

How to Register your student for Youth Faith Formation Online

Part 1: Register to use the Online Registration Site:

- 1.) Go to the website: <https://toledo.parishsoftfamilysuite.com>
- 2.) This will connect you to ParishSoft welcome screen asking for you to sign in below. As this will be your first time, click the **"New User?"** link.
- 3.) The New User Registration Form will then load for you to **fill out steps 1-3**. Make sure to select **"Little Flower of Jesus"** as the organization. (If you are registered with your spouse, you *may* need to list "Husband name and Wife name" if rejected at first.)
- 4.) Click **"Submit registration"** to submit your information to the parish.
- 5.) Make sure to click **"agree"** on the screen that pops up asking you to verify your info.
- 6.) Your request to use the site will be sent to our Parish Office for approval.
- 7.) The Parish Office will approve your request within 1-3 days. When approved, an email will be sent to you inviting you to set up your password with a temporary password. Once your password is set, you will not need to repeat these steps.

Part 2: Registering your children for our Faith Formation Offerings:

- 1.) Go to the website: <https://toledo.parishsoftfamilysuite.com>
- 2.) This will connect you to ParishSoft welcome screen asking for you to sign in below. Use the username and password that you had set up previously.
- 3.) Once you login, you will be on the "My Family page." Click the **"My Education"** tab along the top of the page.
- 4.) Click on the **"Online Registration"** link (words under the "My family" tab)
- 5.) This will open a screen **"Step 1: Review current family details."** Make any changes if needed for home address, phone numbers, emails, etc.
- 6.) Under **"Step 2: Select Enrollment term"**, select term "2019-2020." This is the upcoming year you are enrolling your child for Youth Faith Formation.
- 7.) At **"Step 3: Add a student,"** click on **"+"** to open up one of your children's info page. All members of your family will be listed on the drop down menu. Please select one student at a time to enroll.
- 8.) For the grade, please select what grade your student will be entering in the fall.
- 9.) There are two optional boxes to be filled out:
 - a.) **Special learning needs:** Please list any needs we should be aware about to help your child. This may include ADHD, Autism, etc.

- b.) **Health or Medical Needs:** Please list all medications, medical conditions, allergies, etc. that we should be aware of in case of an emergency.
- 10.) For the section listing “Class Preferences,” parents will be able to select their first and second option for the following offerings:
- a.) **Life Teen:** Only one option for 9-12th Graders: 5:30-8:30PM 1st and 3rd Sundays of each month during the school year.
 - b.) **Purpose (Confirmation Prep):** Only one option for 6-8th graders: 5:30-8:30PM 2nd Sundays of each month during the school year.
 - c.) **Catechesis of the Good Shepherd: Most Sundays**
 - i.) K-1st grade: either 9:30AM-10:45AM or 12:15PM-1:30PM.
 - ii.) 2nd - 3rd grade: either 9:30AM-10:45AM or 12:15PM-1:30PM.
 - iii.) 4-5th grade: only option is 9:30AM-10:45AM
 - iv.) In the case that a class fills up, there will be a waitlist option which can be selected as well for either session.
- 11.) Make sure to click on “**Save student**”
- 12.) You have the option to add another student by clicking “**add a student**” and repeat steps **7 through 11** for the next student in your family.
- 13.) A request will be sent to the Parish Office to be approved. Once approved, you will receive a confirmation email.
- 14.) **A welcome letter will be sent to your house along with a simple Emergency Medical Assistance form which will need to be turned in to the Office before August 1st, 2019.** We’re not 100% online yet, but we are getting there! This simple form needs a second ER contact, Consent or refusal for medical care, and consent or refusal of their picture being used for our Parish’s promotional needs.
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If you forget your password or user name in the future:

- 1.) Go to the website: <https://toledo.parishsoftfamilysuite.com>
 - 2.) This will connect you to ParishSoft welcome screen asking for you to sign in below. Use the username and password that you had set up previously.
 - 3.) You may click either “forgot username” or “forgot user password.” An email will be sent to you to help you reset either forgotten item.
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Please do not hesitate to contact the Parish Office with any questions or concerns related to Online Registration.

In the Peace of Christ,

Kathy West - Director of Youth Faith Formation

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