

MY OWN CHURCH – We use ParishSoft to manage parishioners' family and member records. It is crucial that we have accurate data for our families. This QR code on the bulletin cover, or the link on the Parish Website home page takes you where you can have access to view and modify the information in our database. We would like to have the most accurate information for you and your family. You can update home and cell phone numbers, email and your home address.

It is all too common for parishioners to forget to update the Parish when information changes – our “best” email contact info changes, we change residences, or get rid of the landline phone and just use our cell phones, one of the kids moves out of the house!

When we need to reach out with information or changes at the Parish, we look to the data you have provided to make sure you are in the know. Help us keep your data accurate!!

When you begin the process of updating your information you arrive at this screen:

NOTE: You are not registering as a parishioner, but registering with ParishSoft to access your records

The image shows the ParishSOFT Mobile login screen. It has a blue header with the ParishSOFT Mobile logo. Below the header are two input fields: 'Username' and 'Password'. A blue 'Login' button is centered below these fields. At the bottom, there are three links: 'Register', 'Forgot Password', and 'Terms of Use'. An arrow points from the 'Register' link to the right.

Head directly to the **Register** tab.

When you click Register, you are taken to this screen

Use the arrow down button to find Saint Andrew Catholic Church, Fort Worth

Choose a username

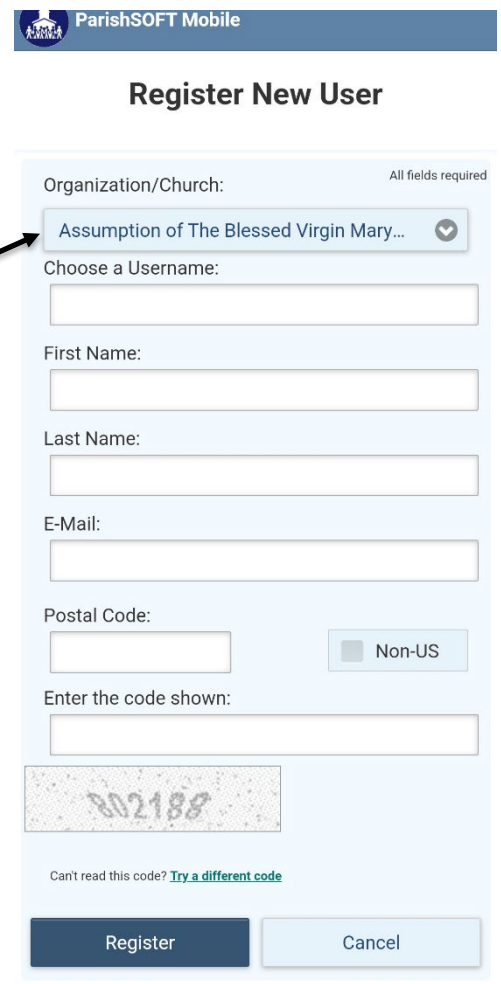
Enter your first name and last name – as you provided when you registered as a parishioner

Enter the email you used when you first registered

Enter your zip code

Click register – you will be asked for your mailing address... click register again....

When complete you will see a note that your submitted information will be reviewed. Give us 48 – 72 hours to review and you will then receive an email from us with your user id and temporary password.

The image shows the ParishSOFT Mobile 'Register New User' screen. It has a blue header with the ParishSOFT Mobile logo. Below the header is the title 'Register New User'. The form contains several fields: 'Organization/Church:' with a dropdown menu showing 'Assumption of The Blessed Virgin Mary...'; 'Choose a Username:' with a text input field; 'First Name:' with a text input field; 'Last Name:' with a text input field; 'E-Mail:' with a text input field; 'Postal Code:' with a text input field and a 'Non-US' checkbox; and 'Enter the code shown:' with a text input field. Below these fields is a CAPTCHA image showing the number '802188'. A link 'Can't read this code? Try a different code' is below the CAPTCHA. At the bottom are two buttons: 'Register' and 'Cancel'. The screen is framed by a mobile interface with a blue bar at the bottom containing three icons: a hamburger menu, a circle, and a back arrow.