

TIPS AND TRICKS

Did you know:

- You can do online registration through My Own Church?
 - o You need to be an admin to set this up – I can help set this up for you

The screenshot shows the 'Module Settings' interface for 'Religious Education > My Own Church'. The top navigation bar includes 'Home', 'Family Directory', 'Religious Education', 'Offering', 'Ministry Scheduler', 'Tuition', 'IQ', 'Administration', and 'Facility Calendar'. Below this is a secondary navigation bar with 'Suspense', 'Lookups', 'System Setup', 'Organizations', 'Manage Staff', 'Module Settings', 'Utilities', 'Merge', and 'Notifications'. The main content area is titled 'Module Settings' and is split into two columns. The left column, labeled 'Module', contains a tree view with 'Religious Education' expanded to show 'My Own Church' and 'New User Registration'. The right column, titled 'Religious Education > My Own Church', contains an information box, a section for 'Religious Education Access in My Own Church' with 'MOC Access' set to 'Enabled' and 'MOC Tab Label' set to 'My Education', and an 'Online Registration' section with 'Online Registration' set to 'Enabled'. Each setting has an information icon and a tooltip explaining its function.

Home | Family Directory | Religious Education | Offering | Ministry Scheduler | Tuition | IQ | Administration | Facility Calendar

Suspense | Lookups | System Setup | Organizations | Manage Staff | Module Settings | Utilities | Merge | Notifications

Module Settings

Module

- Religious Education
 - Module Name
 - My Own Church**
 - My Own Church
 - New User Registration

Religious Education > My Own Church

1 Religious Ed. + My Own Church. This page includes configuration settings for Religious Ed. module integration with My Own Church (MOC). My Own Church is the secure portal that allows logged-in parishioners to view and update Family & Member details and engage with other aspects of parish life.

Religious Education Access in My Own Church

MOC Access:

i If enabled, the "My Education" tab displays in My Own Church for logged-in parishioner users.

MOC Tab Label: My Education
 Family Education
 Custom




i Defines the tab label viewed by parishioners in MOC.
Default: My Education

Online Registration

Online Registration:

i If enabled, logged-in parishioners may register for all terms open for registration. [Manage Online Registration](#)

Did you know?

- You can set up documents to use for registration?
 - o Religious Education Module – Configure – Manage Payments – you can add a link here to Google docs
- You can rearrange your terms so you see the current one when you click your drop down menu?
 - o **Religious Education Module – Configure – Manager Terms**
 - This lists all your terms – **select the current Term** – click  - this will move the term to the top of the list – then you must click **Save List Order** on the right side of the toolbar
- You can promote one grade to the next?
 - o From **Religious Education Module** - click on **classes**
 - o Click on the **previous year term** (2021-2022)
 - o Select a **grade**
 - o On the right should be a list of students
 - o Click the  on the toolbar above where the students are listed
 - o You will see the original class on the left and the promote class on the right
 - For the promote class you select the current term (2022-2023)
 - And the new class they will be promoted to
 - o On the Original Class List, if you select  on the left of last name, the entire class will be moved over.
 - o Once they are moved over you can select the red circle with the line in the middle to move them back.

If you need additional assistance, please contact me:

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