethnicity ▼

Last Name* ▼

Baptismal Registry

Suffix ▼

Baptismal Registry

Envelope # ▼

[Next](#) ☐ Send?

Maiden Name ▼

Role* ▼

☐ Input any additional information that will help with future planning in the Church Parish.


General [Contact](#) [Sacraments](#) [Ministries](#) [Misc.](#)



Mother/Father Name: You cannot update/correct a parents name if it is NOT your record. The Family record must be registered at your church.

General & Communication

☐ Father Name ▼  

☐ Mother Name ▼  

☐ Maiden Name ▼  Do not use

☐ Responsible Adult ▼  

Sacrament Remarks ▼

Education & Career

Career Type ▼

Details ▼

School ▼

Education ▼

Grad Year ▼

Additional Information

Username ▼

Soc Sec # ▼

Aux ID ▼

Vendor ID ▼

Member Notes ▼

[College & Graduate School](#)

[Export to New Family](#)

[Save](#)

[Save & Close](#)

[Cancel](#)


[Close](#)

Baptism

⇒ Add the Baptism Record

- [Sacraments: How to create a sacramental record](#)
- Go to: Family Directory (left menu), Sacraments (top ribbon), Add/Edit Sacrament (dropdown)
- Choose Baptism, enter the name in the proper fields and search.
- The child's name should not be found when searched. Click the button "[Create new Baptism record](#)"
If the child's record is found, click on the pencil icon in front of the name, then click edit details to verify/update the Baptism Record details.
- Find the child's name (verify the Birthdate and Member DUID before selecting the name)
- Enter the Baptism Record. If the Celebrant isn't in the search area, email Support@htdiocese.org and provide the priests complete name.
- Click "Save".

Edit Baptism record for << Name of Baptised >> <<(Baptism Record Number)>>



Member DUID: #####

Contact support@htdiocese.org if a church parish is not listed in the Parish lookup. (out of diocese/ Country)

Completed ☐ If yes, check box after it is done

Completed Actual date of Baptism

Prep Year Four-digit Prep year of seminar/class/training

Parish Choose Church of Baptism

Celebrant Choose Celebrant

Baptismal name is printed on the Certificate

Baptismal Name First, Middle, Last Name

Faith of Baptism Choose Faith

Type each name exactly as it is recorded in the Registry Book.

Sponsor 1

Sponsor 2

Witness 1

Witness 2

Member Details The name is automatically pulled into the Member Details.

Title

First Name

Middle Name

Last Name

Maiden Name

Suffix

Registry Vol. Year of Baptism, ex: 2023

Registry Page Act# Number of record, ex: 001

Registry # Year & Act#, ex: 2023001

General Remarks Proxy, marriage, annulment, Adoption Holy Orders, Name Changes, ("DO NOT PRINT" if record should not be printed), RCIA/OCIA—Input Original Church of Baptism

**General remarks do not print on the certificate, but does print on the registers.


Save Cancel Delete

First Eucharist

⇒ Add the First Eucharist Record

- [Sacraments: How to create a sacramental record](#)
- [Sacraments: How to add a sacrament record for more than one person at a time \(Group Entry\)](#)
- Go to: Family Directory (left menu), Sacraments (top ribbon), Add/Edit Sacrament (dropdown)
- Choose First Eucharist, enter the name in the proper fields and search.
- The child's name should not be found when searched. Click the button "[Create new First Eucharist record](#)"
- Find the child's name (verify the Birthdate and Member DUID before selecting the name)
- Enter the First Eucharist Record
- Click "Save".

Edit First Eucharist record for << Name of Member >> <<(Record Number)>>



Member DUID: #####

Completed ☐ If yes, check box after it is done

Completed
Actual date of 1st Eucharist

Prep Year
Four-digit Prep year started

Parish
Choose Church of 1st Euch.

Celebrant
Choose Celebrant

Member Details The whole name is automatically pulled from the family directory member's record.

Title
First Name
Middle Name
Last Name
Maiden Name
Suffix

Registry Vol.
Year of 1st Euch., ex: 2023
Registry Page
Act# Number of record, ex: 001
Registry #
Year & Act#, ex: 2023001
General Remarks
Samples??


