

# My St. John's



## User Guide

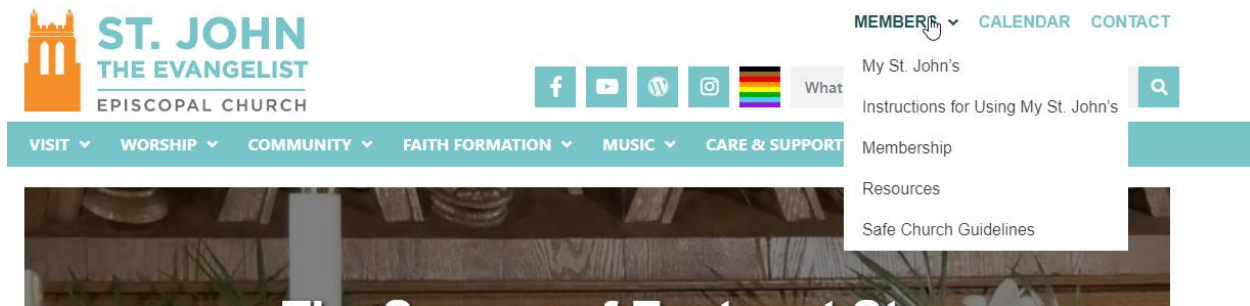
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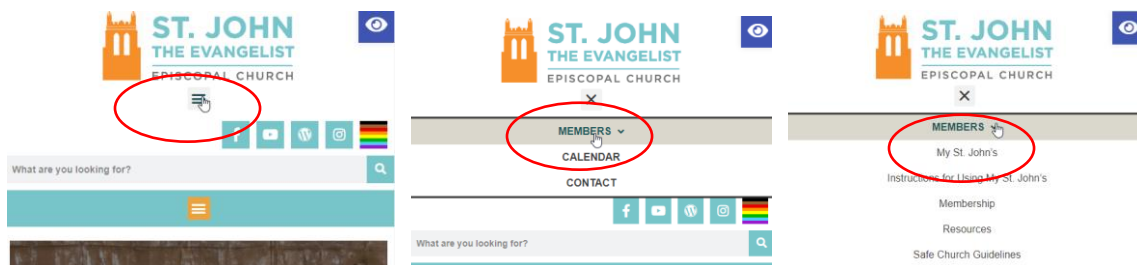
## How Do I Find My St. John's?

### Through the church website:

Access it through the "Members" menu at the top of the website.



### Website on a desktop computer



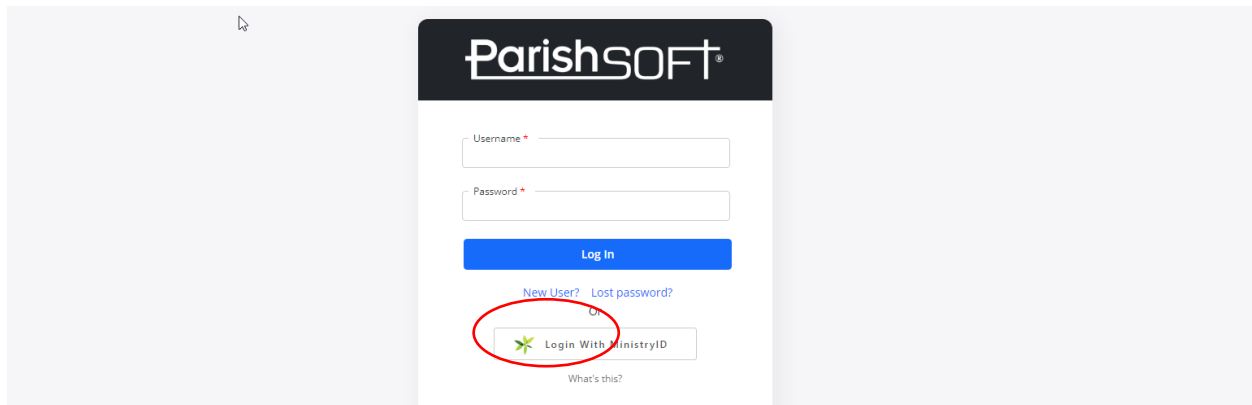
### Website on a mobile phone browser

### Through a URL:

Go to <https://tinyurl.com/SJEportal>.

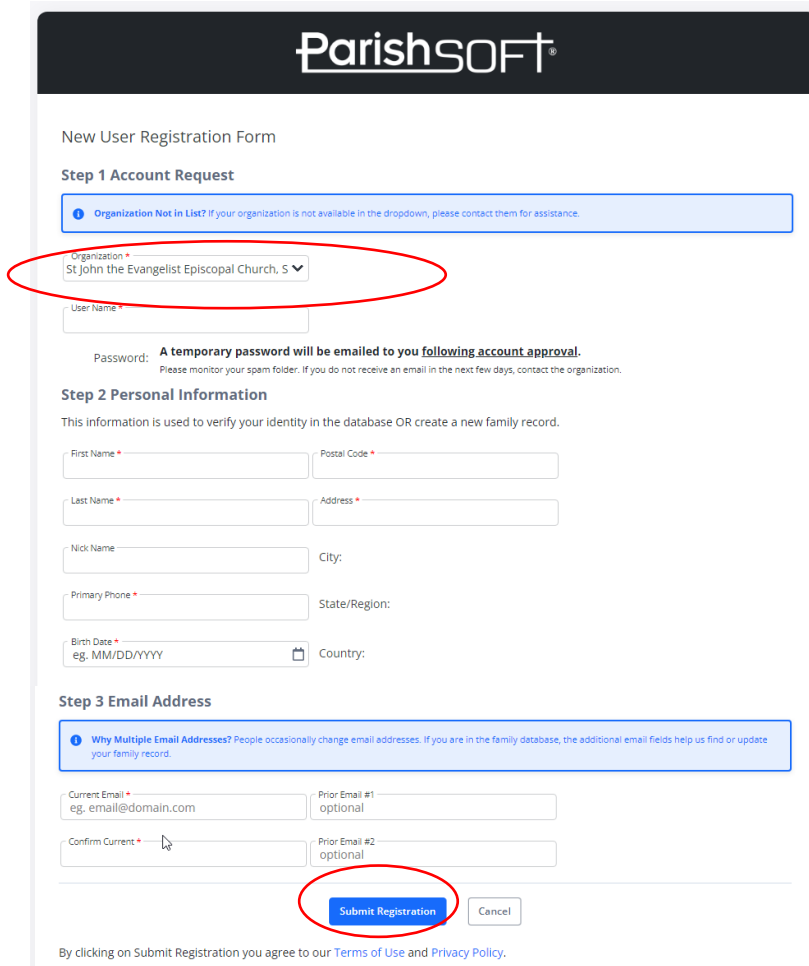
## Register for My St. John's

Go to My St. John's (<https://tinyurl.com/SJEportal>) and click on "New User?"



