

To allow your parish to be selected by potential registrants, log into CDB, choose Administration, Setup, Edit. Fill in an email address at the bottom of this screen:

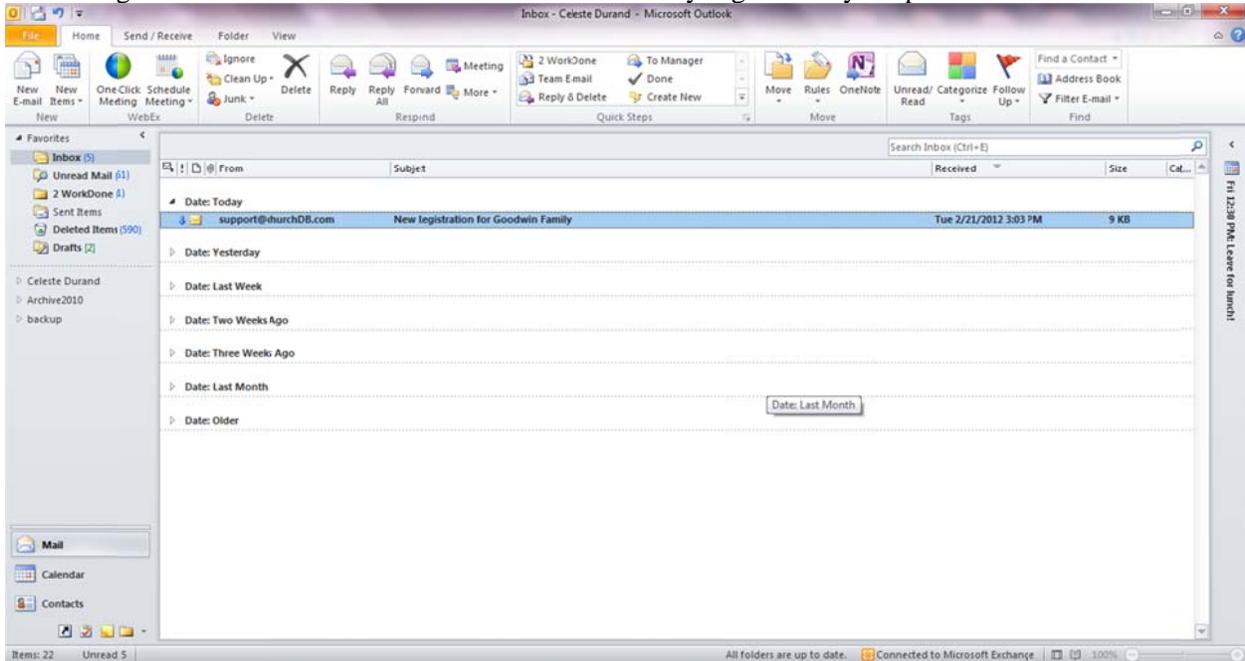
The screenshot shows the 'Administration/SiteSetup.asp?PAGE=ADDEDIT_PAGE&SiteKey=615' page. The 'New Member Registration Information' section includes the following fields:

- Notification Email: (NOTE: An email for notification is REQUIRED to process members who have self-registered.)
- Direct Link:
- Show 'Request Envelope' option at Registration: Yes No
- Address Change Notification: (NOTE: An email for notification is REQUIRED to be notified when an address changes.)

