

February 2018

Tuesday	2/20/18	1:00 – 2:30 PM ET	PSFD10	*This class is a prerequisite for ALL ParishSOFT Family Suite classes.* Provides the foundation of the ParishSOFT Family Suite. Learn how to add families and individual members (basic and detailed information), assign family and member envelope number, search for records, filter your list, set family information as private, and set your view preferences. Learn about the reporting both the standard and quick reports.
Tuesday	2/20/18	3:00 – 4:00 PM ET	PSFD20	*PSFD10 is a prerequisite Learn how to add, edit, and enter information into a sacramental record. Also learn about sacramental record filtering and printing sacramental certificates. The last part of the class will cover sacramental reports within the ParishSOFT platform.
Wednesday	2/21/18	1:00 – 2:00 PM ET	PSOP10	*PSFD10 is a prerequisite We will cover the fundamentals of ParishSOFT Offering. This includes creating batches, posting contributions, editing contribution postings, contribution statements, and batch reports.
Wednesday	2/21/18	2:30 – 3:30 PM ET	PSOP21	*PSOP10 is a prerequisite This class is for those who have administrative rights in ParishSOFT Offering. We will cover funds, setting fund permissions, and creating correction batches. We will also cover audit and contribution reports.
Tuesday	2/27/18	1:00 - 2:00 PM ET	PSFD21	*PSFD10 is a prerequisite Learn about creating family and member workgroups and adding editing or managing the families and members within the group. Learn about communications within ParishSOFT using the e-mail and mail merge functionality in ParishSOFT Family Directory.
Tuesday	2/27/18	2:30 - 3:30 PM ET	PSFD22	*PSFD10 is a prerequisite This class is for church administrators and covers Suspense Administration, Pictorial Directory, Giving History, and a view of how a parishioners will view the system. Also learn about the Managed Look ups, Parish System Setup and Parish Staff Management. Search and enter new organizations in the Organizational Directory. Add, edit, merge and set your display preferences of your Celebrants list

March 2018

Wednesday	3/7/18	1:00 – 2:30 PM ET	PSFD10	*This class is a prerequisite for ALL ParishSOFT Family Suite classes. Provides the foundation of the ParishSOFT Family Suite. Learn how to add families and individual members (basic and detailed information), assign family and member envelope number, search for records, filter your list, set family information as private, and set your view preferences. Learn about the reporting both the standard and quick reports.
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Wednesday	3/7/18	3:00 – 4:00 PM ET	PSFD20	*PSFD10 is a prerequisite Learn how to add, edit, and enter information into a sacramental record. Also learn about sacramental record filtering and printing sacramental certificates. The last part of the class will cover sacramental reports within the ParishSOFT platform.
Thursday	3/8/18	1:00 – 2:00 PM ET	PS OP10	*PSFD10 is a prerequisite We will cover the fundamentals of ParishSOFT Offering. This includes creating batches, posting contributions, editing contribution postings, contribution statements, and batch reports.
Thursday	3/8/18	2:30 – 3:30 PM ET	PSOP21	*PSOP10 is a prerequisite This class is for those who have administrative rights in ParishSOFT Offering. We will cover funds, setting fund permissions, and creating correction batches. We will also cover audit and contribution reports.
Tuesday	3/13/18	1:00 - 2:00 PM ET	PSRE10	*PSFD10 is a prerequisite In this class, we will learn the fundamentals of ParishSOFT Religious Education so that you may start to use the program. We will cover the configuration; adding terms, sessions, and classes; and managing your classes through the Bulk Class Manager.
Tuesday	3/13/18	2:30 - 3:30 PM ET	PSRE20	*PSRE10 is a prerequisite This class focuses on the students and leaders in the ParishSOFT Religious Education program. We will cover how to add, transfer, and promote students; how to add leaders; how to look up information about students and leaders from the Member Details screen in the Family Directory; the student directory; and some of the quick reports platform.
Tuesday	3/13/18	4:00 - 5:00 PM ET	PSRE21	PSRE20 is recommended before taking PSRE21 This class goes further in depth into the ParishSOFT Religious Education program, covering the dashboard and all of its uses, more detailed information about the classes, how to enter attendance, some additional reports, and Religious Ed Online Registration through the My Own Church member portal.
Wednesday	3/14/18	1:00 - 2:30 PM ET	PSIQ10	*PSFD10 and PSFD21 are prerequisites PSMS10, PSOP10, and PSRE10 are also recommended before taking PSIQ10. In this hands-on class, you'll learn how to get the parishioner data you really need out of your database. It's easy, and you can do it—without having to master any advanced database skills! You'll create lists that bring your data to life, export your lists to Excel or do a mail merge. You'll learn how to build queries for Family Directory, Offering & Pledges, Ministry Scheduler, and Religious Education.
Wednesday	3/14/18	3:00 - 4:00 PM ET	PS TUIT10	*PSFD10 is a prerequisite This class covers all functionality within the Tuition add-on for ParishSOFT Family Suite. We will go over the setup process for getting started with the program. You will also learn how to create invoices, statements, and templates.

Monday	3/19/18	1:00 – 3:00 PM ET	PSMS10 & PSMS20	<p>*PSFD10 is a prerequisite Learn how to create ministry groups, events and ministries; add and edit ministers; and create a basic ministry schedule using the manual schedule and auto-schedule functions. You'll also learn how to run some basic reports including a printed schedule, a list of ministers, and mailing labels. This 2nd part of the class covers management of family and member preferences, how to set ministry preferences, enter vacation times or exceptions dates and serve together preferences within a family. You'll also learn how to use the minister directory's advanced features for sorting, filters, special needs, minister removal, and temporary inactivation. Lastly, this class will cover some basic trouble-shooting steps to help get the schedule you need.</p>
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Wednesday	3/28/18	1:00 - 2:00 PM ET	PSFD21	<p>*PSFD10 is a prerequisite Learn about creating family and member workgroups and adding editing or managing the families and members within the group. Learn about communications within ParishSOFT using the e-mail and mail merge functionality in ParishSOFT Family Directory.</p>

Wednesday	3/28/18	2:30 - 3:30 PM ET	PSFD22	<p>*PSFD10 is a prerequisite This class is for church administrators and covers Suspense Administration, Pictorial Directory, Giving History, and a view of how a parishioners will view the system. Also learn about the Managed Look ups, Parish System Setup and Parish Staff Management. Search and enter new organizations in the Organizational Directory. Add, edit, merge and set your display preferences of your Celebrants list</p>
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