

## Helpful Guides For ParishHSOFT Religious Education

Main Support page – [Click here](#)

Religious Education Parish Soft Overview – [Click here](#)

Additional tips – [Click here](#)

### Terminology

Term – The Calendar time-frame in which you will offer classes, also called an Academic Year

Session – The Day of the week **AND** time of the day that a class will be offered.

### **Process**

1. Create Term
2. Create Sessions
3. Create Classes
4. Add Students to Class

### **Creating a Term**

<https://support.parishsoft.com/hc/en-us/articles/14630219032091-PSFS-Religious-Ed-Settings-How-to-add-or-edit-Terms-Buildings-Rooms-Departments-Grades-and-Volunteer-Roles-through-the-Lookups-table>

### **Adding A Session**

<https://support.parishsoft.com/hc/en-us/articles/14636207039131-PSFS-Religious-Ed-Classes-Sessions-Add-How-to-add-a-session-once-the-lookup-building-blocks-have-been-populated>

### **Adding A Class**

<https://support.parishsoft.com/hc/en-us/articles/14636192408091-PSFS-Religious-Ed-Classes-Sessions-Add-How-to-add-a-class>

<https://support.parishsoft.com/hc/en-us/articles/14636192408091-PSFS-Religious-Ed-Classes-Sessions-Add-How-to-add-a-class>

### **How to Copy, Transfer, or Promote a Student**

<https://support.parishsoft.com/hc/en-us/articles/14630071830043-PSFS-Religious-Ed-Classes-Sessions-Roster-How-to-promote-unenroll-transfer-or-remove-a-student-from-to-a-class-roster>

### **How to Add a New Family or Move a Family from Another Parish \* NOTE**

For Religious Education you likely want to make the new Family Unregistered, if they are attending another Parish and taking classes at yours

<https://support.parishsoft.com/hc/en-us/articles/14637533503003-PSFS-Family-Directory-Family-List-How-to-create-add-a-new-family-record-or-how-to-move-a-family-record-from-another-church-to-your-church>

### **How to Enter Attendance**

<https://support.parishsoft.com/hc/en-us/articles/14630173743131-PSFS-Religious-Ed-Attendance-How-to-take-attendance>