The image shows the ParishSOFT login page. It features a black header with the ParishSOFT logo. Below the header, there are input fields for Username and Password, each with a red asterisk indicating a required field. A blue Log In button is positioned below these fields. Under the Log In button, there are links for "New User?" and "Lost password?". A red circle highlights a button labeled "Login With MinistryID" which has a green star icon to its left. Below this button is a link that says "What's this?".

Fill in the New User Registration form with your information. In the Organization drop-down, choose "St John the Evangelist Episcopal Church, Saint Paul." Click Submit Registration when you are finished.



The image shows the New User Registration Form on the ParishSOFT website. The form is titled "New User Registration Form" and is divided into three steps. Step 1, "Account Request", includes a blue box with a message: "Organization Not in List? If your organization is not available in the dropdown, please contact them for assistance." Below this is a dropdown menu for "Organization \*" with "St John the Evangelist Episcopal Church, S" selected, which is circled in red. There is also a "User Name \*" field. A note states: "Password: A temporary password will be emailed to you following account approval. Please monitor your spam folder. If you do not receive an email in the next few days, contact the organization." Step 2, "Personal Information", includes fields for First Name, Last Name, Nick Name, Primary Phone, Birth Date (with a hint "eg. MM/DD/YYYY"), Postal Code, Address, City, State/Region, and Country. Step 3, "Email Address", includes a blue box with a message: "Why Multiple Email Addresses? People occasionally change email addresses. If you are in the family database, the additional email fields help us find or update your family record." Below this are fields for Current Email (with a hint "eg. email@domain.com"), Prior Email #1 (optional), Confirm Current, and Prior Email #2 (optional). A red circle highlights the "Submit Registration" button. At the bottom, there is a note: "By clicking on Submit Registration you agree to our Terms of Use and Privacy Policy."

My St. John's is fully monitored to ensure that only people in the St. John's community are allowed to access the portal. (No spambots allowed!) This means that after you register, our parish administrator will need to approve your registration. Once that happens, you will receive an email with a temporary password to log in.

**User Registration Submission Complete!**

**Current Status: Pending Review & Approval**

Due to security and identity concerns, your registration information needs to be reviewed and approved by staff before you can access the system. The time required for approval varies, but it is typically complete within 1-3 days. Thank you for your patience!

**We will send status updates to you at the email address below. Following account approval, you will receive your account information and a randomly generated password.**

example@email.com

Please monitor your spam folder!

## Sign In

Go to My St. John's (<https://tinyurl.com/SJEportal>), enter your username and password, and click Log In.

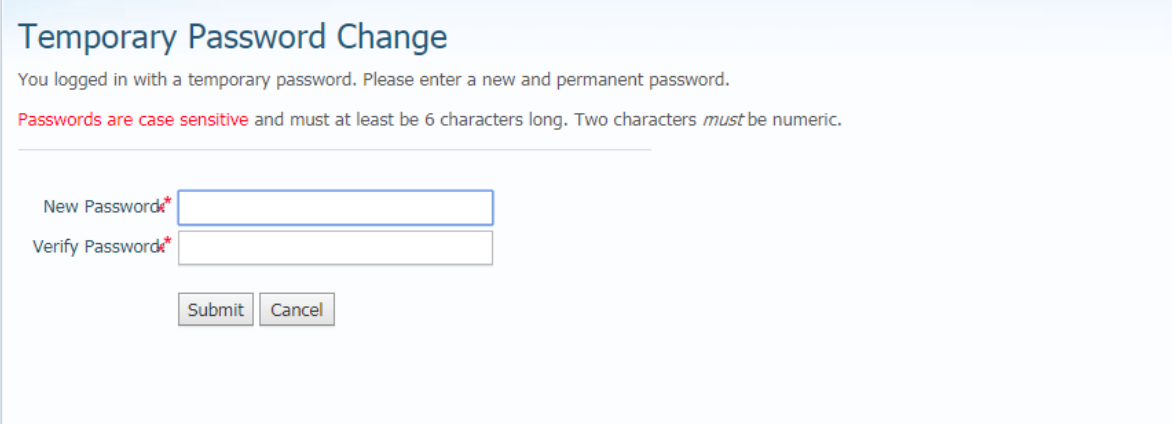


The image shows the ParishSOFT login interface. At the top is the ParishSOFT logo. Below it are two input fields: 'Username' with the text 'Rachel522' and 'Password' with masked characters. A blue 'Log In' button is positioned below the password field. Underneath the button are links for 'New User?' and 'Lost password?'. Below these links is the word 'Or' and a 'Login With MinistryID' button featuring a green star icon. At the bottom of the form is a small link that says 'What's this?'.

If you do not remember your password, click “Lost password?” and follow the instructions to have a new password sent to your email.

## Change Password

If you are logging in for the first time with your temporary password, you will be prompted to change it. Your new password must be at least 6 characters long and include 2 numbers.

