

St. Charles Borromeo, Holy Redeemer & St. Aloysius

Members Guide to My Own Church

The Tri Parishes have 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. Other things you can do in Family Suite are set publishing preferences and view 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 www.borromeochurch.org, Click on the Link titled “My Own Church Link”.
Or go into the website: <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
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Connecting People and the Church

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:* Country:*

Last Name:* Address:*

Nick Name: City:*

Primary Phone:* eg. 555-123-1234 State:*

Birth Date:* eg. MM/DD/YYYY 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:* eg. email@domain.com Prior Email #1: optional

Confirm Current:* Prior Email #2: optional

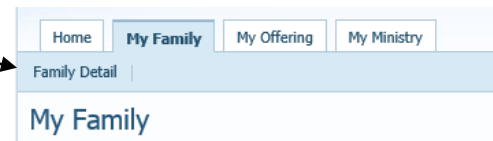
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4. After Tri Parish Office Staff approves your account, you will receive an email with a link to log in to My Own Church.

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.

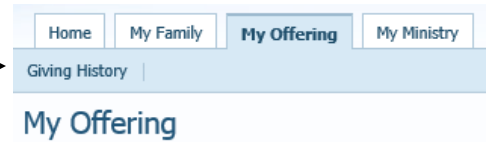
A screenshot of the 'Family Details' form. At the top, there are tabs for 'Family Details' and 'Member Details (2)'. The 'Family Information' section includes a photo placeholder with 'Change' and 'Delete' links, and text for 'Church of Registration: St Felix Church, Wabasha' and 'Details Modified On: Tuesday, November 18, 2014 11:02 AM'. Below this is a form with 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-tabs for 'Home', 'Mailing', and 'Other'. The 'Home' sub-tab is active, showing 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 right, there are checkboxes for 'Send Mail: [checked]', 'Publish Address: [checked]', 'Publish Phone: [checked]', 'Publish Photo: [checked]', and 'Publish Email: [checked]'. At the very bottom, there are buttons for 'Save', 'Save & Close', 'Cancel', and 'Close'.

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. An end of year statement will still be given to you. If you have questions about your giving history or think we may have made an error, please contact Becky at 932-3294.