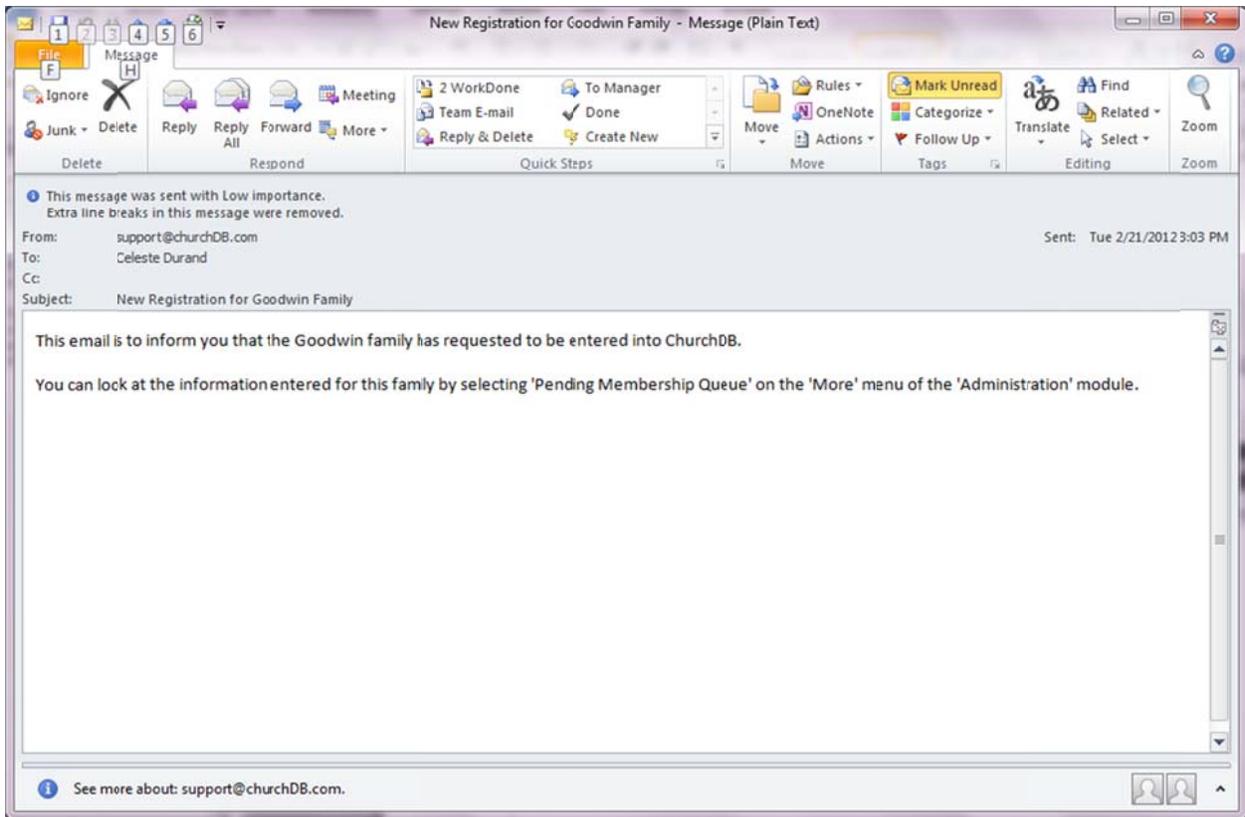
Buttons: Save, Cancel

After saving, parishioners will see your parish as one they can select when creating a logon to ChurchDB.