Save Cancel Delete

Confirmation

⇒ Add the Confirmation Record

- [Sacraments: How to create a sacramental record](#)
- [Sacraments: How to add a sacrament record for more than one person at a time \(Group Entry\)](#)
- Go to: Family Directory (left menu), Sacraments (top ribbon), Add/Edit Sacrament (dropdown)
- Choose [Confirmation](#), enter the name in the proper fields and search.
- The child's name should not be found when searched. Click the button "[Create new Confirmation record](#)"
- Find the child's name (verify the Birthdate and Member DUID before selecting the name)
- Enter the Confirmation Record

Edit Confirmation record for << Name of Member >> <<(Record Number)>>



Member DUID: #####

Completed ☐ If yes, check box after it is done

Completed

Actual date of Confirmation

Prep Year

Four-digit Prep year started

Parish

Choose Church of Confirmation

Celebrant

Choose Celebrant

Confirmation Name

Full Saint Name (Do Not Skip)

Sponsor

Exact name written in the registry

Member Details

The whole name is automatically pulled from the family directory member's record.

Title

Registry Vol.

Year of 1st Euch., ex: 2023

First Name

Registry Page

Act# Number of record, ex: 001

Middle Name

Registry #

Year & Act#, ex: 2023001

Last Name

General Remarks

Samples??

Maiden Name

Suffix

Save

Cancel

Delete

Marriage

⇒ Add the Marriage Record

- [Sacraments: How to create a sacramental record](#)
- Go to: Family Directory (left menu), Sacraments (top ribbon), Add/Edit Sacrament (dropdown)
- Choose Marriage, enter the name in the proper fields and search.
- The member's name should not be found when searched. Click the button "[Create new Marriage record](#)"
- Find the member's name (verify the Birthdate and Member DUID before selecting the name)
- Enter the Marriage Record (see next page for Marriage Record Description)
- Click "Save".

Other notes:

⇒ Separation/Divorce (*Export one member into a new family*)

When the parish has been notified that a couple is separating or divorcing and are living apart, their original family record can be separated into two family records to correctly represent the separated family. This will not null their marriage record. They will remain connected on their marriage record until the marriage is annulled. One member can be exported to a new family (see member record). **Note: Donations will remain with the original family record and a tax statement would be generated for that individual.

⇒ Annulment (*Export one member into a new family*)

If the marriage took place in your parish: Search in Add/Edit Sacrament (Marriage) , view/edit Sacrament, Edit Details, Marital Status: Annulled, type information in General Remarks, Save.

Add to the General Remarks:

Declaration of invalidity PN:##-### (Date Annulment granted)

Restrictions: (if any)

Note: General Remarks will not print on a Baptismal Certificate, only in the Marriage Registry

Export one of the members into a new record. You can import children to the custodial parent or they can remain with the parents record that was not exported.

Contact the Diocesan Tribunal Office with questions about missing documentation for an annulment granted in our Diocese.



Veronica Songe
Tribunal Specialist/Notary
985-850-3126
vsonge@diocese.org

Diocese of Houma-Thibodaux

Marriage

Edit Marriage record for << Name of Member >> <<(Record Number)>>



Member DUID:

**USE ONLY
for
Sacramental
Marriages**

Completed ☐ If yes, check box after it is done

Completed On

Actual date of Confirmation

Prep Year

Four-digit Prep year started

Parish

Choose Church of Confirmation

Celebrant

Choose Celebrant

Show Marriage History

Marriage History. Previous marriages will be listed here.

Marital Status

Marriage: select Married, Annulment: select Annulled.

Spouse

Choose Spouse

Best Man

Marriage Registry as written

Maid of Honor

Marriage Registry as written

Annulment—If the marriage took place in your parish you will receive a letter from Tribunal. In PS, update: Marital Status to Annulled, add Annulment ID (PN#), Select Date Ended (date granted). General Remarks: type "No restrictions" or "Restrictions".

Canonical

☐ MUST be checked

Banns

☐ Was the marriage announced?