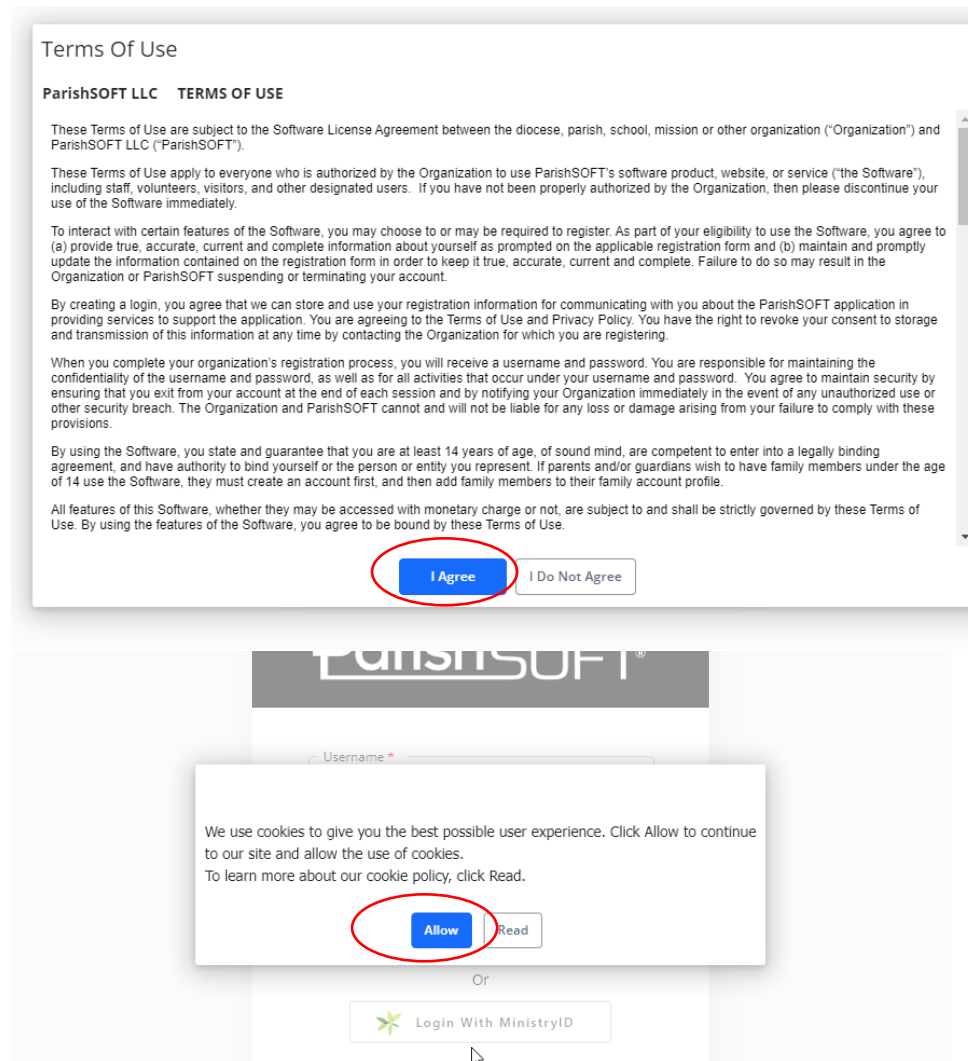


The image shows a 'Temporary Password Change' form. The title is 'Temporary Password Change'. Below the title is a message: 'You logged in with a temporary password. Please enter a new and permanent password.' Below this message is a red warning: 'Passwords are case sensitive and must at least be 6 characters long. Two characters *must* be numeric.' There are two input fields: 'New Password\*' and 'Verify Password\*'. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

Then click to log in.

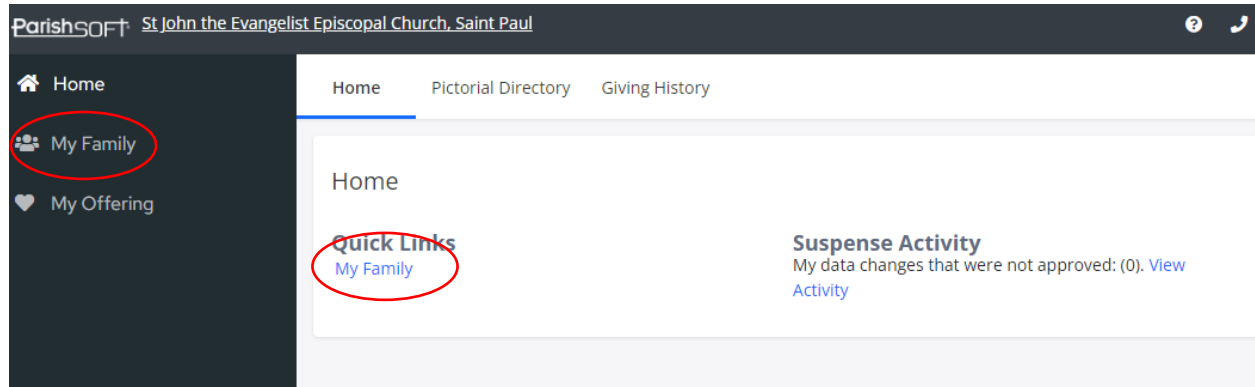


If you are logging in for the first time, you will also need to read and agree to the Terms of Use and allow cookies.

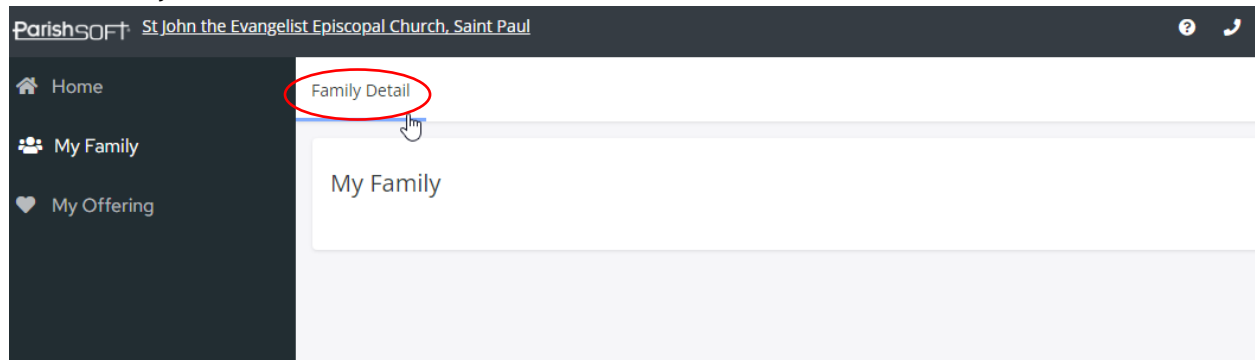


## View & Update Your Family Information

Click on “My Family” – either in the sidebar or the link under Quick Links.

