

2008-2009 Catholic Services Appeal

Annual Parish Household Update

*Please follow these instructions for correcting
and updating your parish list*

*If you currently use ChurchDB as your parish database, then your parish household
updates should be complete*

The list can be accessed on-line through a secure server. Once the annual update is complete, the parish will be able to make updates year-round and not be burdened with the large responsibility that occurs with updating the list every summer.

A complete and accurate list is *vitaly important* to the success of the diocese and the parishes. It assures that each parishioner will receive a letter from Bishop Gregory Aymond about the importance of the local Church and its ministries. In addition, follow-up letters will help increase pledges from each parish to meet additional ministry needs throughout Central Texas. It is also the list that is used to distribute the *Catholic Spirit*, our diocesan newspaper. We appreciate your help in making this a priority.

With this instruction sheet, we have included several items that might be of benefit to you when you update the list.

1. Check all names, spouse names, addresses, salutations, e-mails and phone numbers for accuracy. Please see the attached instructions for more detailed instructions on how to make updates.
2. Check for duplicates. Only one entry for each registered household should be on the list.
3. Additional names should be added with the new electronic list. Please see the attached instructions for more detailed instructions on how to make updates.
4. Every household in the diocese will receive a *Catholic Spirit*. It is vitally important that your list is accurate to prevent duplicate newspapers being mailed and to reduce expenses to the diocese and the parish. You do not need to check for newspaper subscriptions for this process.

Thank you for your commitment to the work of the Church. We look forward to meeting with you this fall to discuss the appeal. If you have any questions about the report or the instructions, please contact Deborah Garza at (512) 697-2050 or Deborah-gargza@austindiocese.org.

Please complete your list by August 1, 2008.

Instructions to Update Your Parish Census

Information that you will need from your current database in order to update the 'census list' for your parishioners is family name, head of households, addresses, phone numbers, email address and member status.

1. Log on to ChurchDB at www.austindiocese.org and click on the 'ChurchDB' button at the top of the Diocese Home Page. If for some reason you are unable to access the Diocese website, you can access ChurchDB at www.churchdb.com/austin.

Please note that we have included tool tips in most areas.

To view a tool tip, position your mouse over the yellow ? and information will be displayed.

2. At the Login Page, type in the user id and password that was provided to you in your packet or given to you by the site administrator. Click 'Login'.
3. From the vertical menu located on the left hand side of your screen, select 'Census List'.
4. At the 'Family Name Search Input' prompt, please enter the first letter of the first last name from your current database list and press ENTER. The screen will display an entire list of family names beginning with the specified letter.
5. From the 'search results' screen, you can view or edit the family record by clicking on the family name/id. The address, phone, email, membership status and notes can be edited from the 'search results' screen. The 'head of household' members listed on the right hand side of the screen can be edited also. To make changes to a specific head of household, click on their name.
6. Once you have completed the record review of the screen you are currently on, click on the next page number to continue reviewing the records.
7. After you have completed review of the first set of families that you were working with, you can return to the search screen by clicking on 'Save and Search Again'.
8. Continue working through the alphabet.

We suggest that you work thru all the names in the 'search results' screen before adding new families.

9. If you need to add a new family click 'Save and Add New Family'. Enter in requested information and click 'Continue'. At this point, the system will search to see if the family that you are adding is already in the database. If it isn't, you will need to continue with the registration by entering all required fields on the family screen and at least one Head of Household. When finished, click on the 'Submit Registration' button.
10. If the family that you are adding is displayed in the list of possible duplicates with an "Affiliate to Site" button by them then they already exist in the database but are associated with another parish. You can create an additional affiliation for the family to your site by clicking on the button and their family and individual records will then be viewable and editable by your parish.

Additional Features:

You may enter additional information on each person such as

- Family and Related Information can be entered by in the blank fields on their family member screen by entering the information for the field you have information and clicking 'Save' before exiting the screen.
- Sacraments can be entered by clicking on 'sacraments' in your menu options in the horizontal menu. Please note that the family member's date of birth must exist on their member record before sacraments can be entered. The sacrament of baptism must be entered before any additional sacraments can be entered. Click 'Add' next to the family member you would like to add sacraments for and enter in required fields (required fields are noted with an *) and click 'save' before exiting the screen.
- Emergency Contact Information can be entered by clicking on 'emergency' in your menu options in the horizontal menu. Enter the information and click 'save' before exiting the screen.

If you have questions or need assistance, please contact us at support@churchdb.com or Help Desk at (512) 231-1238, ext. 305.

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