ParishStaq™

NAVIGATING YOUR ST BRENDAN ONLINE PARISH ACCOUNT

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Download/Print/View full size pdf online at
www.stbrendans.net/parishstaq/

NAVIGATING PARISHSTAQ CREATE AN ACCOUNT

Every adult in the parish, 18 or older, has been asked to activate their free account at ParishStaq, St Brendan's new online, digital hub. It is simply THE BEST way to stay connected and receive the customized information you need such as: access to your personalized St Brendan portal, review of online giving (PushPay connects to your ParishStaq account), volunteer participation, schedules, calendars & more!

To learn more about ParishStaq or to download a pdf of these instructions visit **www.stbrendans.net/parishstaq/** To register now, see instructions below:

REGISTERING FOR PARISHSTAQ

1. Scan the QR code to the right or visit **stbrendan.ccbchurch.com**

2. Click on **"Request Account"**

3. Select Campus **"St Brendan the Navigator"**, fill out your name, email, mobile # and cell carrier. Then click **"REQUEST".**

4. Look for an email from "Saint Brendan the Navigator Church" with subject "New Login Created".
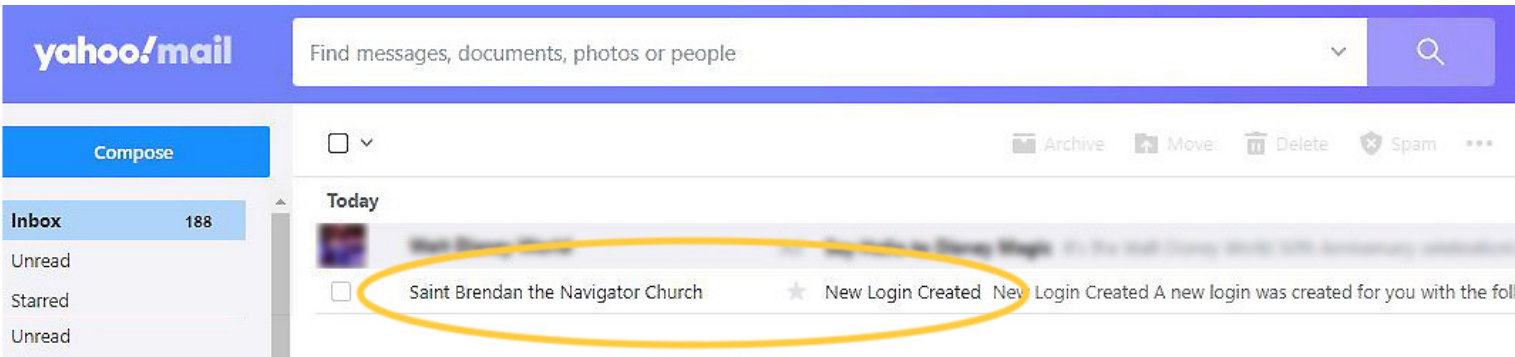
NOTE: May take 24 hours for it to arrive in your mailbox. If you don't see it, please check your spam folder and then contact the parish office.

5. Open the email and click on the **"Activate Login"** (see to the right)

New Login Created

A new login was created for you with the following username:

6. Create a Username & Password (at least 6 characters w/both letters & numbers.) Confirm password and click **"Submit"**.