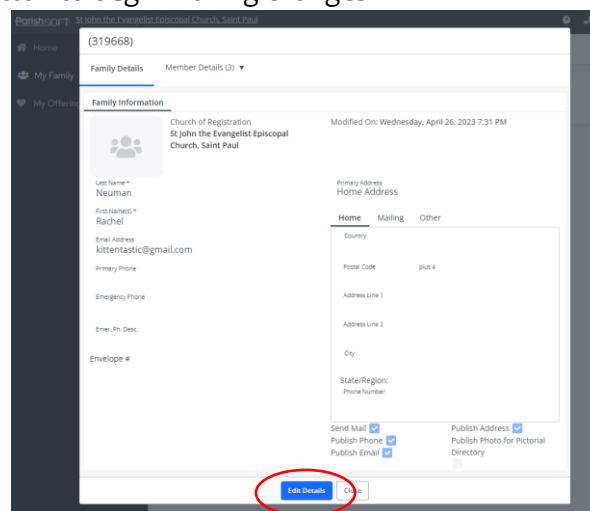


Then “Family Detail”



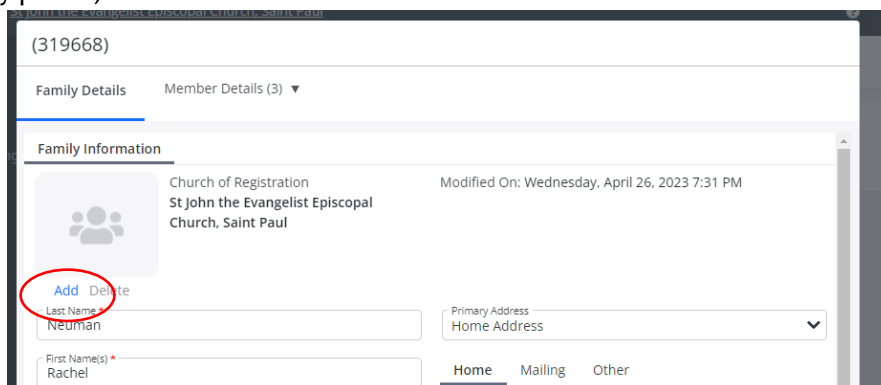
Here you can review the contact information for your entire household.

Click the “Edit Details” button to begin making changes.



## Adding a Family Photo

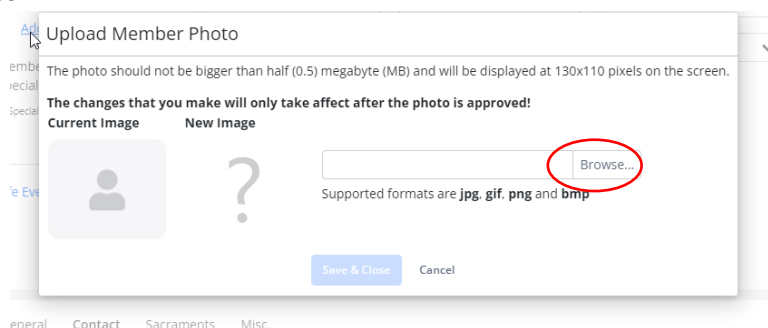
To add a family photo, click “Add”:



The screenshot shows a web application interface for a family. At the top, there's a header with the family ID (319668) and tabs for 'Family Details' and 'Member Details (3)'. Below this is the 'Family Information' section. It features a placeholder for a family photo, a 'Church of Registration' dropdown set to 'St John the Evangelist Episcopal Church, Saint Paul', and a 'Modified On' date of 'Wednesday, April 26, 2023 7:31 PM'. Below the photo placeholder, there are 'Add' and 'Delete' buttons. The 'Add' button is circled in red. Below these buttons are input fields for 'Last Name' (Neuman) and 'First Name(s)' (Rachel). To the right, there's a 'Primary Address' dropdown set to 'Home Address'. At the bottom, there are tabs for 'Home', 'Mailing', and 'Other'.

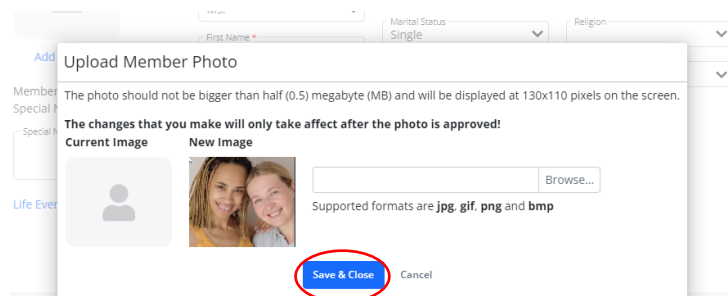
Then click “Browse” to find a photo on your computer. The photo needs to be a JPEG, GIF, PNG, or BMP file and should not be larger than 500KB. If it is too large, use a program like Paint to resize it.

The photos are shown in a box that is 130 pixels wide and 110 pixels high. If you upload a photo with different dimensions, it will appear stretched out, so use a program like Microsoft Paint or Mac Paintbrush to crop it before you add it. If you’re not sure how to do that, add the photo anyway and then email Ellie in the office at [communications@stjohnsstpaul.org](mailto:communications@stjohnsstpaul.org) to let her know you’d like to have your photo cropped.



The screenshot shows a dialog box titled 'Upload Member Photo'. It contains the text: 'The photo should not be bigger than half (0.5) megabyte (MB) and will be displayed at 130x110 pixels on the screen.' Below this, it says 'The changes that you make will only take affect after the photo is approved!'. There are two columns: 'Current Image' and 'New Image'. The 'Current Image' column shows a placeholder icon. The 'New Image' column shows a question mark. To the right of the 'New Image' column is a 'Browse...' button, which is circled in red. Below the columns, it says 'Supported formats are jpg, gif, png and bmp'. At the bottom, there are 'Save & Close' and 'Cancel' buttons.

After you’ve selected the photo on your computer, it will appear in the “New Image” box. Hit “Save and Close.”



The screenshot shows the same 'Upload Member Photo' dialog box, but now the 'New Image' column displays a photo of a woman and a child. The 'Browse...' button is still circled in red. The 'Save & Close' button is now circled in red.

