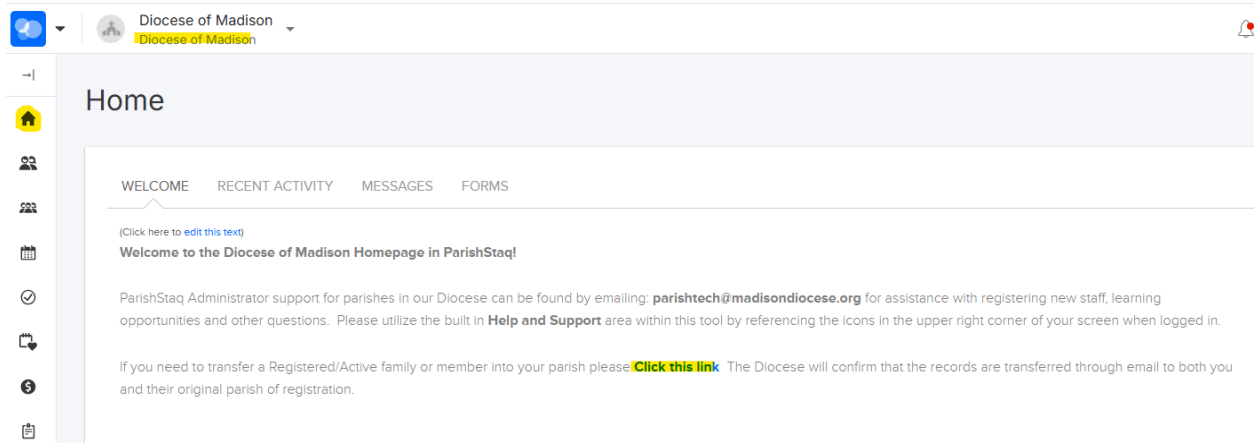


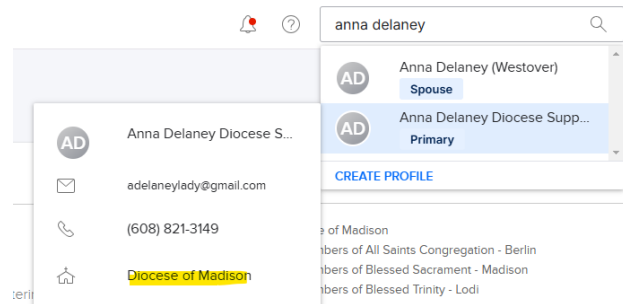
Requesting Change of Parish Registration:

- 1) Login on the ChMS side, and in the upper right corner select the campus of **Diocese of Madison**. Click the **Home** icon, in the upper left side.



- 2) In the above Home < Welcome screen select the highlighted **Click this link** area to access and fill out the **Change of Parish Registration** form.

- 3) First you need to have already searched for the user in the upper right hand corner and verify the campus they are coming from.



- 4) Fill in your Name first on the form (which will usually auto fill per your ParishStaQ login) and then scroll down and fill in all the Other Information that is requested.

- 5) Then, scroll down and fill in:
 - a. The Campus the record should be transferred to.
 - b. Name of the Parishioner
 - c. Which campus the person is currently located on.
 - d. Whether this is just the member or the whole family.
 - e. And any other notes.

The screenshot shows the 'Change of Parish Registration' form. The form has a title 'Change of Parish Registration' and a subtitle 'Please fill in YOUR name, as the Parish requesting this transfer of Registration/Campus:'. Below the subtitle, there is a text field for 'First Name' with the value 'Anna'. The form also includes a dropdown menu for 'Family Member' with the value 'Anna Delaney Diocese Support'. The form is designed to collect information for transferring a record to a new campus.

- 6) Change or registration should occur within one business day and both you and the parish where the parishioner is moving from will be notified of the change.