



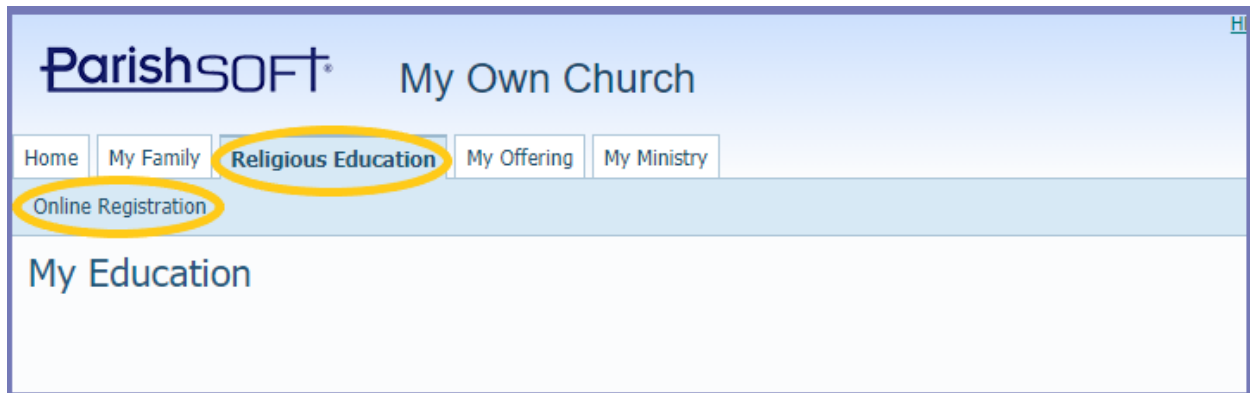
# ST. ROSE OF LIMA

## RELIGIOUS EDUCATION

38 Church Hill Road Newtown, CT 06470

## Need to Register and Pay for Religious Education Class?

[Log in to My Own Church](#) and click the **Religious Education** Tab. Then, click **Online Registration**. *Please note the page will be blank until you click on Online Registration.*



### Registration Process

The online registration process consists of three easy steps. Anything with an asterisk (\*) is a required field and must be filled in.

#### Step 1: Review Current Family Details

This section shows your current family details. The information is pulled from your Family Directory record.

- **Red warning text:** red text alerts you that information is missing (not available in your family record). The information must be supplied before you can submit your online registration.
- If there is any information to be updated, click the **Update Family Record** link.

#### Step 2: Select Enrollment Term

- **Term:** 2021-2022
- **Dates:** after you select a term, the term start and end dates are displayed in this field. These are tentative dates, we will confirm the actual start and end date in August.

### Step 3: Add Students

**+ Add Student**

For each student you want to register, click this button to open the Student form (see below).

**Step 1: Review Current Family Details**

Last Name: **Sponzy**    First Name(s): **Betty**

Primary Phone: 734.555.1212    Emergency Phone: 734.555.1212  
 Primary Address: 2675 Georgetown Blvd.,    Family Email Address: bsponz4@gmail.com  
 Ann Arbor, Michigan, USA, 48105

**i Information Correct?** Make sure your information is current: [Update Family Record](#)

**Step 2: Select Enrollment Term**

Term\*: 2020-2021    Dates: 08/01/2020 - 07/31/2021

**Step 3: Add Students** Total Students (0)

**+ Add Student**

**Student**

**Student Information**

Student\*: BetSponz Sponzy

Grade\*: I do not know.

Special Learning Needs:

Health or Medical Needs (include any allergies):  
 Nut allergy

**Class Preferences**

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

1st Choice\*: Adult RE

2nd Choice:

3rd Choice:

**Save Student**    Cancel

Supply information about the student in the **Student Information** section:

**Student:** select the student's name from the dropdown list.

**Grade:** select the grade the student is being promoted to for Religious Education.

**Special Needs:** if the student has any special needs (for example, needs to sit in the front row because has difficulty seeing the board), type the information in this field.

**Health or Medical Needs:** if the student has special health needs (for example, has asthma or food allergies), type the information in this field.

Indicate class choice in the **Class Preferences** section by selecting the day/time from each of the dropdown lists (Choices 1 – 3). You do not have to select all three options but must give us a minimum of two choices. *We do our best to accommodate your request but we cannot guarantee your first choice will be your placement.* Therefore, before scheduling any other activities for your child(ren), you should wait for confirmation from our office as to your selected day.

- Click the  button.
- Repeat for each student you are registering.


## Submit Registration

The registration information displays to the screen. Click .