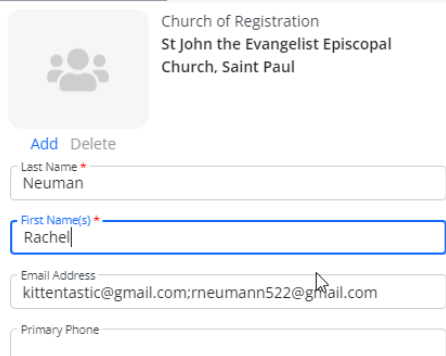


## Family Name, Family Phone, Email Addresses

Family Details

Member Details (3) ▼

### Family Information



Church of Registration  
St John the Evangelist Episcopal  
Church, Saint Paul

[Add](#) [Delete](#)

Last Name \*  
Neuman

First Name(s) \*  
Rachel

Email Address  
kittentastic@gmail.com;rneumann522@gmail.com

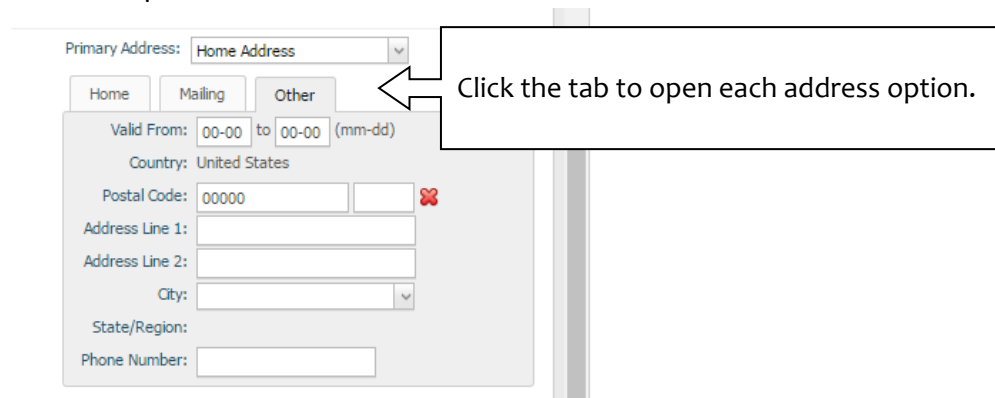
Primary Phone

To edit information, simply click and type directly in the box.

Please check that all of the following are correct:

- Last name (If the adults in your household have different last names, please enter it in as hyphenated. For example, Jim Smith and Stephen Wilson would enter “Smith-Wilson” in the last name field)
- First names of adults (For example, Jim Smith and Stephen Wilson would enter “Jim and Stephen”)
- Email address (use semicolons with no spaces to separate multiple emails)
- Primary phone number for household

## Address Options



Primary Address: Home Address

Home Mailing Other

Valid From: 00-00 to 00-00 (mm-dd)

Country: United States

Postal Code: 00000

Address Line 1:

Address Line 2:

City:

State/Region:

Phone Number:

Click the tab to open each address option.

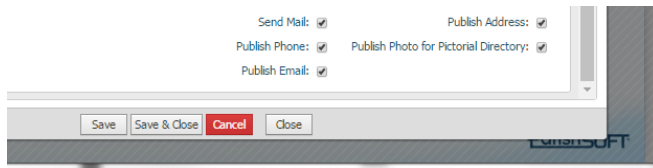
There are three address options available. If your home address is also your mailing address, you only need to fill in the Home tab.

If you would like your mail sent to a different place than your home address, fill out the Mailing tab as well.

If you are going to have a different address temporarily (for example, staying at a cabin for the summer) you can put that address in the Other tab, along with the dates that you will be there.

Use the “Primary Address” dropdown above the tabs to select which is your primary address.

## Publish Contact Info



At the bottom of the Family Details page, there are a number of checkboxes. If you do not want your phone number, email, or address to appear in the parish directory, uncheck that box. The information will only be visible to staff.

Please make sure your contact info is entered in your record, even if you do not want it published. This database is what clergy use to be able to get in touch with you if they need to, so it is important to have your information correct.

Hit “Save” when you are finished updating your family information.

## View & Update Your Family Members

To review the information on individual members of the family, or to add a family member, click “Member Details.”

The screenshot shows the ParishSOFT interface for St John the Evangelist Episcopal Church, Saint Paul. The top navigation bar includes 'Home', 'My Family', and 'My Offerings'. The main content area is titled '(319668)' and has a dropdown menu with 'Family Details' and 'Member Details (3)'. The 'Member Details (3)' option is highlighted with a red circle. Below the dropdown, the 'Family Information' section displays the church name and a 'Modified On' date. The 'Add' button is highlighted in blue. The form includes fields for 'Last Name' (Neuman), 'First Name(s)' (Rachel), 'Email Address' (kittentastic@gmail.com), 'Primary Phone', and 'Emergency Phone'. The 'Primary Address' dropdown is set to 'Home Address'. The 'Country' dropdown is set to 'Country'. The 'Postal Code' field is empty, and the 'plus 4' field is empty. The 'Address Line 1' field is empty.

To view or edit a family member, click the tab with their name on it.

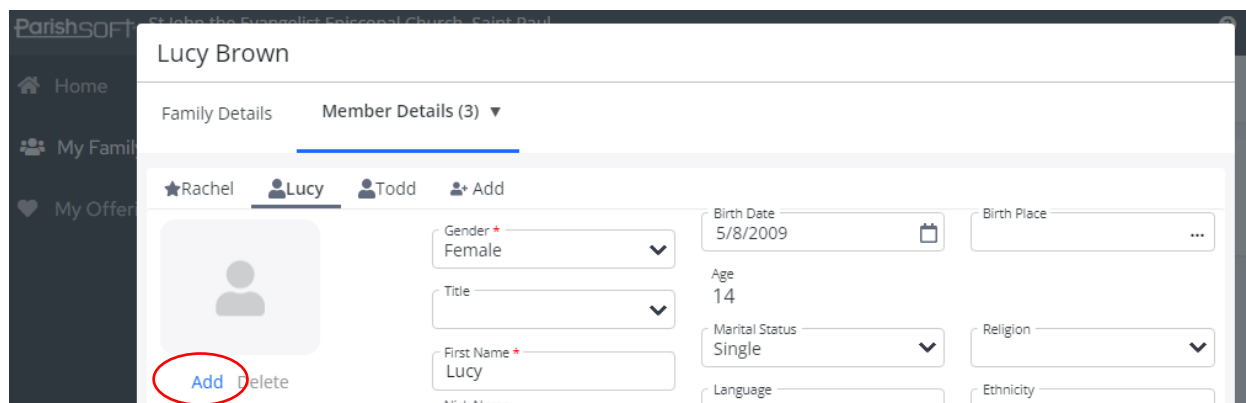
The screenshot shows the ParishSOFT interface for St John the Evangelist Episcopal Church, Saint Paul. The top navigation bar includes 'Home', 'My Family', and 'My Offerings'. The main content area is titled '(319668)' and has a dropdown menu with 'Family Details' and 'Member Details (3)'. The 'Member Details (3)' option is highlighted with a red circle. Below the dropdown, the 'Family Information' section displays the church name and a 'Modified On' date. The 'Add' button is highlighted in blue. The form includes fields for 'Last Name' (Neuman), 'First Name(s)' (Rachel), 'Email Address' (kittentastic@gmail.com), 'Primary Phone', and 'Emergency Phone'. The 'Primary Address' dropdown is set to 'Home Address'. The 'Country' dropdown is set to 'Country'. The 'Postal Code' field is empty, and the 'plus 4' field is empty. The 'Address Line 1' field is empty.

