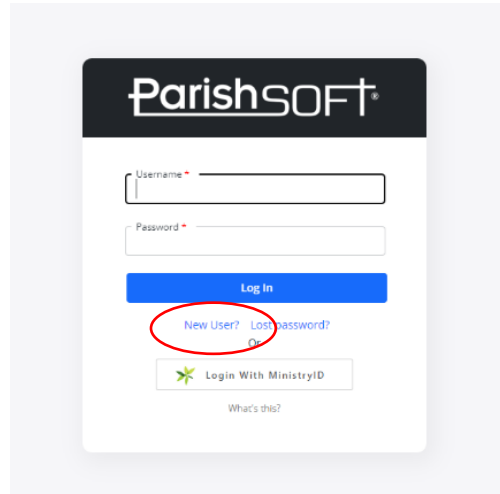


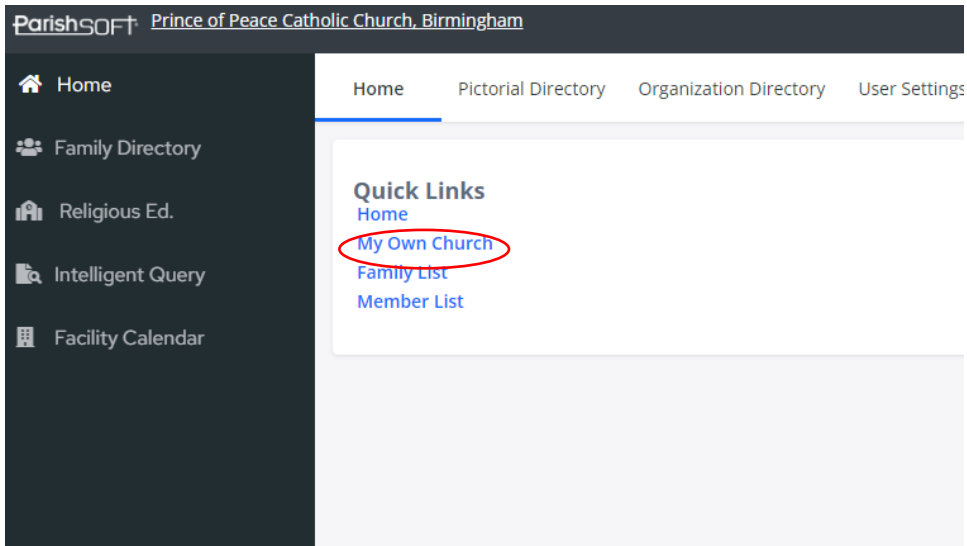
Registering for Religious Education

Classes begin September 10, 2023

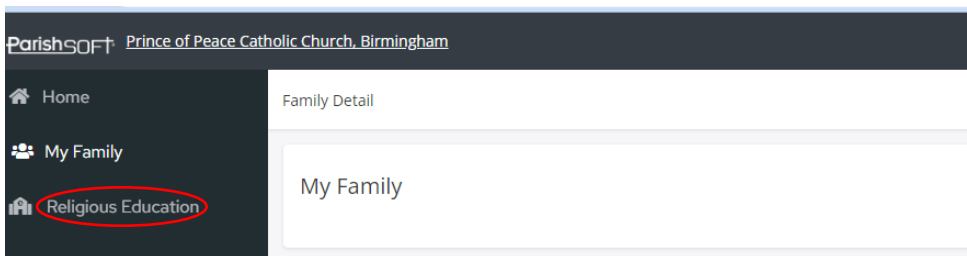
- 1) Sign in to your ParishSOFT account <https://birmingham.parishsoftfamilysuite.com/>
 - a. If you have never done this before you need to create a new account
 - b. Go to <https://birmingham.parishsoftfamilysuite.com/>
 - c. Click “New User” and provide the required information
 - i. You can create 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 2023-24 (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 2023-24 from drop-down
 - iv. Add any special needs (Learning or Medical)
 - v. Choose a session – only grade appropriate sessions from the list below will be visible. Choose only 1 session per registration. To register for 2 sessions (ie: Sunday Religious Ed and Youth Group) you will need to register that student 2 separate times. Which session to register for? See the chart below.
 - 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 \$30 per child (not per class), not to exceed \$90 per family.
 - c. Registration for First Communion and Confirmation students is \$100
 - d. Payment can be made at
 - i. <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)

Session Options

Session	Sunday Religious Education	Tiny Disciples (8:30 or 11:00 Mass)	Youth Group	POP School Sacrament Classes	Special Needs/Self-Contained
When	Sundays at 9:45	During the 8:30 or 11:00 Mass	Wednesday evenings	During the school day	Sundays during the 8:30 Mass
Who	K-10 th Grade, Not enrolled in Catholic Schools	3- or 4-yrs old Potty Trained	Middle School or High School Student	Any Catholic POP Student in 2 nd or 8 th grade	Any student requiring a self-contained setting for faith formation