**How to sign up for My Own Church and Enroll in Faith Formation Class**

My Own Church is a portal you can use to view your family data we have here at St. Charles. You can add a family picture, correct emails, change your address if you move, add family members, see how much you have given on Sundays during the year, and look at your sacramental information. It is convenient for you and also for us as it keeps our records as up to date as possible.

There is also the ability to sign up for parish programs (including faith formation classes). It is a wonderful feature and we hope all of you take advantage of it.

If you are registered at St. Paul’s or another parish My Own Church is where you add all of your pertinent registration information for yourselves and your children so you can sign up for faith formation classes.

This document will walk you through the process creating your portal and then signing up for faith formation class (including Confirmation Preparation Class). I encourage you to simply explore once you have your portal made and see all the possibilities.

**How to sign up for a ParishSoft My Own Church family record if you don’t yet have one:**

1. Go to <https://indianapolis.parishsoftfamilysuite.com>. If you haven’t created an account before click **new user?**
2. Under **Organization** choose **St. Charles Borromeo Church, Bloomington.**
3. Create a username and provide the requested information for your family record to be created.
4. You will be asked to provide your email address and then click **Submit Registration.**
5. A temporary password will be sent to you when your record is created and able to be accessed.
6. Once your record is approved you can add any family members to it. Any children who are to be enrolled in Faith Formation need to be in your family record.

**How to sign up for Faith Formation Class once you have a My Own Church portal:**

1. Once you log into your portal at Indianapolis.parishsoftfamilysuite.com you will see your family record. Choose **Faith Formation** from the list on the left side of the screen.
2. You will need to select the enrollment term. It is **FaithFormation 2023 2024**
3. Next add a student. After you choose your child’s name from the drop-down list you will be asked their grade in the 2023-2024 school year, and given space to inform us of any learning difficulties or medical needs your child may have (for instance, if your child has difficulty reading, or is allergic to tree nuts this must be noted).
4. Then you will be asked to save your choice. Complete this process for each child you are enrolling. (note: you can ignore the 1st, 2nd, and 3rd choice options. Since we have only one class per grade for baptized children we don’t have that option active.
5. Once you are finished you will click **Submit Registration**. We will take care of class assignments and email you back with your child’s class information.
6. The final step is the opportunity to pay registration fees online at the time of registration. The registration fee for Faith Formation classes is $70 per student. Once you have submitted it you will see two options: **Pay Now** or **Back to Home**. Please have your fees paid before the first day of classes. If you must pay at a later date or need help or scholarship for your child please contact Rose Johnson at rjohnson@stcharlesbloomington.org.

***Important note: The opportunity to be a part of faith formation class should never rest on whether a family can pay their child(ren)’s registration fee. If this is a concern of yours, let me know and we can work something out.***

I know this signup procedure looks a little different this year to our returning families, and it is a result of an update made this past Spring to our software. If you have any questions or concerns about this process please reach out to me at rjohnson@stcharlesbloomington.org or my office number which is 812-334-1664.

The catechists and I are looking forward to a wonderful year this year and will be excited to teach your children again!

God bless,

Rose Johnson, Coordinator of Religious Education

St. Charles Borromeo Catholic Church