7. After setting up your password & signing in, you will see the ParishStaq dashboard page. This means you have successfully registered!
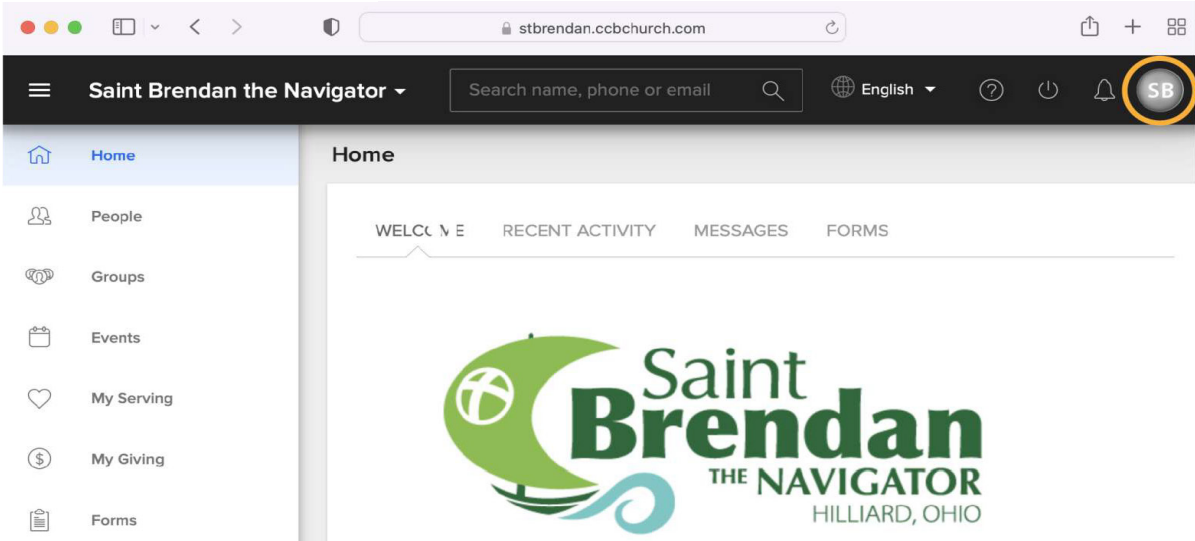
NAVIGATING PARISHSTAQ NOW WHAT?

Below are several quick and easy ways to get started. First, login to ParishStaq. (See instructions on the previous pages if needed). If you can't remember where to sign into your account at **stbrendan.ccbchurch.com,** visit the St Brendan home web page **(www.stbrendans.net)** & click on the ParishStaq Login button found at the bottom right corner next to the Prayer Wall button:
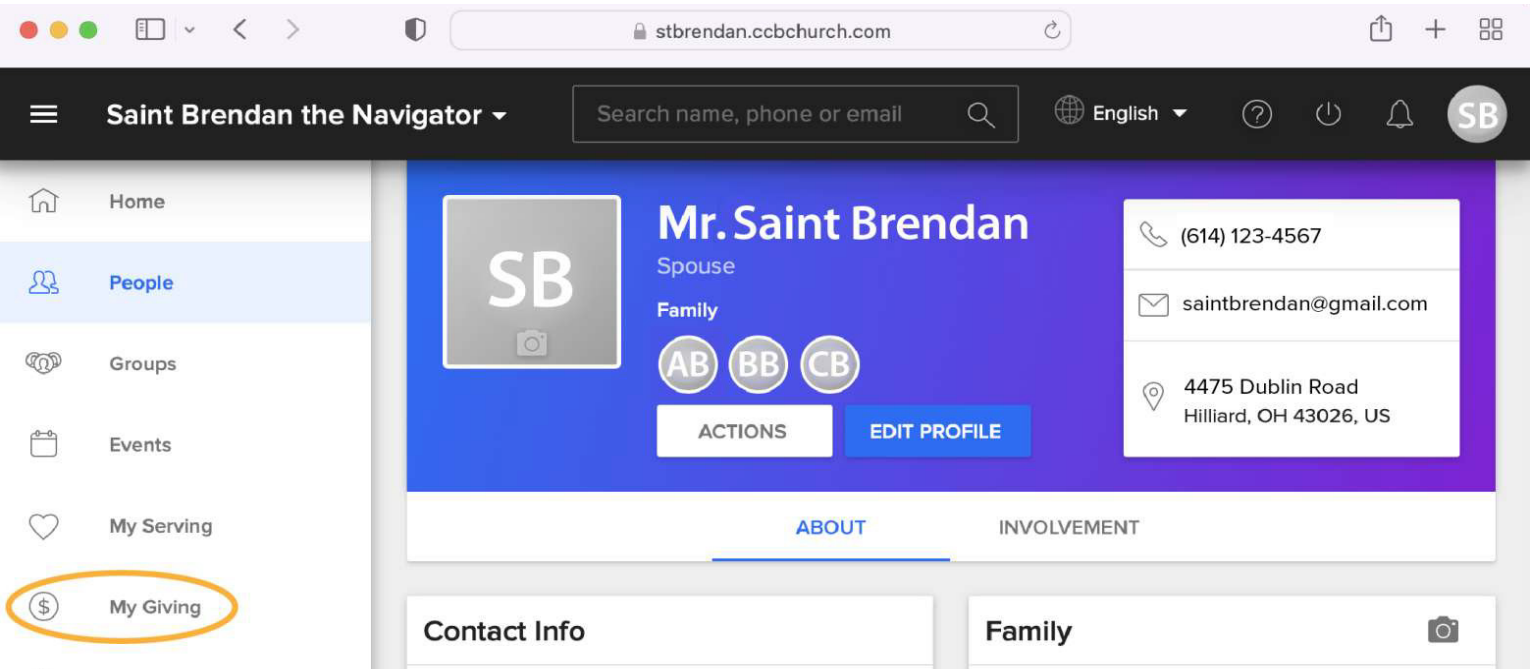

