

# St. Matthias Catholic Church

## Parishioner Registration Information Web Access

### “My Own Church” Registration Steps

- 1) From your web browser, go to: <https://connectnow.parishsoft.com/galveston/>
- 2) Click on “New User?”
- 3) Organization
  - Enter: “St Matt” and select “St Matthias the Apostle, Magnolia” from drop down
- 4) User Name: Enter the User Name you would like to use for this system
- 5) Enter the Personal Information in the left hand column in Section 2
- 6) For Section 2, right hand column:
  - 1) Enter your zip code then hit the tab key
  - 2) Select your city from the list displayed then click on Select
  - 3) Enter your street Address
- 7) For Section 3, enter your eMail address in Current eMail and re-enter in Confirm eMail
  - No need to enter anything in Prior eMail fields
- 8) Click on Submit Registration
  - In 1-3 days, your will receive an eMail with the ID you selected above and a temporary password

### “My Own Church” Web Login and Usage

- 1) From your web browser, go to: <https://connectnow.parishsoft.com/galveston/>
- 2) Enter the ID and temporary password in the eMail you received after registration
- 3) The first time you login, you will be asked to create a new password
  - Enter the desired password following the requirements on the screen
  - Reenter the same password
  - Make note of your ID and password
  - On the next screen, follow the instructions to click on “here” to go back to the login screen
- 4) Login to the system using your ID and the password you just created above
- 5) Click on “I agree” to the license terms
- 6) Click on “My Family” on the left side of the screen
- 7) Click on “Family Detail”
- 8) There are 2 tabs near the top of the window
  - Family Details

- Contains general information about your family for all members
- Tabs for available to enter multiple addresses
- Use the “Primary Address” drop down box to select the address to use for mailings from the church including collection envelopes
- To update an of the fields on the Family Details tab, click on “Edit Details” at the bottom of the window, make all your changes, then click on “Save” to stay on this window or “Save and Close” to close the window and return to the home screen
- Member Details (#)
  - The “#” is the number of family members in the system
  - Contains information specific to each of your family members
  - Click on the Tabs to view or update information for each member
  - Click on the “Add” tab to add a new family member
  - Tabs for available for each family member for information categories: “General”, “Contact”, “Sacraments”, “Misc”
  - You will not be able to update information on the “Sacraments” or “Misc” tabs - In any updates are needed, please contact parish office
  - Please DO NOT enter your Social Security Number on the “General” tab
  - To update an of the fields on the Member Details, click on “Edit Details” at the bottom of the window, make all your changes, then click on “Save” to stay on this window or “Save and Close” to close the window and return to the home screen
- Giving History
  - You can view only your giving history to St. Matthias
  - Click on my “My Offering” tab
  - Click on “Giving History”
  - You can select by different family members, by year, or by fund such as weekly offering for any one of the weeks each month, capital campaign, Holy Days, etc.
  - Offering information cannot be updated - Contact the parish office if you have any questions about this information
- At this time, we are not using the “My Ministry” tab
- Getting Help
  - Help is available online by clicking on “Help” in the upper right hand corner and “My Own Church” help in the drop down list
  - The help screen opens in a new browser tab
  - Click on each of the help topics on the left to expand the topic list
  - Select the topic of interest
  - Do not use help from Parishsoft by clicking on “Contact” in the upper right hand corner of the screen - If you have problems or questions, please contact the parish office at 281-356-2000