The 'Lucy Brown' member details form is shown. It includes a 'MemberDUID' of 1263144 and a 'Special Needs' section. The 'Life Events' section is also visible. The 'Contact Information' section includes fields for 'Home Phone', 'Cell Phone', and 'Work Phone'. The 'Edit Details' button is highlighted in blue.

Click “Edit Details” to make any changes to the info shown.

## Adding a Member's Photo

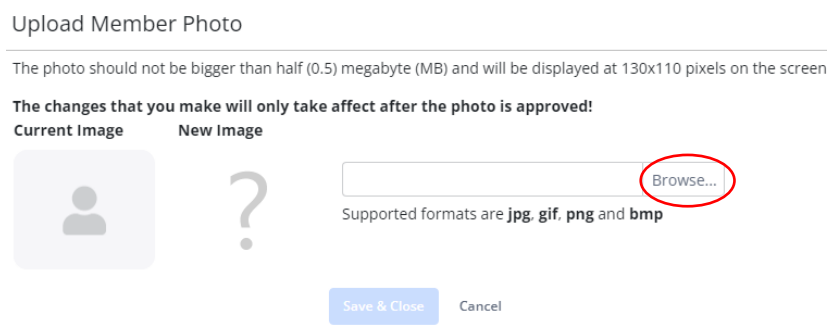
To add a member's photo, click "Add":



The screenshot shows the 'Member Details' page for Lucy Brown. On the left, there is a sidebar with 'Home', 'My Family', and 'My Offerings'. The main content area has tabs for 'Family Details' and 'Member Details (3)'. Under 'Member Details', there are buttons for '★ Rachel', 'Lucy', 'Todd', and '+ Add'. The 'Add' button is circled in red. Below the buttons is a placeholder for a photo with an 'Add' button (also circled in red) and a 'Delete' button. To the right of the photo placeholder are various form fields: Gender (Female), Title, First Name (Lucy), Birth Date (5/8/2009), Age (14), Marital Status (Single), Religion, Ethnicity, and Language.

Then click "Browse" to find a photo on your computer. The photo needs to be a JPEG, GIF, PNG, or BMP file and should not be larger than 500KB. If it is too large, use a program like Paint to resize it.

The photos are shown in a box that is 130 pixels wide and 110 pixels high. If you upload a photo with different dimensions, it will appear stretched out, so use a program like Microsoft Paint or Mac Paintbrush to crop it before you add it. If you're not sure how to do that, add the photo anyway and then email Ellie in the office at [communications@stjohnsstpaul.org](mailto:communications@stjohnsstpaul.org) to let her know you'd like to have your photo cropped.



The 'Upload Member Photo' dialog box shows instructions: 'The photo should not be bigger than half (0.5) megabyte (MB) and will be displayed at 130x110 pixels on the screen.' It also states: 'The changes that you make will only take affect after the photo is approved!'. Below this, there are two sections: 'Current Image' with a placeholder and 'New Image' with a question mark. To the right of the 'New Image' section is a 'Browse...' button, which is circled in red. Below the buttons, it says 'Supported formats are jpg, gif, png and bmp'. At the bottom are 'Save & Close' and 'Cancel' buttons.

After you've selected the photo on your computer, it will appear in the "New Image" box. Hit "Save and Close."

If a family member has special needs that you would like the church to know about, please click that checkbox and explain them in the box below.

Lucy Brown

Family Details Member Details (3) ▾

★ Rachel Lucy Todd Add

Gender \* Female ▾

Birth Date 5/8/2009 Birth Place ...

Title ▾ Age 14

First Name \* Lucy Marital Status Single ▾ Religion ▾

Nick Name Language ▾ Ethnicity ▾

MemberDUID: 1263144

Special Needs ☒ Next Send? 0

Special Needs Details

Sensitive to flashing lights

Life Events

Last Name \* Brown

Suffix ▾

Maiden Name

Click “Save” when you are done.

## Member Info

There are four entries that are required to be filled in for each family member:

- Gender: this software requires this to be filled in, and only gives the choices Male, Female, and Unknown. If you prefer not to respond or you identify as nonbinary, please choose Unknown. (We are sorry the gender options are not more inclusive. We have asked Parishsoft to update this but they haven’t changed it yet.)
- First Name
- Last Name
- Role: Ideally, each household will have one adult set as Head of Household. Other adults can have the role of wife, husband, adult, etc. Minors can be son, daughter, grandson, granddaughter, etc.

So we can connect with you, St. John’s would also like to know your

- Date of birth
- Email address
- At least one phone number


All other fields are optional. We do **NOT** recommend entering your Social Security Number on the general tab.

St John the Evangelist Episcopal Church - Saint Paul

## Lucy Brown

Family Details    **Member Details (3)** ▾

★Rachel    **Lucy**    Todd    Add



Add   Delete


MemberDUID: 1263144

Special Needs ☒

Special Needs Details

Sensitive to flashing lights

Life Events

Gender * Female ▾	Birth Date 5/8/2009 	Birth Place ...
Title ▾	Age 14	
First Name * Lucy	Marital Status Single ▾	Religion ▾
Nick Name ▾	Language ▾	Ethnicity ▾
Middle Name ▾		Next    Send? 0
Last Name * Brown		
Suffix ▾		
Maiden Name ▾		
Role * Daughter ▾		

General    **Contact**    Sacraments    Misc.

