# St. Jerome Catholic Church Self-Registration Instructions

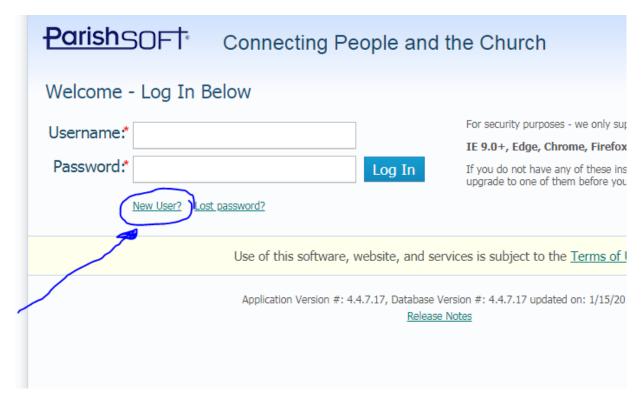
Welcome and thank you for registering with St. Jerome Catholic Church in Newport News, Virginia! The Catholic Diocese of Richmond uses a centralized parishioner database called Parishsoft. The link is: https://richmond.parishsoftfamilysuite.com/

If you are already registered at another parish within the Catholic Diocese of Richmond, it's very likely you are already in that system!

Here is how to register with your new parish.

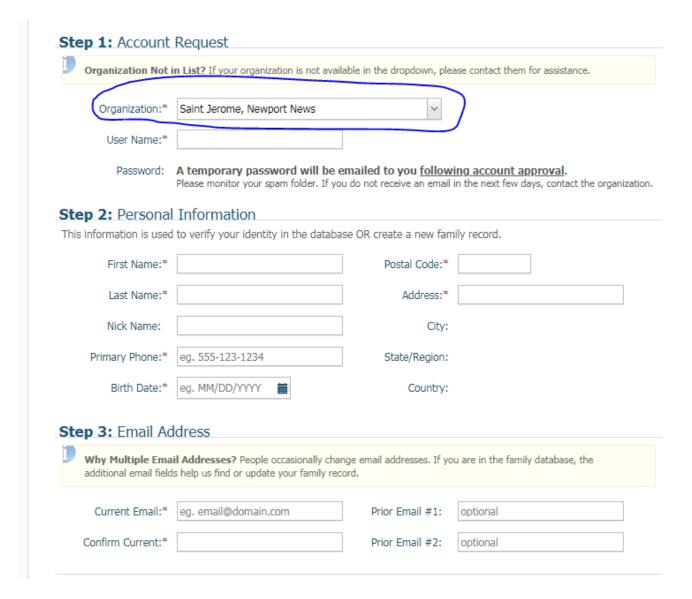
#### STEP 1:

Using the registration link, click "New User?" See picture below:



### STEP 2:

Select "Saint Jerome, Newport News" as your organization, choose a User Name for the website, and fill in some basic information about yourself. See picture on following page:



### **STEP 3:**

The parish staff will approve your registration, and you will receive an email with a temporary password to finish filling in your information.

## **STEP 4:**

Expect to be contacted by a member of the Parish Council, they would love the opportunity to meet with a new parishioner and make you aware of our many events, classes (for children, teens and adults), and ministries

#### **ALL DONE:**

Thank you again for using our online registration process and we look forward to seeing you.