REVIEW YOUR PROFILE
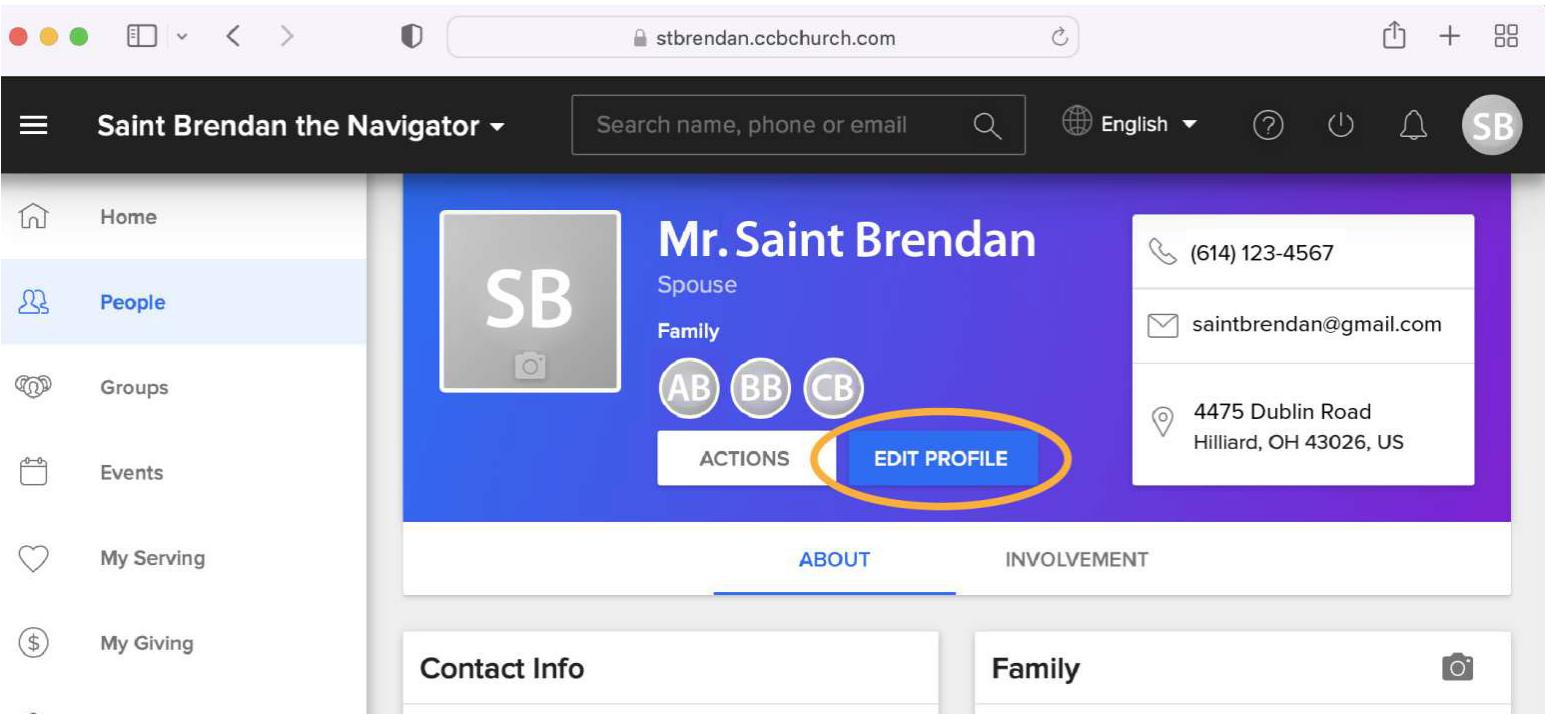
Please click the blue **"EDIT PROFILE"** button to ensure that your name, mailing address, email address and phone number are correct. Be sure to review the names and ages of any children in your household as well. Feel free to scroll the other information fields and provide any other information you'd like to include.