Disparity of Cult

☐ One member is unbaptized

Former Marriage

☐ Check if one member was previously married?

Mixed Religion

☐ Check if one member not Catholic?

Annulment ID

PN: ##-###

Date Ended

Choose Date Annulment granted

Member Details Name and Baptismal Information will be auto filled from the Family Directory, Member Details

Title

Title

Registry Vol.

Year of 1st Euch., ex: 2023

First

First Name

Registry Page

Act# Number of record, ex: 001

Middle

Middle

Registry #

Year & Act#, ex: 2023001

Last Name

Last Name

General Remarks

Additional witnesses (if any)

Suffix

Maiden Name

If the member was baptized in another diocese or faith, you will add their baptism information in these boxes. This information will not create a "New" baptism record. It is used to record the registry record.

Baptismal Name

Suffix

Baptismal Name

Date of Baptism

Date of Baptism

Faith of Baptism

Faith of Baptism

Place of Baptism

Place of Baptism

Save

Cancel

Delete

Funeral

⇒ Add the Death/Funeral Record

- [Sacraments: How to create a sacramental record](#)
- Go to: Family Directory (left menu), Sacraments (top ribbon), Add/Edit Sacrament (dropdown)
- Choose Funeral, enter the name in the proper fields and search.
- The person's name should not be found when searched. Click the button "[Create new Funeral record](#)"
- Find the person's name (verify the Birthdate and Member DUID before selecting the name)
- Enter the Funeral Record
- General Remarks: Can also enter cemetery details here. This will print on the registry.
- Click "Save".

Rite of Committal

Burial Only

When there is only a graveside service (no church service), enter the following:

Completed: Date of the [Rite of Committal](#)

Parish: Name of the Church Parish recording the burial

Celebrant: Celebrant for the Rite of Committal.

Funeral Title:


Write: "Rite of Committal only" or "Burial only"

Do not create a Funeral Record if the Funeral or Rite of Committal did not happen at your Church parish/cemetery.

Funeral and Cemetery Record

Death Register
Cen Death Registry

Edit Funeral record for << Name of Deceased >> <<(Funeral Record Number)>>



Member DUID: #####

Completed ☐ If yes, check box after it is done

Completed Actual date of **Funeral**

Parish Select Church of Funeral

Celebrant Select Celebrant

Hint: press backspace button before searching for celebrant

Date of Death Date on Death Certificate

Anointed ☐

Funeral Title

Burial Date

Burial Type

Next of Kin Parent, wife, husband, child

Vigil Place

Vigil Celebrant

Cemetery Name Place of Burial

Grave Details Section Block Lot Grave

Purchase Date Purchase Cost

Cause of Death

Deed Issue Date

Deed Owner

Member Details Legal name at time of death.

Title

First Name

Middle Name

Last Name

Registry Vol.

Registry Page

Registry #

General Remarks

If the funeral is held elsewhere (such as funeral home), it must be recorded in the general remarks so it will print on the register. Add Burial Registry Book#s here.

Save Cancel De-

Funeral

⇒ **View the Family Record**

Go back to the Family record to verify it has been entered correctly.

Check the following fields in the Members Record


- ◇ **Status:** Deceased
- ◇ **Date of Death:** Correct Date

Member Record

<<Member Name>>

Church Parish Name ▼

Family Details
Member Details (# <<Number of Family Members>>)



Add Delete

MemberDUID: #####

Special Needs ☐

Special Needs
Things we may need to know. Ex: homebound (Also used with Re. Ed)

Life Events

Choose Role (required field) →

| | | |
|--|---|---|
| Gender ▼ Title ▼ First Name* Nick Name Middle Name Last Name* Suffix ▼ Maiden Name | Status ▼ Birthdate ▼ Age ## Marital Status ▼ Language ▼ Envelope # Role* ▼ | Birth Place (City, State) ▼ Date of Death ▼ <i>See page: Funeral Record</i> Religion ▼ Ethnicity ▼ Next <input type="checkbox"/> Send? |
|--|---|---|

☐ Input any additional information that will help with future planning in the Church Parish.

General
Contact
Sacraments
Ministries
Misc.

