PARISHSOFT
NEWSLETTER

Brought to you weekly by the Diocese of Salt Lake City

Our Goal is to make ParishSOFT information easily accessible to all Parishes in the Diocese, and guide all with simple tips & tricks when using ParishSOFT 💡

Our Weekly Focus: How to Create a Sacramental Record

This week we will be looking at how to create a sacramental record on ParishSOFT Family Suite *(The example captured will be for the sacrament 'Confirmation')*
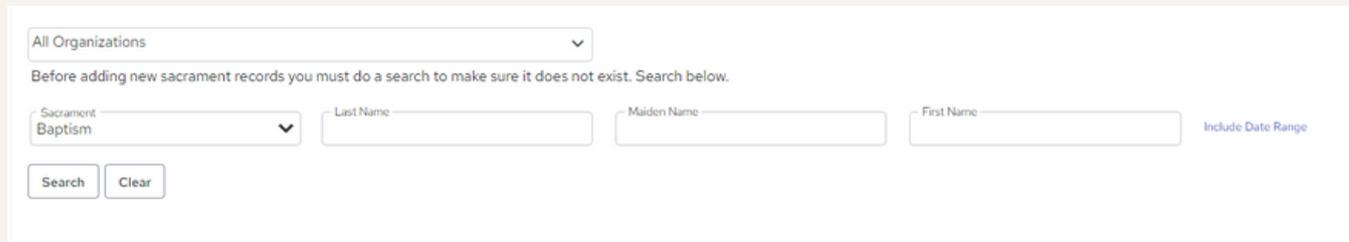
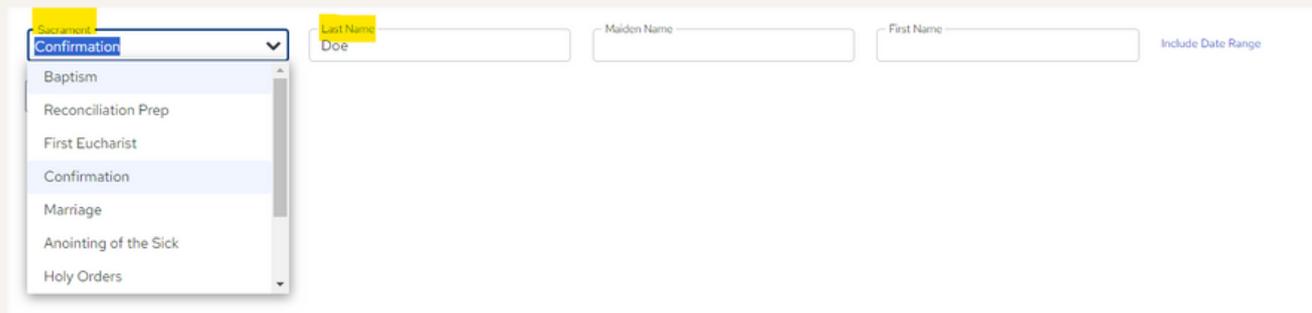Go into Family Directory and Select **'Sacraments'**:

Two options will appear, "Add/Edit Sacrament" & "Group Sacrament Entry": *(You will select 'Add/Edit Sacrament')*

Before you can 'Add' any sacrament, you will need to search if the information has been added for the particular member:

When you search for sacrament records, select the **'Sacrament'** and enter the member's **'Last Name'**: *(If you have the Maiden Name & First Name you can enter this information as well)*

PARISHSOFT
NEWSLETTER

Your search results will display a list of members matching the name/s field you entered. If no results come up, select **"Create new Confirmation record"**: *(PLEASE NOTE: This exercise is focused on capturing a Confirmation sacramental record)*

Once you select **'Create new Confirmation record'**, a Member Search tab will pop up and you will need to select the member whose sacramental record will be captured:

Once you click **'Accept'** the **'Create Confirmation record'** tab will open and you can input all the details for that particular sacrament:

CATHOLIC
DIOCESE
of Salt Lake City

PARISHSOFT
NEWSLETTER

Once you have completed capturing the sacramental records you will be alerted with a pop-up message that the record was successfully captured. When you search the record it will appear in the search list:

ParishSOFT Latest Update

For more information on training and updates, you can visit the ParishSOFT website via the links provided for their **Success Lab** and **Home Support Page**.

For All ParishSOFT FamilySuite related matters, contact:

Kersten Dowling
kersten.dowling@dioslc.org
(801) 456-9381

CATHOLIC
DIOCESE
of Salt Lake City