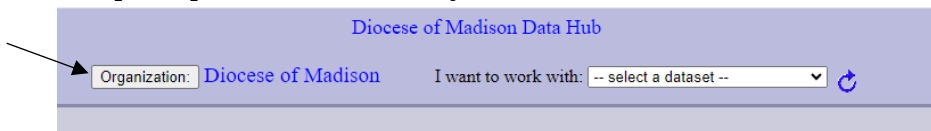


Submitting October Counts in Diocesan Data Hub

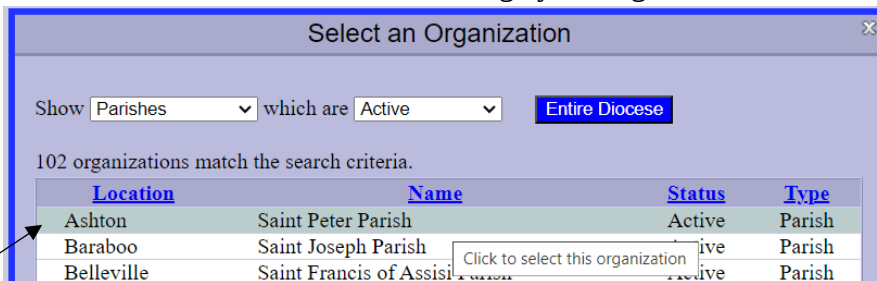
- 1) After logging in on the Diocesan Data Hub, verify that your name is indicated in the upper right corner (indicating you've logged in) and then verify what Organization is listed in the main header.



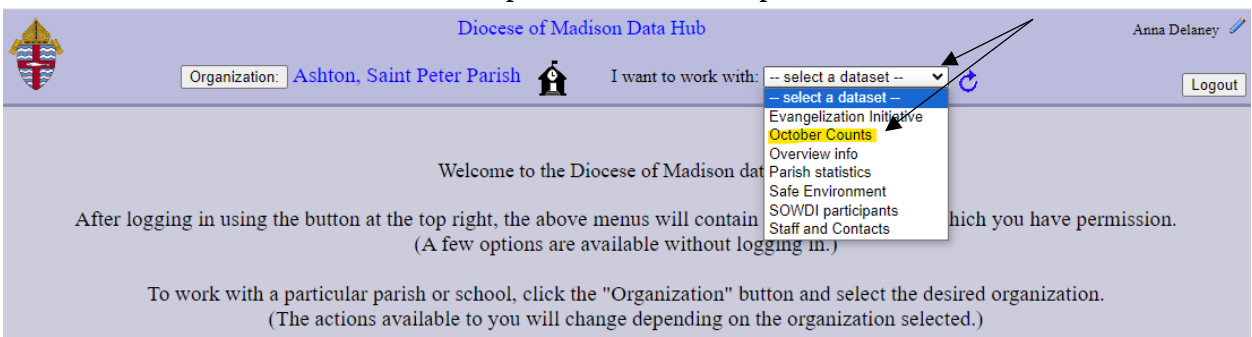
- 2) Within the upper header, click on the grey **Organization** area, to select the correct parish to report upon if it's not already listed.



Within the **Select an Organization** popup window, select the parish from those within the Parishes list, as seen below to change your organization default.



- 3) With your correct parish listed within the header, click where it says **I want to work with:** and select the **October Counts** option within the drop down list.



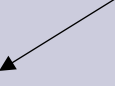
- 4) First, click the **Edit Mass Schedule** button and adjust the mass times to correctly reflect the new mass times at the parish.

Diocese of Madison Data Hub

Organization: **Ashton, Saint Peter Parish**  I want to work with: **October Counts** 

Parish October Counts - Saint Peter Parish, Ashton **2023** ▼

NOTE! The "October Counts" are counts of people ACTUALLY present (that you physically counted) at a specific Sunday/Vigil Mass in October.
The "Average Attendance" figures are simply 'guess-timates' of how many people you think typically attend that Mass throughout the year.
(The program is NOT averaging up the numbers you enter for the four or five weeks in October.)

(Before inputting October Counts, make sure the Mass schedule shown below accurately reflects the current situation at your parish.) **Edit Mass Schedule** 

October counts recorded for this parish's regularly scheduled weekend Masses:

Where	Day of week	Mass time	Language	Avg Attendance	Wk1	Wk2	Wk3	Wk4	Wk5	Notes
Saint Peter Church, Ashton	Saturday afternoon (Sunday vigil)	4:30 PM	English	41						
Saint Peter Church, Ashton	Sunday	9:30 AM	English	92						
Saint Peter Church, Ashton	Monday	8:15 AM	English	58						
Saint Peter Church, Ashton	Tuesday	5:30 PM	English	26						
Saint Peter Church, Ashton	Wednesday	8:15 AM	English	62						
Saint Peter Church, Ashton	Friday	8:15 AM	English	68						

October counts must be provided for all Sunday and Vigil Masses before signing off on this data.