General & Communication

☐ Father Name 

☐ Mother Name 

☐ Maiden Name  *Do not use*

☐ Responsible Adult  *Used w/Rel. Ed Module*

Sacrament Remarks
RCIA, Profession of Faith, Baptized outside Catholic Faith—completed RCIA

Education & Career

Career Type ▼

Details ▼

School ▼

Education ▼

Grad Year ▼

Additional Information

Username ▼

Soc Sec # ▼

Aux ID ▼

Vendor ID ▼

Member Notes ▼

College & Graduate School

Export to New Family
Save
Save & Close
Cancel
Close

Check and update the following fields in the Family Group:


- ◇ **Family Group** status (if all members of the family group is deceased—select Deceased)
- ◇ **First Name(s)*** field: do not delete the first name of the Head/Wife/Husband. This field is a description of this family record.
- ◇ **Auto Fill Salutations** to ensure that each members record is correct. (Head, Husband or Wife) . If it does not populate correctly, view the member's record and add/edit their details.

Family Record Funeral

Formal Mailing Name (<<Family DUID Number>>)
Church Parish Name

Family Details
Member Details (# <<Number of Family Members>>)

Family Information
Notes


Church of Registration
<<Church Name>> OR "Not Registered"

Modified on: <<Date and Time>> Date when record was last modified

Registration Date
Select Date

Family Group (choose one) see SOP Assigning a Family Group

Registration Status ☐ Select if registered in YOUR church parish

| | | |
|------------------|-------------------|-----------------|
| Active | Moved | Staff |
| Contributor Only | Religious Ed Only | Organization/ |
| Inactive | Sacrament Only | Business |
| Deceased | School Only | Priest DHT only |

Last Name*
Last name(s) of head, husband, wife

Primary Address
Home Address

First Name(s)*
First name(s) for head, husband, wife (see desc. Below)

Home Mailing Other

Formal Mailing
Auto Fill

Country

Postal Code
5-Digit Zip

Auto Filled w/Postal Code

Informal Name
Auto Fill

Address Line 1
see SOP—Data Entry Standards for addresses

Formal Salutation
Auto Fill

Address Line 2

Informal Salutation
Auto Fill

City
Auto Filled w/Postal Code

Email Address
Primary family email address

State/Region: Auto Filled w/Postal Code

Primary Phone
Primary Phone

Phone Number

Emergency Phone
Emergency Phone

Send Mail ☐

Send Contrib. Env. ☐

Publish Address ☐

Publish Photo for Pictorial Directory ☐

Envelope #
Envelope #

Annual Gift\$
<<Total>>

Publish Phone ☐

Publish Email ☐

MLNA ☐ DHT only

Next <<Env. Number>>
Chooses next available number

Giving History

Send Magazine ☐

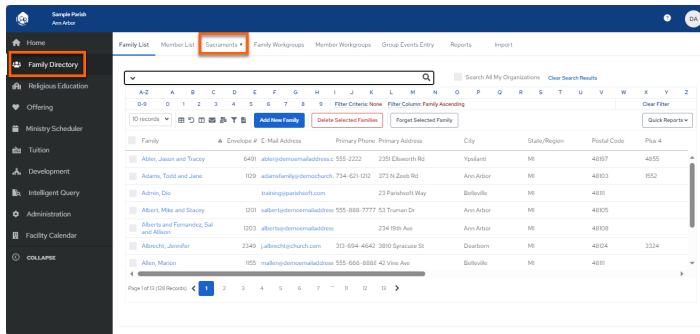
Do Not Call ☐ DHT only

Do Not Solicit ☐ DHT only

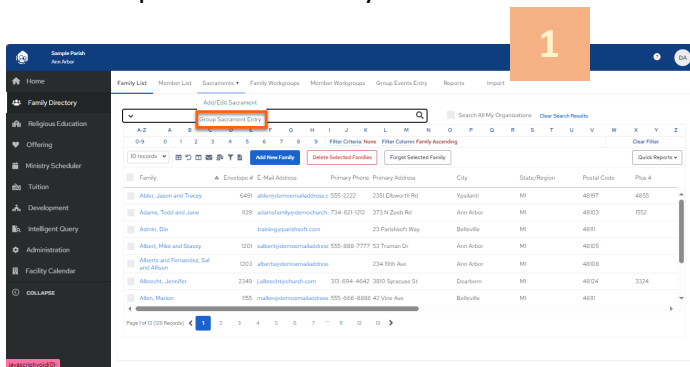
Map Code

Save Save & Close Cancel Close

PSFS Family Directory - Sacraments: How to add a sacrament record for more than one person at a time (Group Entry)

