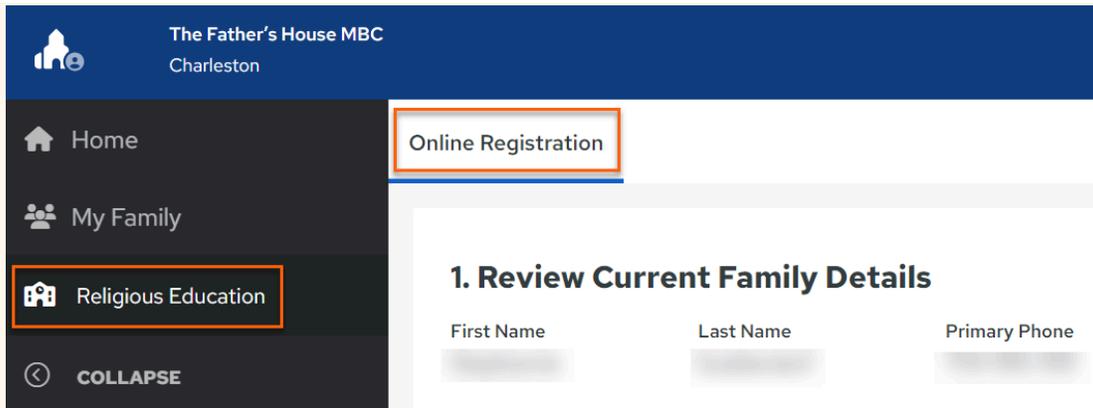
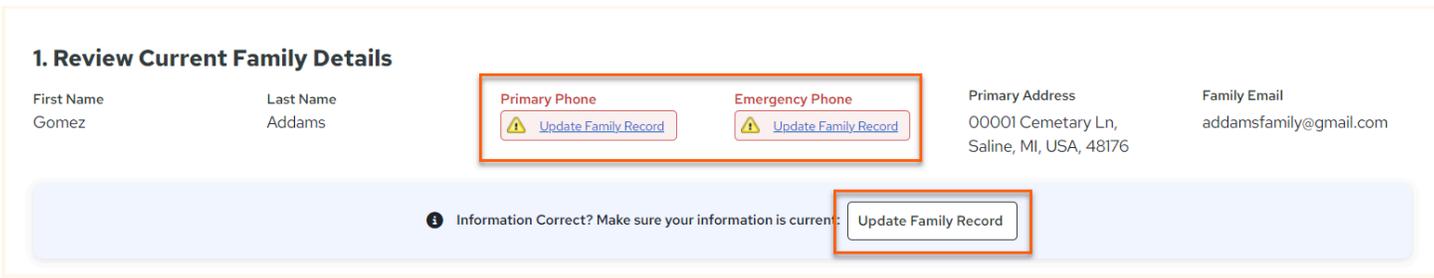


# Online Faith Formation Registration

1. **Log in to My Own Church** and click the **Religious Education** Tab. Then, click **Online Registration**.
  - o If you do not yet have a My Own Church account, please refer to the ParishSoft Registration Handout in Class Dojo

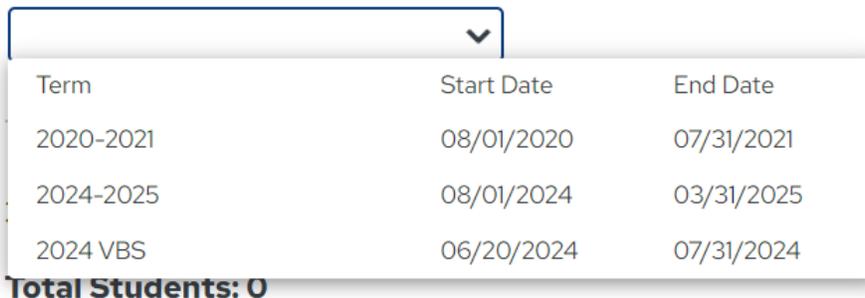


2. **Review Current Family Details** shows your current family details. If there is any information that must be updated it will be highlighted. You can make any necessary changes by clicking the **Update Family Record** button.



3. **Select Enrollment Term** provides a dropdown menu for you to select the term in which you are registering yourself or your student. Select **FF 2025-2026**.

## 2. Select Enrollment Term



4. **Add Student:** When you click the **Add Students** button the registration form pops up.
- Fill in the registration form by selecting the correct information from each drop-down box. Remember to select the grade your child will be in NEXT school year and fill in a **Special Learning Needs** and **Health or Medical Needs**. This is very important. Please share any learning and/or behavioral challenges your child may have along with allergies or medical conditions that may need to be monitored or be accommodated for. We want to provide the most supportive and inclusive programming for all our children and the more we know about their individual needs the better we can accomplish this.

1. Review Current Family Details

First Name: Gomez, Last Name: Address

Primary Address: 00001 Cometary Ln, Saline, MI, USA, 48176

Family Email: addamsfamily@gmail.com

2. Select Enrollment Term

2024-2025, Dates: 08/10

3. Add Students

Total Students: 0

Add Student

Student

Student Information

Student: [dropdown]

Grade: [dropdown]

Special Learning Needs: [text input]

Health or Medical Needs (include any allergies): [text input]

Session Preferences

How Do session Preferences Work? Select session preferences using the dropdowns below. We do our best to accommodate requests, but unfortunately we cannot guarantee placement.

1st Choice: [dropdown]

2nd Choice: [dropdown]

3rd Choice: [dropdown]

Cancel, Save Student

At this time we only have 1 class per grade so there is no need to list multiple choices. If this changes in the future you will be notified and asked to provide your preferences.

- Click the **Save Student** button.
5. Now you will see your student and the class selections you made appear under **Add Students**. If you need to add additional students repeat step 4.
- You can **Remove** a student by clicking the red **Remove** link inside the student information box.
  - You can **Edit** the student information by clicking **Edit Student** in the student information box.

3. Add Students

Total Students: 1

Wednesday Addams

Birth Date: 04/17/2015, Age: 9

Grade: 4, Gender: Female

1st Choice: None selected, 2nd Choice: None selected, 3rd Choice: None selected

Health or Medical Needs: None provided, Special Learning Needs: Color Allergy

Edit Student, Remove

Birth Date Correct? Update Member Record

Add Student

Pay And Submit

6. Verify the student and class information is correct.

- If it looks right, click **Submit Registration**.

**3. Add Students**

**Total Students: 1**

Wednesday Addams Edit Student [x] Remove

Birth Date 04/17/2015	Grade 4	Gender Female	1st Choice Sunday	2nd Choice Tuesday	3rd Choice None selected.
Age 9	Birth Date Correct? <input type="checkbox"/> Update Member Record				
Health or Medical Needs None provided.	Special Learning Needs None provided.				

**Note:** If you have a highlighted field under **Review Current Family Details** you will receive the below message.

Online Registration Form Issues

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**Update Family Record Information.** The following fields are required: Primary Phone, Emergency Phone.

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7. Once you click **Submit Registration** you will be directed to a confirmation screen.

- This screen will confirm the information, and inform you to expect an email.
- Expect two emails.
  - Depending on your email service provider, the email may take up to 24 hours.
    - One email letting you know the student registration has been received.
    - The second email you will receive when the registration has been accepted. This email may come up to 2 weeks after you register depending upon when the registration is reviewed and confirmed.

Thank you for registering your child/ren for Faith Formation at Christ the King! Hopefully by next year we will have an online payment system set-up but until then please drop off your registration fee along with the two signature pages of the handbook to the parish office or give it to Erica before or after Mass.