**Step 1: Review Current Family Details**

Last Name: **Sponzy**    First Name(s): **Betty**


Primary Phone: 734.555.1212    Emergency Phone: 734.555.1212  
Primary Address: 2675 Georgetown Blvd., Ann Arbor, Michigan, USA, 48105    Family Email Address: bsponz4@gmail.com


 **Information Correct?** Make sure your information is current: [Update Family Record](#)

**Step 2: Select Enrollment Term**

Term\*:     Dates: 08/01/2020 - 07/31/2021

**Step 3: Add Students** Total Students (1)

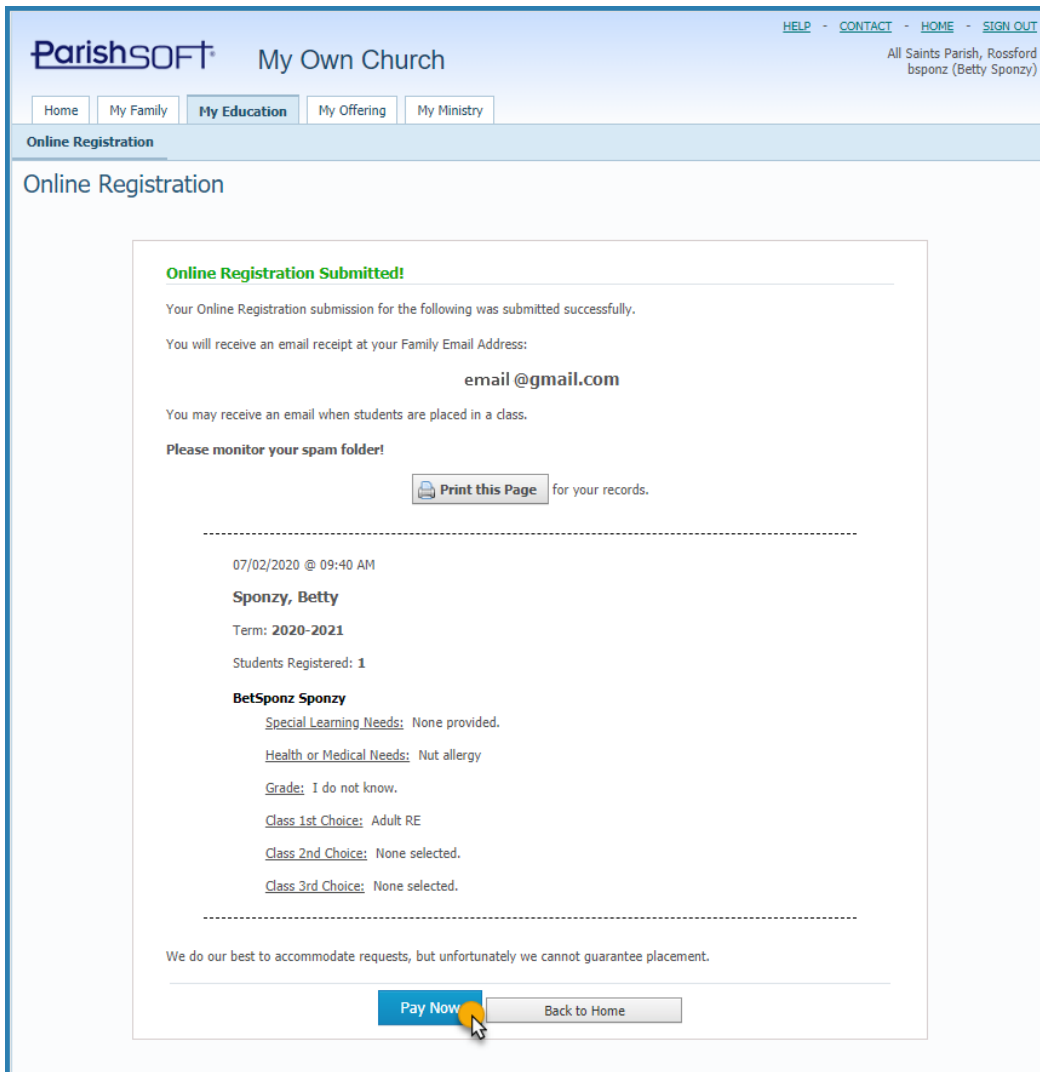
<b>Betsponz Sponzy</b>		<a href="#">Edit Student</a>	<a href="#">[x] Remove</a>
Birth Date: 07/12/1959	Age: 60	Grade: I do not know.	1st Choice: Adult RE
 <b>Birth Date Correct?</b> <a href="#">Update Member Record</a>		2nd Choice: None selected.	
Gender: Female	3rd Choice: None selected.		
Special Learning Needs: None provided.			
Health or Medical Needs: Nut Allergy			



After submitting the registration, you will receive a confirmation screen that will confirm the information and tell you to expect an email letting you know the student registration has been received.

## Payment

Click the  button to pay for your class.