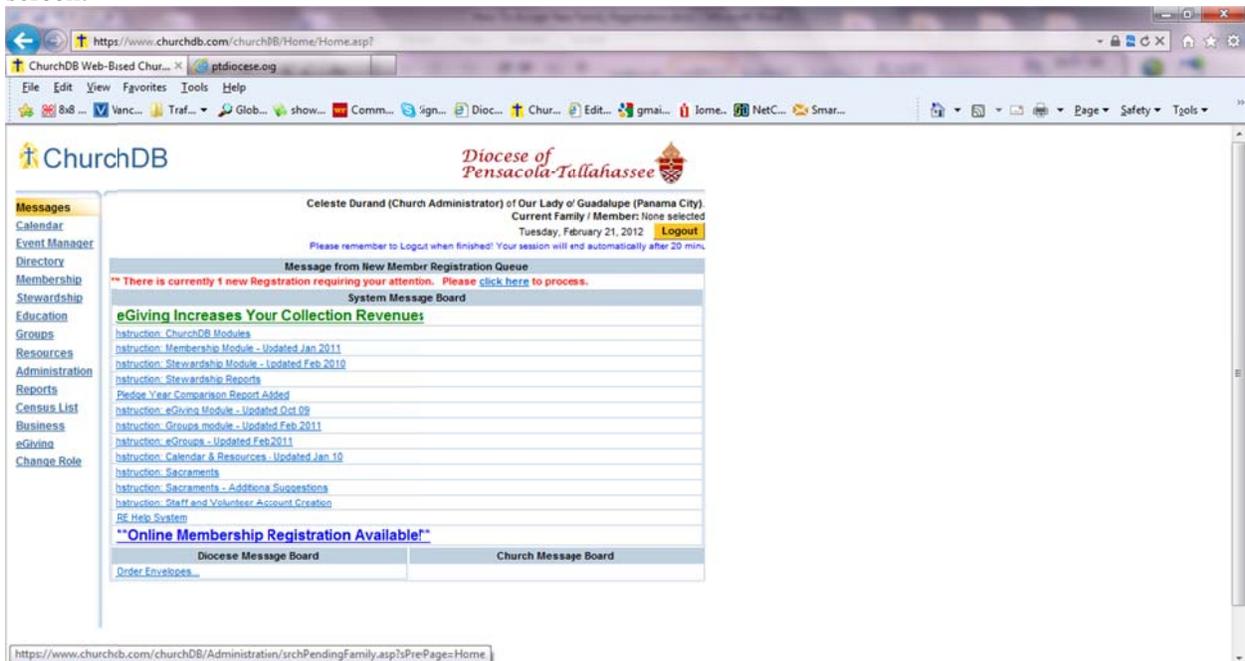
You will get an email like the one below after a new family registers at your parish.



Open the message and see instructions on how to process the new registration request.



Log into ChurchDB as Administrator and you should have a notification in red letters at the top of the screen:



A list of all families who've registered will be presented:

The screenshot shows the ChurchDB Administration interface. At the top, it identifies the user as Celeste Durand (Church Administrator) of Our Lady of Guadalupe (Panama City). The main content area is titled "Pending Families in Registration Queue" and displays a table with the following data:

Family Name	Head(s) of Household	Address	Phone	Date Entered	# Poss Dupl.
Goodwin	Mr Bryan Jeffrey Goodwin	102 Hampton St. Gulf Breeze, FL 32561	850-435-3500	2/21/2012 3:08:00 PM	unk

The interface includes a sidebar with navigation options like Messages, Calendar, and Administration, and a top navigation bar with links for help, setup, and staff/volunteers.

Next, click the Family Name in blue to check for possible duplicates and verify the information submitted.

The screenshot shows the "Edit Family Registration" form for the Goodwin family. The form is divided into several sections:

- Family Information:** Includes fields for Last Name (Goodwin), Family Email (bryan.goodwin@juno.com), Phone (850-435-3500), and Env Num.
- Street Address:** Includes fields for Street Address (102 Hampton St.), City (Gulf Breeze), State (FL), and Zip (32561).
- Family Members:** Includes a table for household members with fields for Title (Mr.), First Name (Bryan), Middle Name (Jeffrey), Last Name (Goodwin), Date of Birth (10/6/1981), and Email (bryan.goodwin@juno.com).

The form also includes a "Notes" section and "Save", "Remove", and "Back" buttons at the bottom.

If all the information appears to be correct, click [Save.] If this family or individual is already in ChurchDB at another parish, you will see that on this next screen:

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Stewardship
Education
Groups
Resources
Administration
Reports
Census List
Business
eGiving
Change Role

Data entered for the New Family

Family Information

Last Name	Street Address	Home Phone
Goodwin	102 Hampton St Gulf Breeze, FL 32561	850-435-3500

Member Information

Hol	Name	Gender	DoB	Relation
Yes	Bryan Jeffrey Goodwin	M	10/6/1981	Single Adult

Possible matches with Families

The family that you are in the process of adding MAY ALREADY EXIST in the ChurchDB database with an affiliation to another site. Check the list below carefully to make sure that you do not add a duplicate family:

