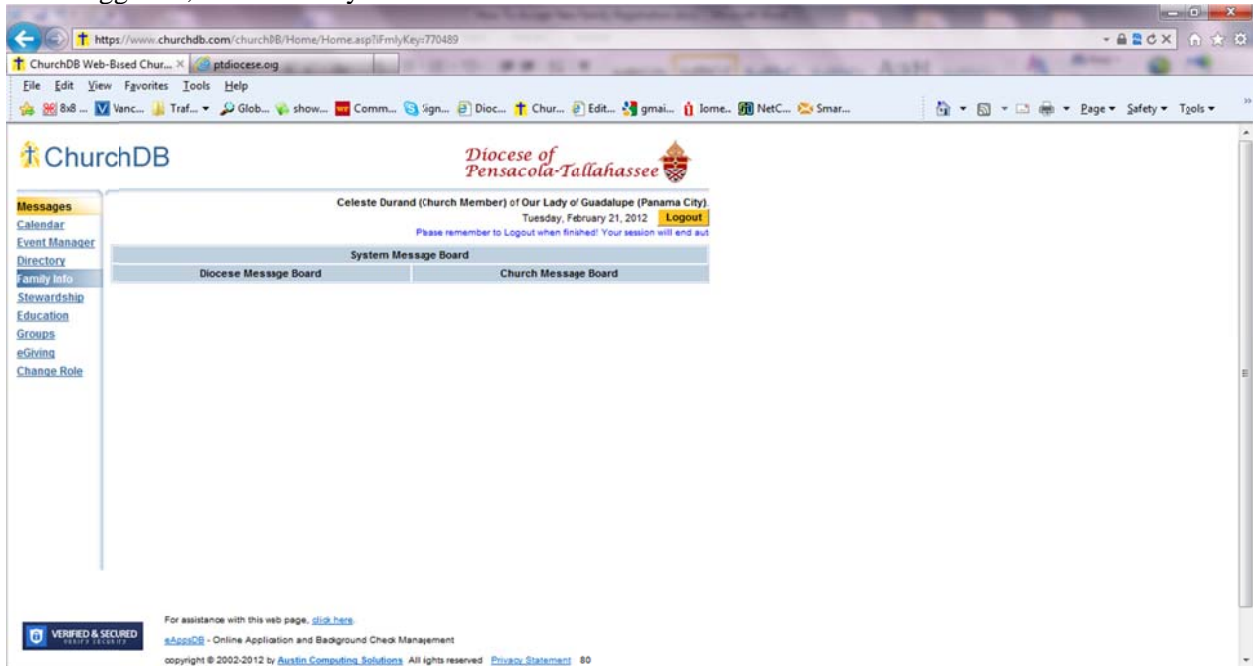
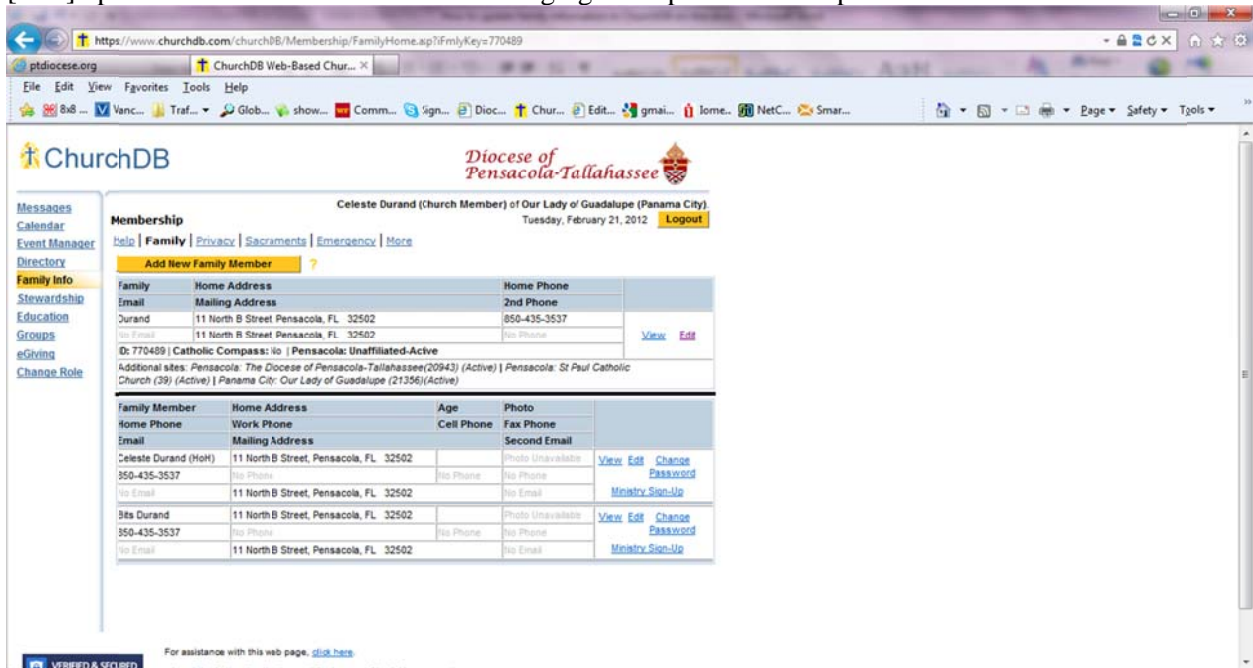


How to update family information in ChurchDB on line:

Sign in to ChurchDB at <https://www.churchdb.com/churchdb/Login.asp?iOrgzKey=77>  
 (use the [Retrieve user ID or password] button if you've forgotten your logon credentials.)  
 Once logged in, click "Family Info" from the left menu.