The screenshot shows the ParishSOFT website interface. At the top, there is a navigation bar with the ParishSOFT logo and "My Own Church" text. On the right, there are links for HELP, CONTACT, HOME, and SIGN OUT, along with the text "All Saints Parish, Rossford bsponz (Betty Sponzy)". Below the navigation bar, there are tabs for Home, My Family, My Education (which is selected), My Offering, and My Ministry. The main content area is titled "Online Registration" and contains a confirmation message: "Online Registration Submitted!". The message states that the registration submission was successful and that an email receipt will be sent to the family email address "email@gmail.com". It also advises to monitor the spam folder. There is a "Print this Page" button for records. Below this, the registration details are listed: "07/02/2020 @ 09:40 AM", "Sponzy, Betty", "Term: 2020-2021", "Students Registered: 1", and "BetSponz Sponzy". Underneath, there are fields for "Special Learning Needs", "Health or Medical Needs", "Grade", "Class 1st Choice", "Class 2nd Choice", and "Class 3rd Choice". At the bottom of the confirmation box, there are "Pay Now" and "Back to Home" buttons.

ParishSOFT<sup>®</sup> My Own Church

HELP - CONTACT - HOME - SIGN OUT

All Saints Parish, Rossford  
bsponz (Betty Sponzy)

Home My Family **My Education** My Offering My Ministry

Online Registration

**Online Registration Submitted!**


Your Online Registration submission for the following was submitted successfully.

You will receive an email receipt at your Family Email Address:

**email@gmail.com**

You may receive an email when students are placed in a class.

**Please monitor your spam folder!**

 **Print this Page** for your records.

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07/02/2020 @ 09:40 AM

**Sponzy, Betty**

Term: **2020-2021**

Students Registered: **1**

**BetSponz Sponzy**

Special Learning Needs: None provided.

Health or Medical Needs: Nut allergy

Grade: I do not know.


Class 1st Choice: Adult RE

Class 2nd Choice: None selected.

Class 3rd Choice: None selected.

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We do our best to accommodate requests, but unfortunately we cannot guarantee placement.

**Pay Now** 

You will be brought to the payment screen. Fill in all of the required fields to process your order.

# Religious Education Registration & Payment



## ST. ROSE OF LIMA RELIGIOUS EDUCATION

Please complete for the 2021-22 School Year. Payment is due at the time of registration.

### Parent

First Name

Jane

Last Name

Smith

### Address

Street Address

123 Main St.

City

Newtown

State

CT

Zip

06470

Phone

(203) 426-0000

Are you willing to be a Catechist or Substitute Catechist During your Child's session?

Yes

No

**Media Release:** I give permission to St. Rose of Lima Parish, as well as all agents of the aforementioned to photograph, videotape, and/or film my child and to use his or her image in photographs, video, and/or film for the purpose of promoting the mission, activities, and programs of the Parish. I understand that I and my child are not entitled to any compensation or rights in these materials, and I release the Parish or any of its agents from any liability for the use of my child's image for the above stated purposes. I further understand that my child's photograph, videotape, and/or film may be used for future publications or advertisements or social media updates for the Parish.

Media Release

Agree

Disagree

If you are not yet a parishioner, [register](#) to become a member of St Rose of Lima Parish. Remember to return back to this page to complete the Religious Education Online Registration.

Children Information (click + sign to add additional children) 1

<b>Name</b>	
First Name Tom	Last Name Smith
School Grade in the Fall 1	Last Completed Religious Ed Grade None
Additional Fee By Grade \$35.00   First Grade - Book Fee	Teacher Request (not guaranteed)
Parishioner \$0.00   St Rose Parishioner	Baptismal Certificate Yes, this child was baptized at St. Rose

Children Information (click + sign to add additional children) 2

<b>Name</b>	
First Name Sue	Last Name Smith
School Grade in the Fall 6	Last Completed Religious Ed Grade 5
Additional Fee By Grade \$35.00   Sixth Grade - Book Fee	Teacher Request (not guaranteed) Ms. Jones
Parishioner \$0.00   St Rose Parishioner	Baptismal Certificate No, but I previously provided a baptismal certificate to St. Rose

**1**  
Add Child

Tuition

- \$200.00 | 1 Child
- \$400.00 | 2 Children
- \$420.00 | 3 Or More Children
- \$100.00 | Catechist - 1 Child
- \$200.00 | Catechist - 2 Children
- \$210.00 | Catechist - 3 Or More Children

You can add multiple children by selecting "+". Fill in all of the required fields.

Do you need Financial Assistance for tuition? If so, please complete the [Financial Assistance Application](#).

Total Cost	
Item 1	\$35.00
Item 2	\$0.00
Item 3	\$35.00
Item 4	\$0.00
Item 5	\$400.00
<hr/>	
<b>Total</b>	<b>\$470.00</b>

**Receipt Email**

Email

jsmith@me.com

**Name**

First Name

Jane

Last Name

Smith

**Payment**

Payment Type

Bank Account



Bank Account Type

Checking



Routing Number

091000022

Account Number

12345678910

**Account Holder Address**

Street Address

123 Main St.

Street Address 2

City

Newtown

State

CT

Zip

06470

**SUBMIT**

If you would like to apply for financial assistance, click on “Financial Assistance Application”.

The total fee will be calculated. Payment may be made in the form of a credit card or deducted from a bank account.

Hit the Submit button. You will receive a confirmation email. That’s it, you are all done.

You will receive more information when classes are assigned.

Looking forward to seeing you in the Fall!