Family ID	Address	Phone	Site Affiliation(s)	Individual Last Name	Individual First Name	Hol	Gender	Date of Birth	
151349	11 North B Street Pensacola, FL 32502	No Phone	St John The Pensacola Evangelist Parish - PNS Pensacola Unaffiliated	No	Goodwin Bryan	Yes	M		Affiliate Family

If the family that you are adding matches one of the families in the list, you can create a secondary affiliation between the family and your site by clicking on the 'Affiliate Family' button.

If you have checked the list above and are certain that you are not entering a duplicate family, use this button to Add the Family. [Add New Family](#)

[Back](#)

For assistance with this web page, [click here](#)

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You may add this person to an existing family OR add them as a NEW family. Choose the appropriate action using the yellow buttons [Affiliate Family] or [Add New Family].

If you are Affiliating this person with an existing family, you MUST confirm this is the same person by choosing them in the next drop-down box:

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ChurchDB

Diocese of
Pensacola-Tallahassee

Celeste Durand (Church Administrator) of Our Lady of Guadalupe (Panama City).
Current Family / Member: None selected
Tuesday, February 21, 2012 [Logout](#)

Administration
[help](#) | [Setup](#) | [Staff/Volunteers](#) | [More](#)

[Back](#)

Individual Members of Family ID 851349

Title	First Name	Middle Name	Last Name	Pref. Name	Suffix	Hol	Adult/Child	Family Relation	Gdr	Birth Date	Prim. Language	Phone	Email
Mr.	Bryan		Goodwin	Bryan		Yes	Adult	Single Adult	M		English		

Please review and associate members to existing ChurchDB members.
Any individuals left unaffiliated will be added as new family members on Update.

Individual Members From Registration Queue

Title	First Name	Middle Name	Last Name	Pref. Name	Suffix	Hol	Adult/Child	Family Relation	Gdr	Birth Date	Prim. Language	Phone	Email
Mr.	Bryan	Jeffrey	Goodwin	Bryan		Yes	Adult	Single Adult	M	10/6/1981	English		bryan.goodwin@juno.com

[New Member](#) [ChurchDB Member with Whom This Individual is Affiliated](#)

[Update and Aff](#) [Bryan Goodwin](#) [ChurchDB](#)

For assistance with this web page, [click here](#)

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If you select "New Member" here, you add this person TWICE into ChurchDB. To keep just ONE name in this database but add them to your parish, choose their name. (If you forget to do this, send an email to ITSupport@ptdiocese.org with the Family ID and we can fix it!) Then click [Update and Affiliate New Member].

Changing the Registration Queue Status will show you what families and changes have been made at your parish.

The screenshot shows a web browser window with the URL <https://www.churchdb.com/churchdb/Administration/srchpendingfamily.asp>. The page is titled "ChurchDB" and "Diocese of Pensacola-Tallahassee". The user is identified as Celeste Durand (Church Administrator) of Our Lady of Guadalupe (Panama City). The current family/member is none selected, and the date is Tuesday, February 21, 2012. There is a "Logout" button.

The "Administration" section is active, with a "Back" button. The "Pending Families in Registration Queue" section is displayed. A dropdown menu for "Registration Queue Status" is open, showing three options: "New Family Added", "Existing Family - Affiliated", and "Existing Family - No Change". The "New Family Added" option is currently selected.

Below the dropdown, a table displays the registration queue data:

Family Name	Head(s) of Household	Address	Phone	Date Entered	# Poss Dupl.
last	Mrs myname last	123 main st city, FL 32500	no phone	7/28/2011 2:02:00 PM	unk

Page 1 of 1, 1 - 1 of 1 records. Go to Page: 1

At the bottom, there is a "VERIFIED & SECURED" logo and a link for assistance: [click here](#). Below that is the eApp@DB logo and the text "eApp@DB - Online Application and Background Check Management".