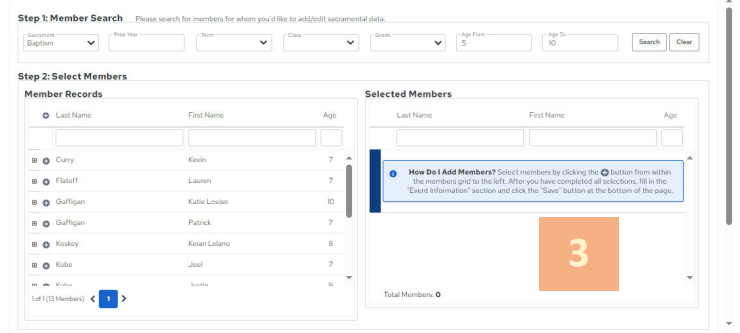


1. Going to Family Directory → Sacraments → Group Sacrament Entry:

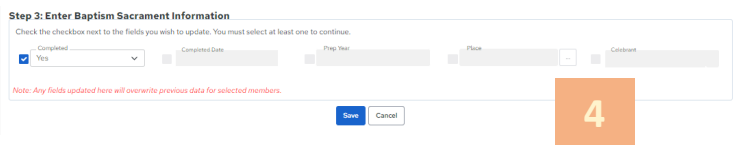


2. Select the sacrament you'd like to add, then the Term, and then select the class the students are in for whom you'd like to create a sacrament record. Then select search:

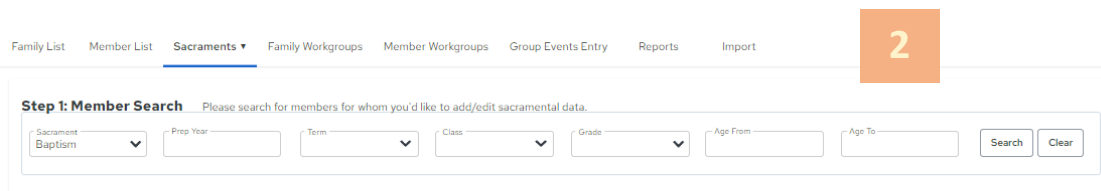
3. Select the students you'd like to create the record for by selecting the plus sign next to their name. To select them all you can select the plus sign at the top:



4. Check the boxes next to the information you'd like to add and put in the correct information and click save:



A Confirmation Sacrament record will be created for everyone in that was in that class.



Best Practices for searching

New Families – ParishSOFT requires you to “SEARCH DATABASE” First.
(Only Parish of Registration can modify the record)

Searching: If the family is coming from a different church parish, you may have to add an “unregistered” copy of their record. (Add them as “Registered” only if they are officially registering at your church parish)

***A Family can be REGISTERED in only ONE parish,
but active in many!***

Data Entry:

- All USPS standards must be followed – Be sure to check punctuation of streets and use appropriate abbreviations
- 3 Tabs for Addresses – Home, Mailing, other – **Primary** could be set to ‘Home’ or ‘Mailing’ but ‘Other’ will automatically replace both as **primary** when reports are used - if date fields are populated with legitimate dates
- For purposes of both diocesan and parish mailing lists – the address marked as **Primary** is the most **critical** tab for accuracy
- Be sure Mailing Name and Formal Salutation are correctly populated – **Use Autofill**.
-

First Name: Use % on each side of the first name field being searched. This will search all names in this field string. If % is not used, it will only search the first name listed. Example: in First Name Field box: %Beth%

