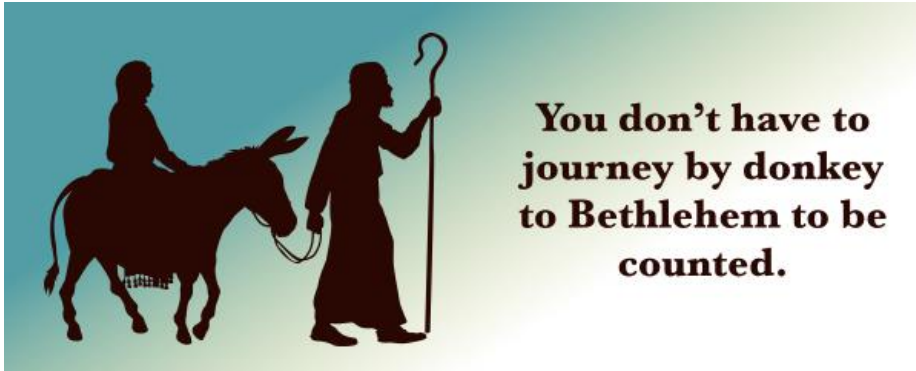


Our Lady of Fatima Parish Census Update



As part of the Parish Census now being conducted to update our Parish Database, we are ready to implement the parishioner interface to the Database. The system is called “My Own Church” and is found on

our website (www.ourfatimafamily.com) and at <https://connectnow.parishsoft.com/wheelingcharleston>

Individual church members must register for a User Name and Password to access the “My Own Church” website. Click the **New User** button.

Click on the small arrow by Organization and find “Our Lady of Fatima Parish, Huntington.”

Complete the fields on the *New User Registration Form*. Required fields are marked with a red asterisk *.

Multiple email addresses are requested because the system must match an email address to identify the family in the database. (If you need to update your email before you register, you can email Sandy at smauk@olofatima.org).

Click **Register**.

Once you click **Register**, your registration will be submitted to the church staff for review.

After the church staff member accepts your registration, you will receive an email containing your User Name and Temporary Password.

Use your new User Name and Password to log into “My Own Church”. Here you can see your family record as well as your giving history. Later we will add your ministries.

You will also have access to the Pictorial Directory for the Parish.

Note that addresses and phone numbers are only shown if you allow it. If you need to make a change, contact the Parish Office, submit your updated Census Forms or update your own family record here. Add a small photo of your family and of family members so everyone can identify you! Contact Sandy, as above, or the Parish Office at 304-525-0866 if you have any problems. Have fun getting to know our Parish Family better!

The screenshot shows the 'New User Registration Form' on the ConnectNow website. It is divided into three steps:

- Step 1: Account Request**: Includes a dropdown for Organization (set to 'Our Lady of Fatima Parish, Huntington'), a text field for User Name, and a Password field with a note: '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**: Includes fields for First Name, Last Name, Nick Name, Primary Phone, Birth Date, Country, Address, City, State, and Postal Code.
- Step 3: Email Address**: Includes a Current Email field, a Confirm Current field, and two optional Prior Email fields.

Buttons for 'Submit Registration' and 'Cancel' are at the bottom. The footer includes '© 2014 ParishSOFT, LLC' and 'ParishSOFT'.

The screenshot shows the 'My Own Church' user interface. At the top, there are navigation tabs: Home, My Family, My Offering, and My Ministry. Below these are links for Home, Pictorial Directory, and Giving History. The main content area shows a 'Suspense Activity' section with the text: 'My data changes that were not approved: (0). View Activity'.

Thank You for Your Patience!

We are so sorry for the inconvenience caused by the recent repairs to the gas lines for the church and school.

Thank you to the children and staff of our Parish School for dressing warmly and continuing their educational year while repairs went on outside their windows!

Thank you to the parishioners who continued to show up for daily and Sunday Mass with their coats on!

Thank you to the parishioners who attended Thanksgiving Mass in the cold and stayed around to decorate the church for Advent and distribute the new church missalettes!

Thank you to the church staff that worked throughout the three week period in the cold!

Thank you to parishioner “Shorty” Johnson and his company for completing the repairs and getting us all back into the warmth!

May God bless you and your family for your patience and faithfulness!