REVIEW YOUR GIVING

To review your online giving to the parish, click on **"My Giving"** on the far left side of the page. Here you can see current repeating gifts as well as a list of previous gifts for you or your family. You can also print a Giving Statement for your records. (See page 10 of this booklet for instructions to print out giving statements)

GROUP SETTINGS
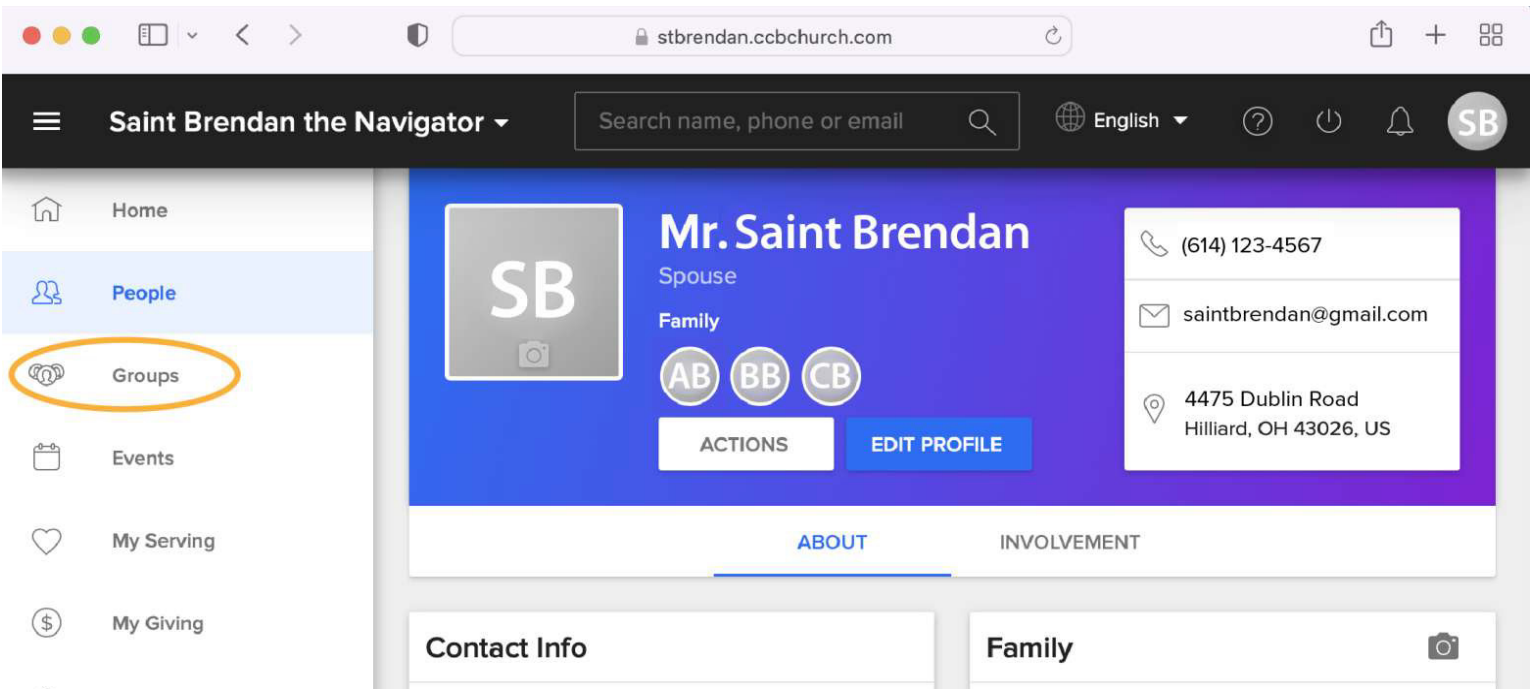
Click on the **"Groups"** button on the far left side to confirm which interest groups you are currently a part of (Note: being part of a ParishStaq group indicates interest but not formal program registration so make sure your group leader has sent you confirmation that you have been added to the group.)