*Example: Search for Beth Boudreaux
(using advanced search instructions)*

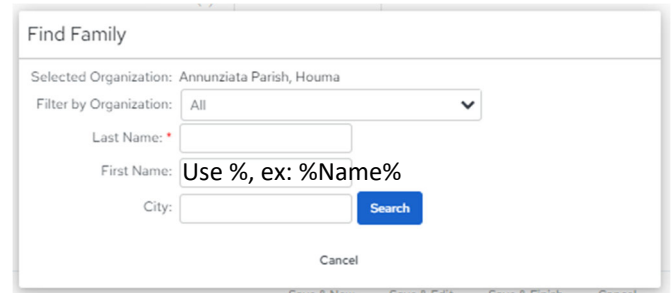
| | | |
|------------|-----------|-----------|
| First Name | Beth | %Beth% |
| Last Name | Boudreaux | Boudreaux |
| # of finds | 1 | 37 |

If the child’s mother and/or father’s record is with their parent’s family group, it may be difficult to find their record. It is helpful to have their parents names and their mailing address. Use “Add New Family” to search for the parents name and you’ll be able to see the mailing address to choose the correct family. Use % when searching the first name field for a refined search.

The child’s parent’s Church of Baptism will also have their parents names.

Marriage Record

The marriage record should be entered from only one of the two members.



Find Family

Selected Organization: Annunziata Parish, Houma

Filter by Organization: All

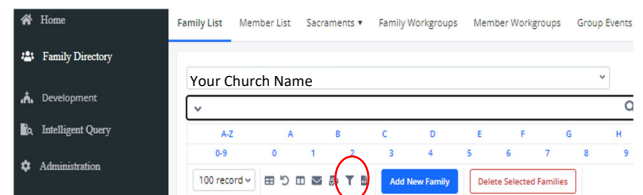
Last Name: *

First Name: Use %, ex: %Name%

City:

Search

Cancel



Home Family List Member List Sacraments Family Workgroups Member Workgroups Group Events

Family Directory

Development

Intelligent Query

Administration

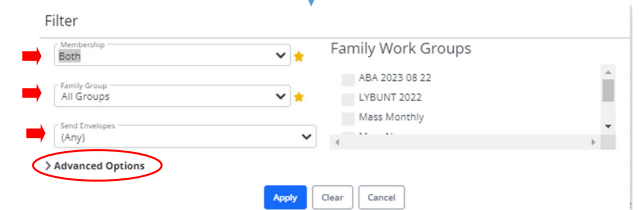
Your Church Name

A-Z 0-9 A B C D E F G H

100 record

Add New Family

Delete Selected Families



Filter

Membership: Both

Family Group: All Groups

Send Envelopes: (Any)

Advanced Options

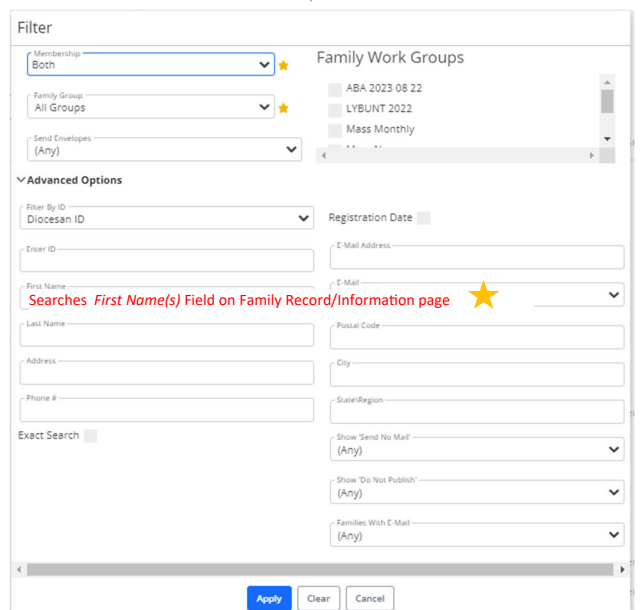
Family Work Groups

ABA 2023 08 22

LYBUNT 2022

Mass Monthly

Apply Clear Cancel



Filter

Membership: Both

Family Group: All Groups

Send Envelopes: (Any)

