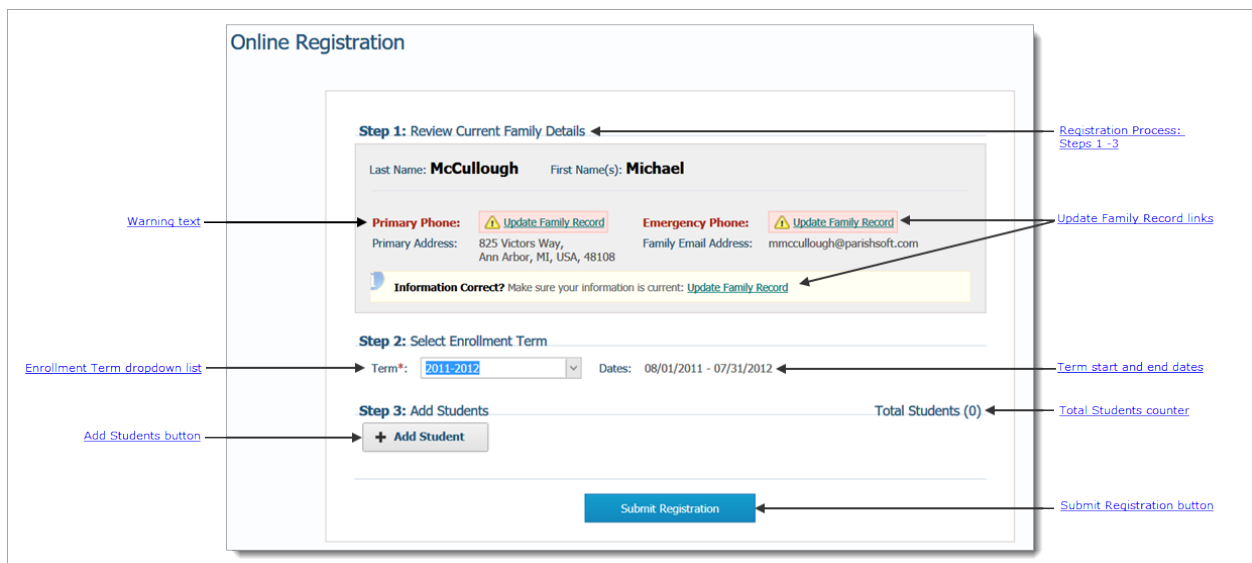


Once your logged into Parishsoft Family Suites, click on the tab marked "Religious Education". Once in the tab click on "Online Registration". (You will find this wording right above the wording "My Education". See below for a picture.



Image of what will pop up once you click "Online Registration".



Registration Process

The online registration process consists of three easy steps.



An asterisk (*) indicates required information.

Step 1: Review Current Family Details

This section shows the current information for your family. 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.
- **Update Family Record:** click the link to view and, if necessary, update your family record.

Step 2: Select Enrollment Term

- **Term** *: 2019-2020
- **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 Students Button



: for each student you want to register, click this button to open the **Student** form (see illustration below).

Students Counter

Keeps a count of the number of students you have added so far.

Student Form

Student

Student Information

Student*:

Grade*:

Special Learning Needs:

Health or Medical Needs (include any allergies):

Class Preferences



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*:

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 too 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 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. **As the note states 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.



The system will attempt to accommodate your preference requests. However, there is no guarantee of placement.

Submit Registration Button

[Submit Registration](#)

click to submit the student's registration.

The system will send you a confirmation e-mail acknowledging receipt of the form. The e-mail also will also include a list of your selected class preferences.