To update Family contact information, click the blue [Edit] link in the top section of this screen. The [Edit] option next to each member is for changing data specific to that person.



You can also change your ChurchDB password on this screen. Some information cannot be changed by parishioners; it will be displayed but is not editable. (such as envelope number and parish affiliation.)

The screenshot shows a web browser window with the URL: [https://www.churchdb.com/churchdb/Membership/FamilyEdit.aspx?FmyKey=770489&PrevPages=%2Fchurchdb%2FMembership%2FFamilyHome%2Easp%3FfmyKey%3D770489&PAGE=EDIT\\_PAGE](https://www.churchdb.com/churchdb/Membership/FamilyEdit.aspx?FmyKey=770489&PrevPages=%2Fchurchdb%2FMembership%2FFamilyHome%2Easp%3FfmyKey%3D770489&PAGE=EDIT_PAGE). The browser title is "ChurchDB Web-Based Chur...". The page content includes a navigation menu on the left with links for "Family Info", "Stewardship", "Education", "Groups", "eGiving", and "Change Role". The main content area is titled "Edit Family" and "Family ID: 770489". It contains a form with the following fields and values:

- Primary Church: **Pensacola: Unaffiliated**
- \* Family Last Name: **Durand**
- Head(s) of Household: **Celeste Durand**
- Primary Language: English
- Salutation: Mr.
- \* Membership Status: **Active**
- \* Membership Date: **11/16/2009**
- First Visit Date: [dropdown]
- Use Invelopes:  Yes  No
- \* First Line of Address: **Mr. Celeste Durand**
- \* Street Address: **11 North B Street**
- \* City: **Pensacola**
- \* State: **FL**
- \* Zip: **32502**
- Street (2nd Line): [empty]
- \* Home Phone #: **850 - 135 - 3537**
- 2nd Phone #: [empty]
- Active CSA:  Yes  No
- Catholic Compass:  Yes  No
- Subscr. Type: [dropdown]
- End Date: [empty]
- Mailing Address same as Street Address
- \* Mailing Address: **11 North B Street**
- \* City: **Pensacola**
- \* State: **FL**
- \* Zip: **32502**
- \* Family Email Address: [empty]
- Special Needs: [empty]
- Comments: [empty text area]

At the bottom of the form, there is a link: [Click here to view a history of the changes for selected fields](#). Below the form are "Save" and "Cancel" buttons.

Be sure to click [Save] after updating!

To change something regarding one family member, the [Edit] button after their information will give you this screen:

https://www.churchdb.com/church08/Membership/FamilyMembe.asp

ChurchDB Web-Based Chur... X ptdiocese.org

File Edit View Favorites Tools Help

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Page Safety Tgols

**Family Info**

Stewardship  
Education  
Groups  
eGiving  
Change Role

**Edit Family Member** *Items in boldface with an asterisk (\*) are required fields.* **Family ID: 770489**

\* Head of Household:  Yes  No  Child  Adult \* Gender: **Female**  Male

\* Title: **Ms.**  General  Military  Special  Religious ? \* Language: Primary 2nd English

\* First Name: **Celeste** Middle Name: Suffix: **Celeste**

\* Last Name: **Durand** Maiden Name: **Durand**

Marital Status: Marriage Date: Birth Place: City: State: \* Date of Birth: (mm/dd/yyyy) Ethnic Type: Occupation: Employer: Business Address: Business Addr (2nd Line): Business City: Business State: Zip Code:

**Email Addresses**

Active: 2nd Address: M Address: Our Lady of Guadalupe (Panama City) Use Active Email Address for:  General Church eMailings  Education  Diocese eMailings

Grade: as of the Fall Semester at (school)

https://www.churchdb.com/church08/Membership/FamilyMembe.asp

ChurchDB Web-Based Chur... X ptdiocese.org

File Edit View Favorites Tools Help

Venc... Traf... Glob... show... Comm... sign... Dioc... Chur... Edit... gmail... Iome... NetC... Smar...

Page Safety Tgols

Active: 2nd Address: M Address: Our Lady of Guadalupe (Panama City) Use Active Email Address for:  General Church eMailings  Education  Diocese eMailings

Grade: as of the Fall Semester at (school)

Education: as of year at (school) [Educ Hist](#)

Deceased:  Yes  No Date of Death: Cemetery:

Links: Family US Addr:  Yes  No Use Family Street Address  Use Family Mailing Address  Indv US Addr:  Yes  No

\* Street Address: 11 North B Street City: Panama State: FL Zip: 32602 Street (2nd line):

\* Mailing Address: 11 North B Street City: Panama State: FL Zip: 32602

Use family home phone

Home Phone: (850) 418-3537 Cell Phone: Work Phone: ext: FAX: Special Needs: Other Non-Profit or Professional Organizations Involved In: Comments:

Tuesday, February 21, 2012

Again, be sure to click [Save] after making changes!