- 5) On the **Parish Details** screen, scroll/look down till you see the regularly scheduled Masses listed, then click the **pencil** icon on the left to adjust the times listed.

Parish Details

Saint Peter Parish, Ashton

Pastor/Administrator Rev. Scott Jablonski **Contacts**

Main Phone (608) 831-4843

Main FAX (608) 831-5377

Main Email info@ashtoncatholic.org

Parish Website http://www.ashtoncatholic.org 

Mailing Address

Street 7121 County Road K

City Middleton

State WI

Zip 53562-3912

Map URL https://maps.google.com/maps?q=7121+Cty+Trun+ 

ParishSOFT ID 15946

County Dane

Vicariate West Dane

Proposed Pastorate 19

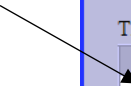
Date Founded 4/29/1861

School Saint Peter School 

Save

This parish offers the following regularly scheduled Masses:

	Location	Day of week	Mass time	Language
	Saint Peter Church	Saturday afternoon (Sunday vigil)	4:30 PM	English
	Saint Peter Church	Sunday	9:30 AM	English



- 6) Adjust the listing on the popup screen below and click **Save** when finished.

Mass Details

Worship site

Day of week

Mass time

Language

Estimated average attendance at THIS Mass

Notes

Saint Peter Church, Ashton

Saturday afternoon (Sunday vigil) ▼

4:30 PM

English ▼

41

Save

Delete

Cancel

- 7) If you need to **Remove/Delete** a mass time, select the time as if you were to edit it, but instead click the **Delete** button in the options, as seen above.
- 8) If you need to **Add** a mass time, click the green plus section, **listed below** the listings of the mass times, to add a mass for a specific worship/church site:

This parish offers the following regularly scheduled Masses:

	Location	Day of week	Mass time	Language
	Saint Peter Church	Saturday afternoon (Sunday vigil)	4:30 PM	English
	Saint Peter Church	Sunday	9:30 AM	English
	Saint Peter Church	Monday	8:15 AM	English
	Saint Peter Church	Tuesday	5:30 PM	English
	Saint Peter Church	Wednesday	8:15 AM	English
	Saint Peter Church	Friday	8:15 AM	English

...at these worship sites: + (Masses get created from within a worship site.)

	Location	Church name	Seating capacity	
	Ashton	Saint Peter Church	350	

- 9) After closing the **Parish Details** screen, you will be back on the **October Counts** area. From there, click the **pencil** next to each Sunday/Sat Eve masses, as seen below, and record your collected mass counts.

Parish October Counts - Saint Peter Parish, Ashton 2023 ▼

NOTE! The "October Counts" are counts of people ACTUALLY present (that you physically counted) at a specific Sunday/Vigil Mass in October.
 The "Average Attendance" figures are simply 'guess-timates' of how many people you think typically attend that Mass throughout the year.
 (The program is NOT averaging up the numbers you enter for the four or five weeks in October.)

(Before inputting October Counts, make sure the Mass schedule shown below accurately reflects the current situation at your parish.) Edit Mass Schedule

October counts recorded for this parish's regularly scheduled weekend Masses:

Where	Day of week	Mass time	Language	Avg Attendance	Wk1	Wk2	Wk3	Wk4	Wk5	Notes
Saint Peter Church, Ashton	Saturday afternoon (Sunday vigil)	4:30 PM	English	41						
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Saint Peter Church, Ashton	Monday	8:15 AM	English	58						
Saint Peter Church, Ashton	Tuesday	5:30 PM	English	26						
Saint Peter Church, Ashton	Wednesday	8:15 AM	English	62						
Saint Peter Church, Ashton	Friday	8:15 AM	English	68						

- 10) After adding in all weekly mass counts, click the **Save** button:

Mass Details

Worship site

Saint Peter Church, Ashton

Day of week

Saturday afternoon (Sunday vigil) ▼

Mass time

4:30 PM

Language

English ▼

Estimated average attendance at THIS Mass

41

October attendance counts

week 1:

week 2:

week 3:

week 4:

week 5:

Notes

Save

Cancel

If you have any reasons for discrepancies, please address that in the Notes area prior to saving.

For assistance, feel free to contact these diocesan staff:

Rebecca Fischer 608-821-3015

Anna Delaney 608-821-3149

Marie Lins 608-821-3160