

# Guide to St Elizabeth Ann Seton Catholic Parish - My Own Church

## Steps for setting up your My Own Church account:

1. Go to [www.seas-parish.org](http://www.seas-parish.org) and hit the My Own Church - **ConnectNow** - Button
2. When you get to the sign in screen, click the "**New User?**" link Fill out the new user request form
3. After an administrator at St Elizabeth approves your account, you'll receive an email with a link to log in to My Own Church.

## What You Can Do in My Own Church

### My Family - *Check family information and set your publish information*

Under the **My Family** tab, click **family detail** and check if your **family information** is correct.

Don't forget to upload a family photo!

Set your **Publish** preferences using the checkboxes. (Located in the lower right corner of the **family information** page)

**These are how you control what other people see!**

Remember that **only** church families with login credentials will have access to your family information in the My Own Church pictorial directory, and individual member information is not published. My Own Church **does not** publish your information to the general public.

**Note:** *Before any changes you made will take effect, they must be approved by a church administrator. So if you don't see changes take place immediately, don't worry—we'll approve your changes soon!*

### Pictorial Directory

Under Home tab you will see Pictorial Directory.

We hope the pictorial directory will be a great resource for you as you connect with your church family!

### My Offering

You can view your giving history by clicking on the **Giving History** tab.

No need to wait for tax letters any longer. Just log in and print off your contributions!

### My Ministry

Under the **My Ministry** tab, you'll be able to set up ministry preferences and update your availability.

#### Schedule – View current ministry schedule

#### Minister Preferences

1. Click the **Minister Preferences** tab, then **Family Preference**, then click the **Edit Ministry Preferences** button.
2. To have all family members scheduled at the same events, check the box at the top of the window.
3. To set preferences for each ministry assignment, choose an option from the **Preferences** lookup field. Keep Apart is useful if both you and your spouse are Eucharistic ministers and you wish to serve separately because one of you needs to remain with your children. Prefer Together is the option to select if you and your spouse wish to be scheduled to serve together.
4. **Save** your changes.

#### **Also Member Preferences**

1. Click the **Member Preferences** tab, select the **name of the family member**, and click **Edit**.
2. To prioritize positions, just click and drag a ministry assignment to the desired order. Priority is determined by ascending row order. For example, if you move "cantor" to the first row, you'll be scheduled as a cantor first; but if you're not scheduled as a cantor, you may be scheduled for the choir (second row) and Eucharistic minister (third row).
3. If you're available to serve during special events, check the box at the top of the window.
4. **Save** your changes.

#### **Also Schedule Exceptions**

1. Click the **Member Preferences** tab, select the **name of the family member**, and click **Schedule Exceptions** (you can also schedule exceptions by **Event**).
2. Set the Begin and End Dates.
3. Click the **Add Date Range** button.
4. If you wish to apply the exception to all family members, click the + icon to the right of the desired End Date.

#### Family Ministries - View ministries for which your family have signed up

#### Ministry Opportunities – See the ministries of which you can volunteer

**Coming Soon - Register for Classes** - *You will be able to sign up for RE online!*

## **Frequently Asked Questions about My Own Church**

### **Is my Giving History confidential in My Own Church?**

Yes. Your account permits you to see the giving history only for your family and the family members in your household. You cannot see anyone else's giving history, and they cannot see yours.

### **If I update my record in My Own Church, will I still need to update my information for religious education and ministries?**

No. My Own Church is connected with the church's main system. Make a change just once and, once we accept your update, it will be available to every staff member and volunteer who uses our software.

### **How do I keep my information private?**

Your church's pictorial directory and member lists are available only to St Elizabeth church families that have authorized accounts. The pictorial directory and member lists are not available publicly on the Internet. If you wish to keep your information private from other St Elizabeth church members, use the Publish checkboxes in your Family Detail record to set your phone, email, photo, and address as unlisted.

### **I made some changes to my information. Why aren't they showing up in My Own Church?**

All updates must be reviewed by our staff administrator. Once we accept your changes, you'll see them in My Own Church, and your record in our main church database will be updated for all church ministries.

### **I recently created an account...why can't I log in?**

If your account is new (i.e., created within the last day or two), your church administrator may not have authorized your username and password yet.

### **I forgot my account login...what do I do?**

Visit the site and click the Lost Password link, located just below the Username and Password fields. Enter your information to receive a reminder at the authenticated email address you provided when you first set up your account.

### **I got a "Registration Failed!" message...why?**

The system could not find your email address in the church database. We're sorry about that. Just contact the church office or come to vestibule after Mass and we'll help get you set up (and, if needed, registered).

### **My Own Church isn't working in my browser. What's the trouble?**

For security reasons, My Own Church works in Internet Explorer 8.0+, Firefox 3.0+, Safari 3.0+ and Chrome 2.0+.

### **Do I ever need to use My Own Church again, or is this a one-time deal?**

Please save your account information. Your giving history and ministry commitments are handy to have online, and if you move, get a new email, or change phone numbers, we'd like you to log in and update your record. Plus, as our software provider adds functionality to the system, we'll have new and convenient ways to help keep you connected with parish life through the My Own Church portal.