### Contact Information

Home Phone 651-228-1172	Email Address lucy.goosey.1337@gmail.com
Cell Phone ▾	Pager ▾
Work Phone ▾	Fax ▾

Export to New Family    Save    Save & Close    **Cancel**    Close    Delete

## Sacraments

You can also see information on baptisms, confirmations, and marriages, under the “Sacraments” tab:

My Offering

Life Events

BROWN  
Suffix  
Maiden Name  
Role  
Daughter

General Contact **Sacraments** Misc.

Sacrament Entry/Summary

Sacrament	Completed	Date	Prep Year	Parish	Celebrant
Baptism	<input type="checkbox"/>	<input type="text"/>			<input type="text"/>
Reconciliation Prep	<input type="checkbox"/>	<input type="text"/>			<input type="text"/>
First Eucharist	<input type="checkbox"/>	<input type="text"/>			<input type="text"/>
Confirmation	<input type="checkbox"/>	<input type="text"/>			<input type="text"/>
Marriage	<input type="checkbox"/>	<input type="text"/>			<input type="text"/>
Anointing of the Sick	<input type="checkbox"/>	<input type="text"/>			<input type="text"/>
Holy Orders:	<input type="checkbox"/>	<input type="text"/>			<input type="text"/>

Edit Details Close

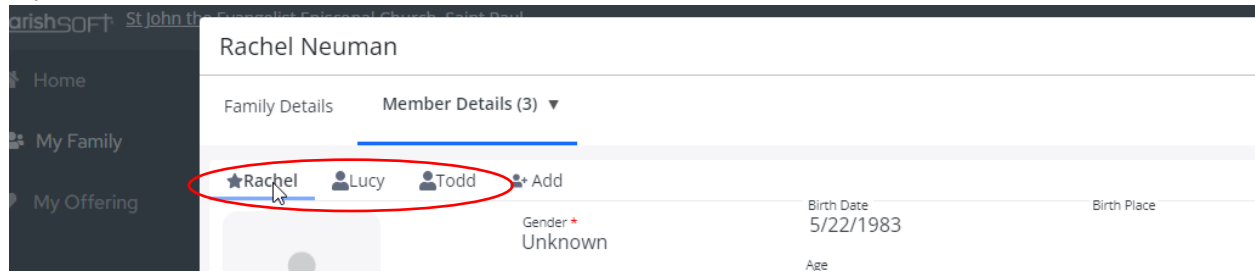
These can only be edited by the church office. If you see something is missing or incorrect, contact Sarah Dull at church@stjohnsstpaul.org to have it updated.

After you are done viewing and updating the member’s information, click “Save.”



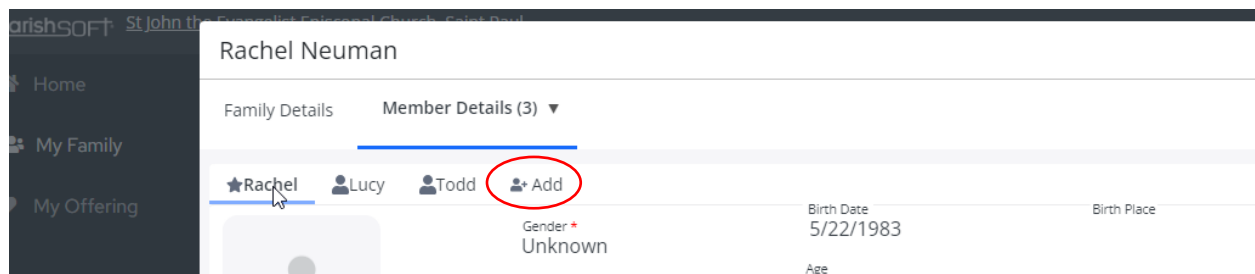
## Viewing Another Family Member

If you have additional members to view, click on the tab with the next member's name.



## Adding a Family Member

Click the “Add” tab:



Add a photo by following the “[Adding a Member’s Photo](#)” instructions.

Then fill in the new member’s information. Four of the items are required:

- Gender: this software requires this to be filled in, and only gives the choices Male, Female, and Unknown. If you prefer not to respond or you identify as nonbinary, please choose Unknown.
- First Name
- Last Name
- Role: Ideally, each household will have one adult set as Head of Household. Other adults can have the role of wife, husband, adult, etc. Minors can be son, daughter, grandson, granddaughter, etc.

So we can connect with you, St. John’s would also like to know your

- Date of birth
- Email address
- At least one phone number

All other fields are optional. We do **NOT** recommend entering your Social Security Number on the general tab.

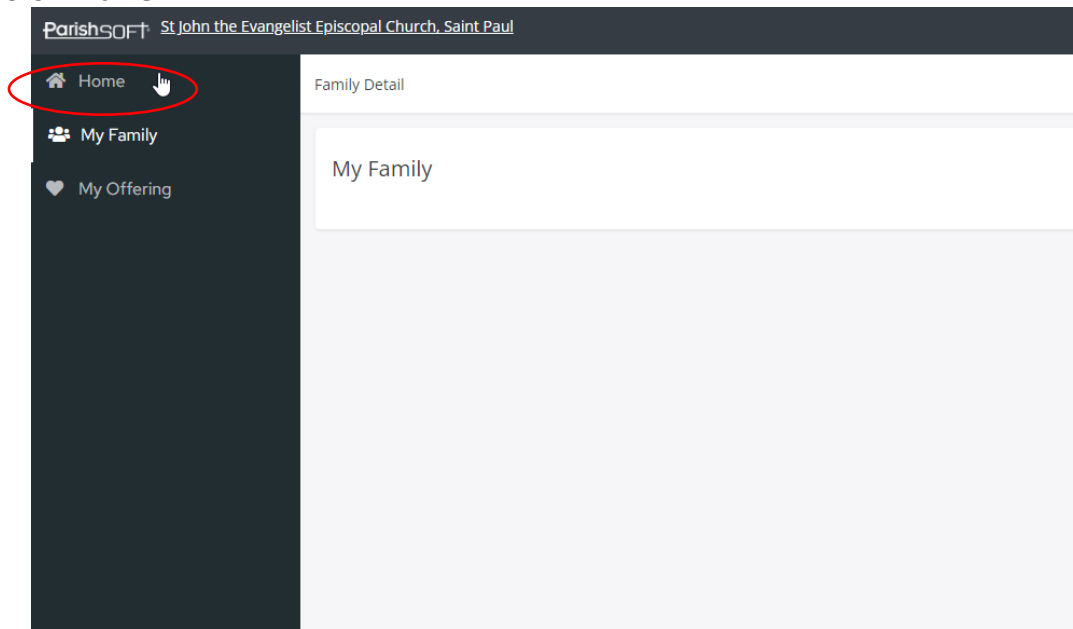
Hit “Save” when you are finished.

