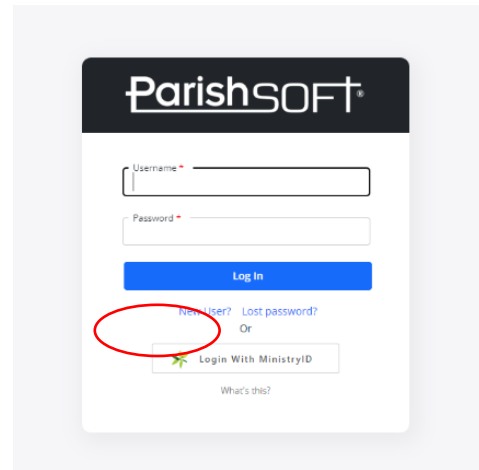


Registering for Religious Education

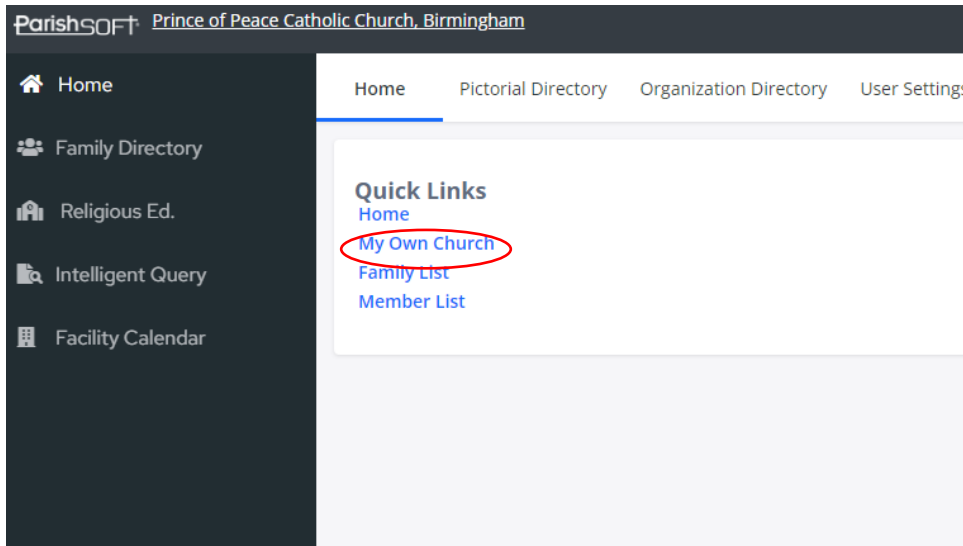
Classes begin September 8, 2024



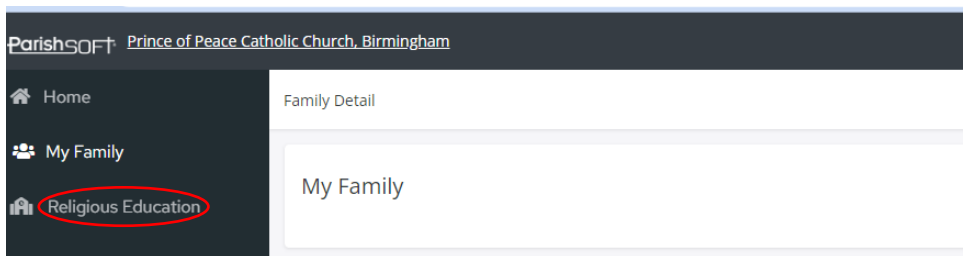
- 1) Sign in to your ParishSOFT account <https://birmingham.parishsoftfamilysuite.com/> or scan the QR code above – login and go to step 2 or create a new account below
 - a. If you have never done this before you need to create a new account
 - b. Use the QR code or Go to <https://birmingham.parishsoftfamilysuite.com/>
 - c. Click “New User” and provide the required information
 - i. You can create any username you like
 - ii. Submit your information
 - d. You will receive an email with a temporary password
 - e. Login with your temporary password, create a permanent password and then proceed with registration.



- 2) Select “My Own Church”



- 3) Select “Religious Education”



- 4) Follow the steps on the screen
- a. Step 1: Update your personal information (if needed)
 - b. Step 2: Select Enrollment Term: Choose 2024 - 2025 (only option)
 - c. Step 3: Add Children
 - i. Click Blue “Add Student” button
 - ii. Select student name from drop-down
 - iii. Select student grade for 2024-25 from drop-down
 - iv. Add any special needs (Learning or Medical)
 - v. Choose a session –Choose only 1 session per registration. Please be sure to select either Parish or School Sacrament Classes if your child is registering for First Communion or Confirmation. Not sure which session to register for? See the chart below. (Questions: Email katie.zielinski@popcatholic.org)
 - vi. Click “Save Student”
 - d. Repeat step “C” for each child being registered

5) Payment

- a. POP Catholic School Students – no fee, this is part of your school curriculum
- b. Registration for all classes except sacrament prep years is \$35 per child (not per class), not to exceed \$100 per family.
- c. Registration for First Communion and Confirmation students is \$100
- d. Payment can be made
 - i. Faith Direct <https://membership.faithdirect.net/enroll/AL611>
 1. Sacrament Prep is under the One-Time Gifts Section
 2. All other Religious Education is under the Annual Collections
 - ii. By check or cash at the church or RE office (mail to: 4600 Preserve Pkwy, Hoover, AL 35226)
 - iii. Venmo: <https://www.popcatholic.org/give>

Session Options

Session	Sunday Religious Education	<u>Parish</u> Sacrament Classes	<u>POP School</u> Sacrament Classes	Special Needs/Self-Contained
When	Sundays at 9:45	Sundays at 9:45	During the school day	Sundays during the 8:30 Mass
Who	K, 1 st , 3 rd – 9 th , 11 th -12 th Grade, Not enrolled in Catholic Schools	2 nd Grade 1 st Communion 10 th Grade Confirmation Any student 4 th – 12 th needing sacrament prep	Any Catholic POP Student in 2 nd or 8 th grade	Any student requiring a self-contained setting for faith formation