From the Groups section, you can view messages sent to your group members, view a calendar and retrieve any files that apply.

You can also request to join groups that you are interested in (group leaders must approve your request). Start typing the group's name to find the group you want to join (see below).
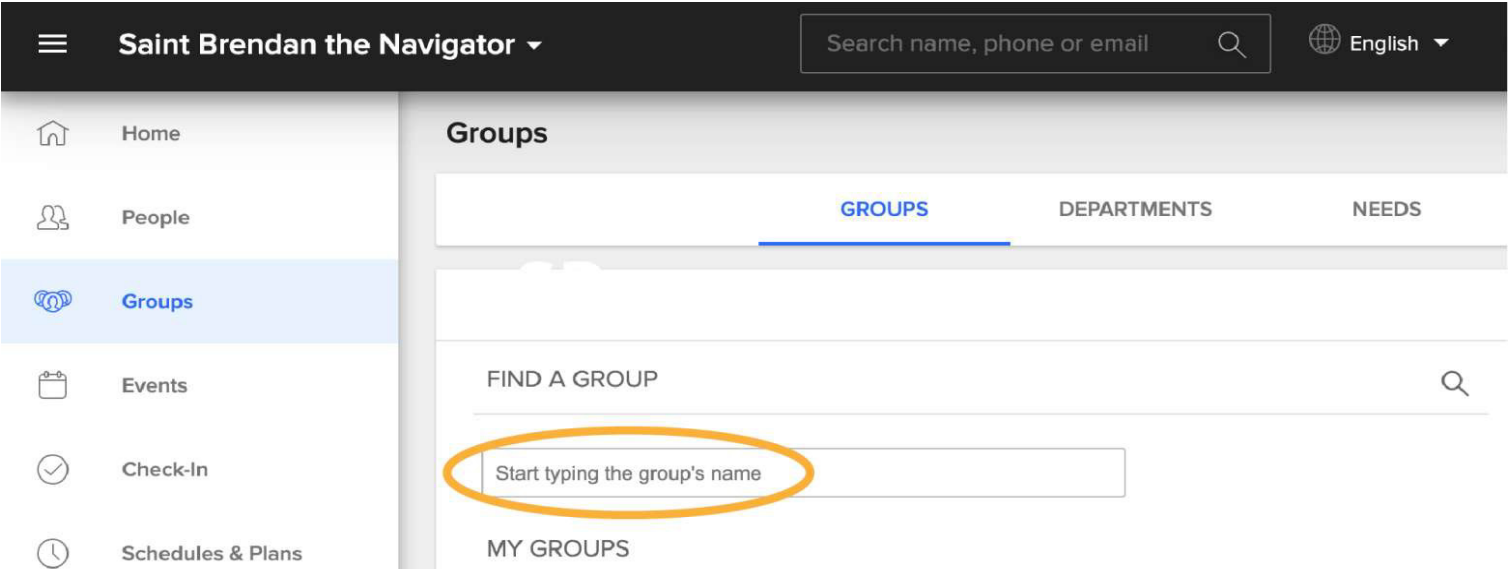
Or, visit our entire St Brendan ministry & group portal here:
stbrendan.ccbchurch.com/goto/groups/public/

