St. Bridget - Accessing "My Own Church"

**Our new parish data management system allows parishioners to access and update their own personal data.
Having up to date data helps our church to operate more efficiently, saving money and time.
Please take a few minutes to create an account and update your personal data. Thank you!**

1. Open an internet browser and go to https://connectnow.parishsoft.com/superior.

2. Click on the "**New User?**" link under the password box. (Don't put anything in the Username or Password boxes.)

3. Choose "**St. Bridget Parish**" in the dropdown for Organization.
   - Enter whatever username you want to use, as well as the personal info that is requested.
   - Enter your family email address (or addresses) and click "**Submit Registration.**"

4. If the system is not able to verify the information that you provided, a staff member will review your request for online access. (You will be notified when your account has been activated, which is usually within a business day.)

   If the system can immediately verify your information, you will be brought to the home screen for **My Own Church**:
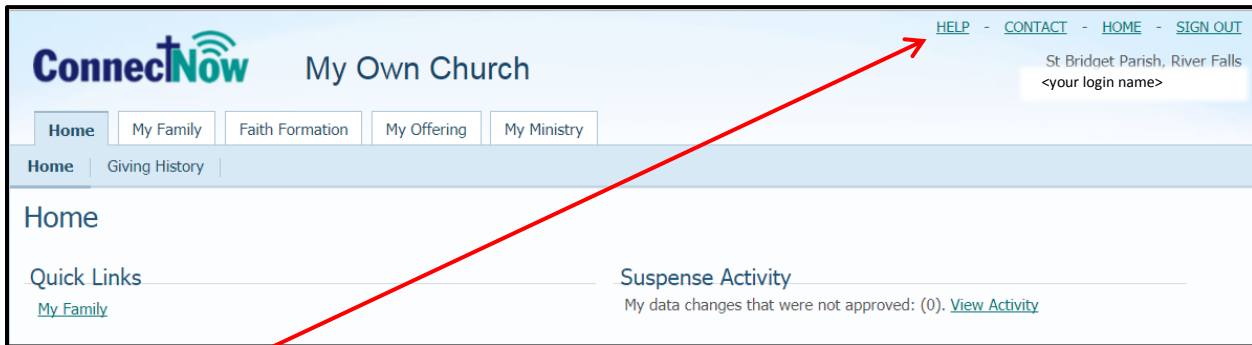
Please note **HELP** button in the upper right corner. This system has a very good embedded help system to answer questions and guide users through what they are trying to do.

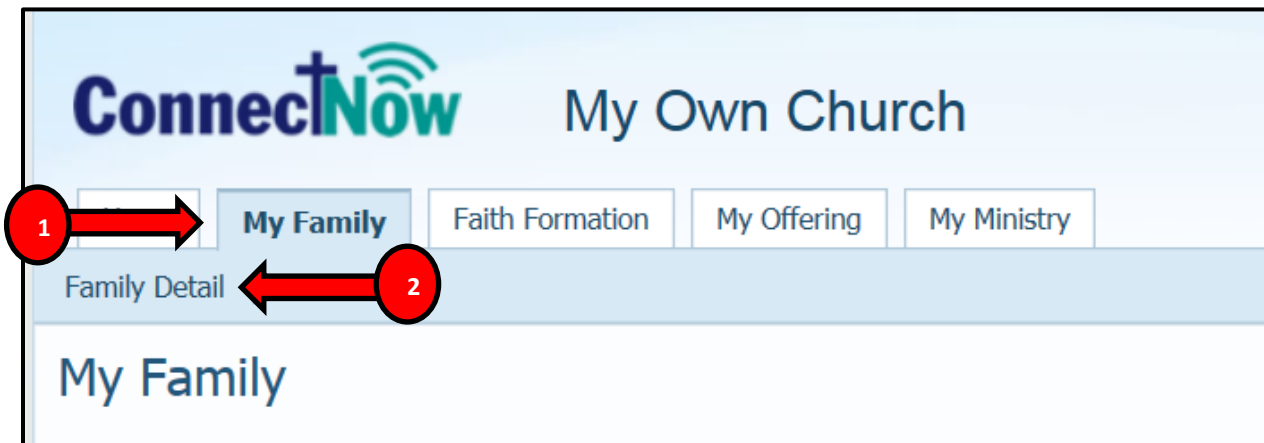5. To access your family records, click on the "**My Family**" tab and then click on the "**Family Detail**" button in the blue bar just below the tabs. Please note: The "My Family" screen will remain blank until you click on "Family Detail".

Please update any information that is out of date for your family and each of your family members.
To edit, click "Edit Details" at the bottom of the screen.
- In the Family Details section, please check the following:
  - Names
  - Family email address (used for all church communication including the bulletin. If you want to receive emails at multiple addresses, list all of them here: separated by a semi-colon and no space.)
  - Primary phone number
  - Address Tabs
    - If you have a mailing address different than your home address, please add under "Mailing"
    - If you have a seasonal address, please add under "Other" and indicate dates to be used
  - You can remove checkboxes for any indicated areas but please know we do not publish phone or email
- Click "Save"
- In the Member Details section, please check the following for each family member:
  - Verify that all information that is listed is correct
  - Add additional information as willing (religion, language, ethnicity are needed for Diocesan reports only)
- Remember to click "Edit Details" at the bottom to make changes. Once changes are made, click "Save" to go to another family member or "Save and Close" if you are done with all editing.

Thank you for taking the time to verify and update your family's information!