## Returning to the Home Page

When you are done editing your Family Details and Member Details, click “Save & Close.”

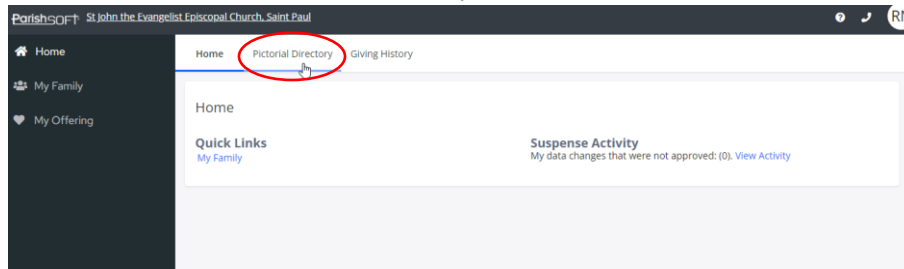
The screenshot shows the 'Member Details' page for Lucy Brown. The page is divided into several sections: 'Family Details' (with tabs for Rachel, Lucy, Todd, and Add), 'Member Details' (with fields for Gender, Title, First Name, Nick Name, Middle Name, Last Name, Suffix, Maiden Name, Role, Birth Date, Birth Place, Age, Marital Status, Religion, Language, and Ethnicity), 'Special Needs' (with a checkbox for 'Sensitive to flashing lights'), 'Life Events', and 'Contact Information' (with fields for Home Phone, Cell Phone, Work Phone, Email Address, Pager, and Fax). At the bottom of the page, there are buttons for 'Export to New Family', 'Save', 'Save & Close' (circled in red), 'Cancel', 'Close', and 'Delete'.

Then click “Home.”

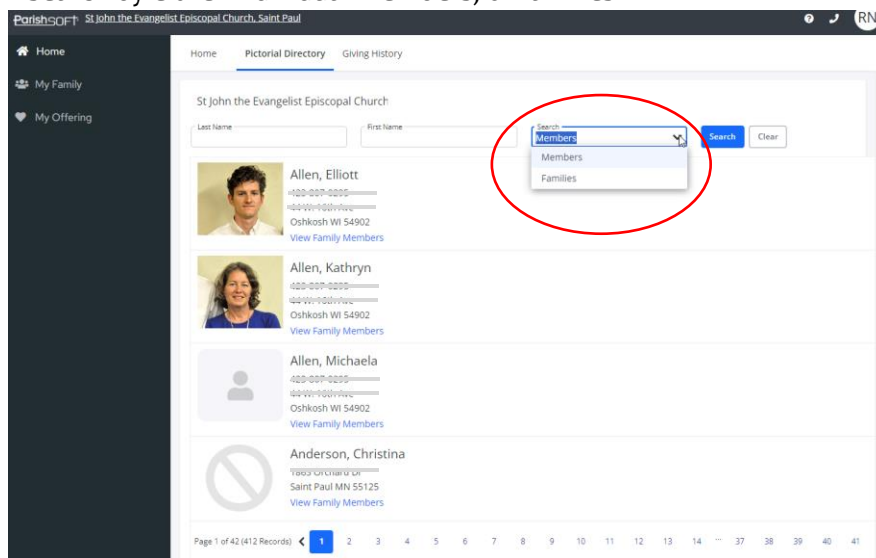


## Viewing the Parish Directory

From the Home Screen, click on “Pictorial Directory.”



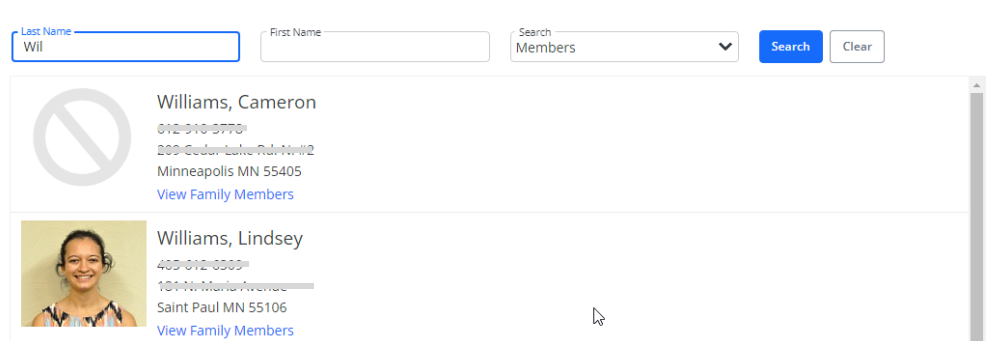
A list of all active adult members will appear, with contact info and with photos (if they have added a photo). You can search by either individual members, or families.



## Searching Members

Select “Members” in the Search drop-down. You can enter a first name, last name, or both. You can also enter part of a name (for example, searching “Hans” in the last name will bring up both Hansen and Hanson). Click “Search” to run the search.

Please note that only adult members will be listed in the parish directory; minors will not be shown.



## Searching Families

Select “Families” in the Search drop-down. You can enter a first name, last name, or both. You can also enter part of a name (for example, searching “Hans” in the last name will bring up both Hansen and Hanson). Click “Search” to run the search.


Last Name  
Sherfey

First Name

Search  
Families

Search

Clear



**Baumann-Sherfey, Bob and Bill**  
651-222-5444  
[baupeisherdbaumann@gmail.com](mailto:baupeisherdbaumann@gmail.com)  
888 Elmwood Ave Apt 2  
Saint Paul MN 55105  
[View Family Members](#)

You can click on “View Family Members” to see the adult members of that family.

You can also email the family directly through web-based email by clicking the email address shown on their profile.

Last Name  
Sherfey

First Name

Search  
Families

Search

Clear



**Baumann-Sherfey, Bob and Bill**  
651-222-5444  
[baupeisherdbaumann@gmail.com](mailto:baupeisherdbaumann@gmail.com)  
888 Elmwood Ave Apt 2  
Saint Paul MN 55105  
[View Family Members](#)