Advanced Options

Filter By ID: Diocesan ID

Registration Date

Enter ID

E-Mail Address

First Name: Searches First Name(s) Field on Family Record/Information page

Last Name

Postal Code

Address

City

Phone #

State/Region

Exact Search

Show 'Send No Mail': (Any)

Show 'Do Not Publish': (Any)

Families With E-Mail: (Any)

Apply Clear Cancel

| PS Org ID | Location | MainPhone | |
|-----------|---|----------------|--|
| 681 | Annunziata, Houma | (985) 876-2971 | |
| | Chapel of the Blessed Sacrament | (985) 575-3551 | |
| 15963 | Christ the Redeemer, Thibodaux | (985) 447-2013 | |
| 15975 | Community of St. Anthony, Gheens | (985) 537-6002 | |
| 20935 | Diocese of Houma-Thibodaux, Schriever | (985) 868-7720 | |
| 15984 | Holy Cross, Morgan City | (985) 384-3551 | |
| 15978 | Holy Family, Grand Caillou | (985) 563-2325 | |
| 686 | Holy Savior, Lockport | (985) 532-3533 | |
| 688 | Maria Immacolata, Houma | (985) 876-3313 | |
| | Ministry of Healing | (985) 232-2229 | |
| 15972 | Our Lady of Prompt Succor, Chackbay | (985) 633-2903 | |
| 15977 | Our Lady of Prompt Succor, Golden Meadow | (985) 475-5428 | |
| 15979 | Our Lady of the Isle, Grand Isle | (985) 438-4164 | |
| 15958 | Our Lady of the Most Holy Rosary, Houma | (985) 876-7652 | |
| 15981 | Our Lady of the Rosary, Larose | (985) 693-3433 | |
| 689 | Sacred Heart, Cut Off | (985) 632-3858 | |
| 15982 | Sacred Heart, Montegut | (985) 594-5856 | |
| 15983 | Sacred Heart, Morgan City | (985) 385-0770 | |
| 15968 | St. Andrew, Amelia | (985) 631-2333 | |
| 15970 | St. Ann, Bourg | (985) 594-3548 | |
| 687 | St. Anthony of Padua, Bayou Black | (985) 872-0922 | |
| 15959 | St. Bernadette Soubirous, Houma | (985) 879-1506 | |
| 15988 | St. Bridget, Schriever | (985) 446-6801 | |
| 15985 | St. Charles Borromeo, Pointe Aux Chenes | (985) 594-6801 | |
| 15962 | St. Charles Borromeo, St. Charles Community | (985) 446-6663 | |
| 684 | St. Eloi, Theriot | (985) 872-2946 | |
| 680 | St. Francis de Sales Cathedral, Houma | (985) 876-6904 | |
| 15964 | St. Genevieve, Thibodaux | (985) 446-5571 | |
| 15960 | St. Gregory Barbarigo, Houma | (985) 876-2047 | |
| 15986 | St. Hilary, Mathews | (985) 537-6002 | |
| 21926 | St. James Mission, Kraemer | (985) 633-9431 | |
| 15965 | St. John the Evangelist, Thibodaux | (985) 447-3995 | |
| 682 | St. Joseph Co-Cathedral, Thibodaux | (985) 446-1387 | |
| 15973 | St. Joseph, Chauvin | (985) 594-5859 | |
| 15974 | St. Joseph, Galliano | (985) 242-4099 | |
| 15980 | St. Lawrence the Martyr, Kraemer | (985) 633-9431 | |
| 15971 | St. Lawrence, Chacahoula | (985) 448-2165 | |
| 15961 | St. Louis, Bayou Blue | (985) 876-3449 | |
| 685 | St. Lucy, Houma | (985) 879-2632 | |
| 15966 | St. Luke, Thibodaux | (985) 446-0487 | |
| 15987 | St. Mary's Nativity, Raceland | (985) 537-3204 | |
| 21925 | St. Rosalie Mission, Stephenville | (985) 384-3551 | |
| 15967 | St. Thomas Aquinas, Thibodaux | (985) 446-6201 | |
| 15969 | Thanh Gia, Amelia | (985) 631-3194 | |