

# St. John's Catholic Church

## Members Guide to My Own Church

St. John's has a new system called ConnectNow Family Suite. A component of Family Suite is a My Own Church portal for you to view and update your family information as well as view your giving history.

Using My Own Church is easy, but here are some steps to get registered in ConnectNow Family Suite and how to update and view your information.

Steps for setting up your My Own Church account:

1. Go to: <https://connectnow.parishsoft.com/winona>
2. When you get to the sign in screen, click the "New User?" link (see image below). You'll be prompted to request an account.

**ConnectNow**  
POWERED BY PARISHSOFT

Connecting People and the Church

Welcome! Sign In Below

Username:\*

Password:\*

[New User?](#) [Lost password?](#)

For security purposes - we only support the following browsers:  
**IE 8.0+, FireFox 3.0+, Safari 3.0+ and Chrome 2.0+.**  
If you do not have any of these installed on your system you must install or upgrade to one of them before you can login.

Use of this software, website, and services is subject to the [Terms of Use](#)

Application Version #: 4.2.8.25, Database Version #: 4.2.8.25 updated on: 9/30/2014  
[Release Notes](#)

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3. You will then go to the New User Registration Form (see image below). Please fill out the form by adding your information. Once completed click Submit Registration.

**ConnectNow** Connecting People and the Church  
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### New User Registration Form

**Step 1: Account Request**

**Organization Not in List?** If your organization is not available in the dropdown, please contact them for assistance.

Organization:\*

User Name:\*

Password: **A temporary password will be emailed to you following account approval.**  
Please monitor your spam folder. If you do not receive an email in the next few days, contact the organization.

**Step 2: Personal Information**

This information is used to verify your identity in the database OR create a new family record.

First Name:\*

Last Name:\*

Nick Name:

Primary Phone:\*

Birth Date:\*

Country:\*

Address:\*

City:\*

State:\*

Postal Code:\*

**Step 3: Email Address**

**Why Multiple Email Addresses?** People occasionally change email addresses. If you are in the family database, the additional email fields help us find or update your family record.

Current Email:\*

Confirm Current:\*

Prior Email #1:

Prior Email #2:

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4. After the parish staff approves your account, you will receive an email with a link to log in to My Own Church.

## Update Family and Member Information and Set Publish Preferences

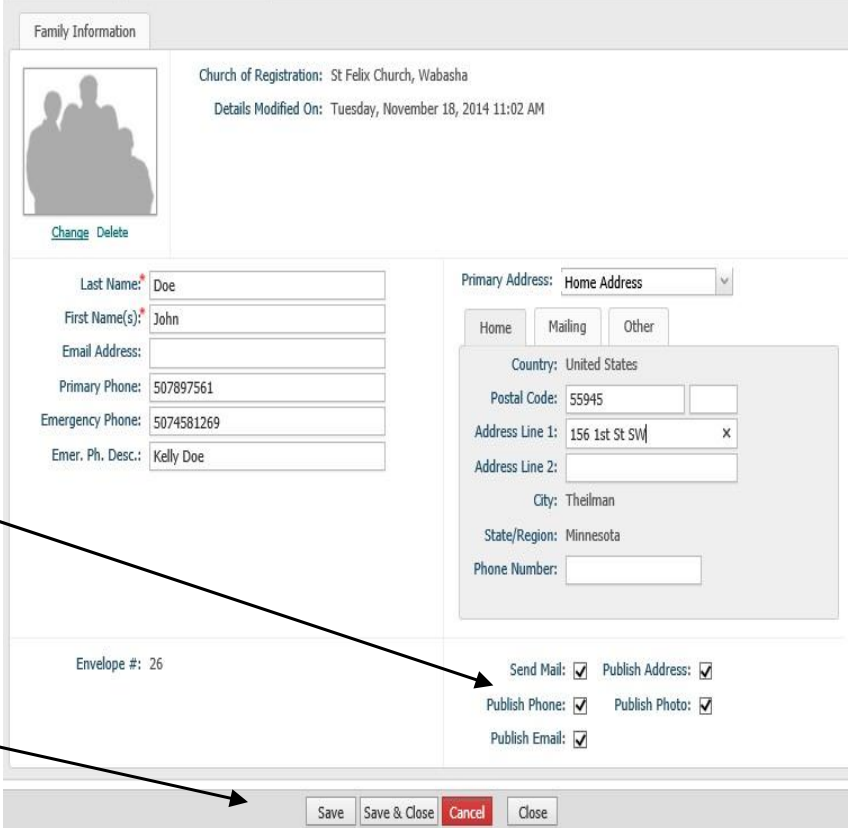
Under the **My Family** tab, click **Family Detail**, you'll find information about your family and each family member. Please make sure that contact information (address, emails, phone numbers, etc. are up-to-date). You can add a family member if needed.

To make any needed changes click **Edit Details** at the bottom of the screen.

To update or add a new family member, click Member Details.

The Publish Phone, E-mail, Address and Photo are for the Family Directory. If you do not want some or all information published uncheck the boxes.

Be sure to click Save or Save & Close before closing the page.



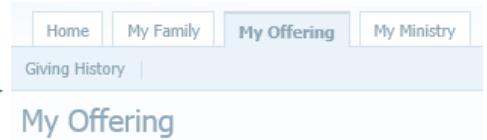
The screenshot shows a web interface for editing family details. At the top, there are tabs for 'Family Details' and 'Member Details (2)'. Below the tabs is a 'Family Information' section with a placeholder photo and 'Change' and 'Delete' links. The main form contains fields for 'Last Name' (Doe), 'First Name(s)' (John), 'Email Address', 'Primary Phone' (507897561), 'Emergency Phone' (5074581269), and 'Emer. Ph. Desc.' (Kelly Doe). To the right is a 'Primary Address' section with a dropdown menu set to 'Home Address' and sub-sections for 'Home', 'Mailing', and 'Other'. The 'Home' section includes fields for 'Country' (United States), 'Postal Code' (55945), 'Address Line 1' (156 1st St SW), 'Address Line 2', 'City' (Theilman), 'State/Region' (Minnesota), and 'Phone Number'. At the bottom of the form are checkboxes for 'Send Mail', 'Publish Address', 'Publish Phone', 'Publish Photo', and 'Publish Email', all of which are checked. Below the form are buttons for 'Save', 'Save & Close', 'Cancel', and 'Close'. An 'Envelope #' field shows the number 26.

\*\*Remember that **only** church families with login credentials will have access to your family information in the My Own Church pictorial directory, and individual member information is not published. My Own Church **does not** publish your information to the general public. \*\*

**Note:** Before any changes you made will take effect, they must be approved by parish staff. So if you don't see changes take place immediately, the changes will be updated soon.

## View Giving History

You can view your giving history under the **My Offering** tab and clicking on the **Giving History** button.



Notice that you can view giving history for the whole family or look at giving by member.

**Giving History For: Family Giving**

Filter Options

Funds: All   
Years: 2014   
Tax Deductible?   
Include Member Info?

Contributions

Date ▲	Amount	Fund	Member First Name	Check No
12/08/2014	\$5.00	Church Support		
11/30/2014	\$5.00	Church Support		

TOTAL CONTRIBUTIONS: \$10.00

Pledges

No data available

TOTAL PLEDGES: \$0.00

It's always a good idea to double-check our records with yours. **Please be aware the IRS verbiage is not in the giving history and cannot be used for tax purposes.** A printed year end statement will be available by calling the church office at (507) 625-3131.