

Child & Youth Ministry Registration Instructions

Tip: Use a computer.

Tablets and cell phones may not work.



If you have NOT made a Parish Soft account to register in the past follow the steps in the “Create Your Family Profile” section below

If you DO have an existing Parish Soft account, go to Step 1 “To Register For Classes”

Create Your Family Profile

(Click here for video directions: [Parish Soft Video Tutorial](#))

1. Go to [ParishSOFT - Log In or Sign Up \(parishsoftfamilysuite.com\)](https://parishsoftfamilysuite.com)
2. Once you have reached Parish Soft’s website, select **New User**.
3. For **organization**, select **STME as your parish**. (This stands for **ST Monica & Eugene**.)
4. Follow directions to create your family profile. (Enter parent information here.)
5. You will receive an email with a temporary password. *Check your SPAM folder!!*

STEP 1

Register For Classes

1. Log into Parish Soft at <https://milwaukee.parishsoftfamilysuite.com/>. If you are having problems with this link please try to copy and paste it not your web browser instead of clicking it.

Tip: If you don’t remember your password, select *Lost Password* on the login screen.

1. Choose the **“My Family”** tab and click on **“Family Detail”** to review/update your family member’s address, emails, phone numbers, and emergency contact.
2. Choose the **CYM** tab and click on **“online registration.”**
3. Select your child’s classes.
4. Select, **“submit registration”** when you are finished.
5. You will see a message confirming your selection with a printable page for your records. Please select the blue **“Pay Now”** button at the bottom of that screen to be taken to the payment form and complete the registration process.

Any questions? Please contact Administrative Assistant Juliette Anderson at janderson@stme.church.

Thank you!