

Child & Youth Ministry Online Registration



1. Go to <https://milwaukee.parishsoftfamilysuite.com/>
2. If you **do not** have a Parish Soft My Own Church account, click on **"New User"**.

For video directions on how to make your profile, click here:
[Parish Soft Video Tutorial](#)

A screenshot of the ParishSOFT login page. At the top left is the 'ParishSOFT' logo, followed by the tagline 'Connecting People and the Church'. Below this is the text 'Welcome - Log In Below'. There are two input fields: 'Username:*' and 'Password:*'. To the right of the password field is a blue 'Log In' button. Below the input fields are two links: 'New User?' and 'Lost password?'. The 'New User?' link is circled in red, and the 'Lost password?' link is circled in blue. On the right side of the page, there is a vertical column of text: 'For', 'IE 9', 'If yo', and 'upg'.

For your Organization, choose **STME.Church, Whitefish Bay**

Send Mail: <input checked="" type="checkbox"/>	Publish Address: <input checked="" type="checkbox"/>
Publish Phone: <input checked="" type="checkbox"/>	Publish Photo for Pictorial Directory: <input checked="" type="checkbox"/>
Publish Email: <input checked="" type="checkbox"/>	

[Edit Details](#) [Close](#)

Please check that we have the **correct cell phone numbers and email addresses** for all family members. Be sure to click “Save” on *each* page once you are done.

Church of Registration: St. Eugene & St. Monica, Fox Point
 Details Modified On: Monday, July 23, 2012 12:00 AM



[Add](#) [Delete](#)

Last Name:* <input type="text"/> First Name(s):* <input type="text"/> Email Address: <input type="text"/> Primary Phone: <input type="text"/> Emergency Phone: <input type="text"/> Emer. Ph. Desc.: <input type="text"/>	Primary Address: Home Address <input type="button" value="v"/> Home Mailing Other <input type="button" value="v"/> Country: United States <input type="button" value="v"/> Postal Code: <input type="text"/> <input type="text"/> ... <input type="button" value="x"/> Address Line 1: <input type="text"/> Address Line 2: <input type="text"/> City: Milwaukee <input type="button" value="v"/> State/Region: Wisconsin Phone Number: <input type="text"/>
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Send Mail: <input checked="" type="checkbox"/>	Publish Address: <input checked="" type="checkbox"/>
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[Save](#) [Save & Close](#) [Cancel](#) [Close](#)

5. To register for classes, select the CYM tab and then Online Registration.



- You will be prompted to review/update your family details if you have not already done so. Select the appropriate enrollment term (see below). Then add your children to their appropriate classes.

i **Information Correct?** Make sure your information is current: [Update Family Record](#)

Step 2: Select Enrollment Term

Term*:

Step 3: A

Term	Start Date	End Date
MiddleSchl 22-23	09/15/2022	04/27/2023
Euch/Rec 22-23	09/11/2022	04/30/2023
SundaySchl 22-23	09/11/2022	04/30/2023

i You r

Student

Student Information

Student*:

Grade*:

Special Learning Needs:

Health or Medical Needs (include any allergies):

Class Preferences

i **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:

Hit the blue button 'Submit Registration' when you are finished. This will take you to another screen where you can view your registration details and can pay, by clicking the blue 'Pay Now' button at the bottom of this screen. Once you have both registered and paid for your classes, you will be all set!

**Questions? Contact Administrative Assistant
Juliette Anderson at janderson@stme.church. Thank you!**