ADD PHOTOS TO YOUR PROFILE

Add your photo and your family's photo to help new people identify you! Click on the initials gray box to the left of your name to add your photo. (below)
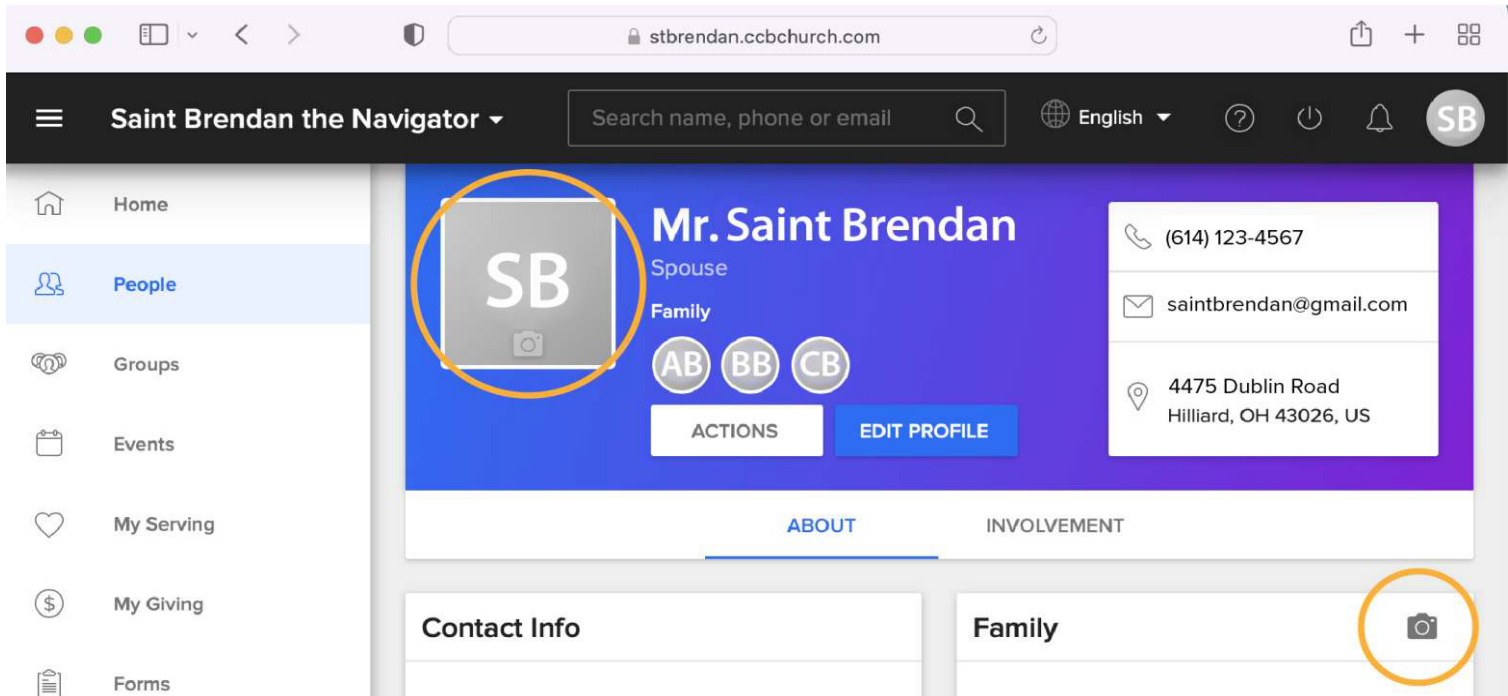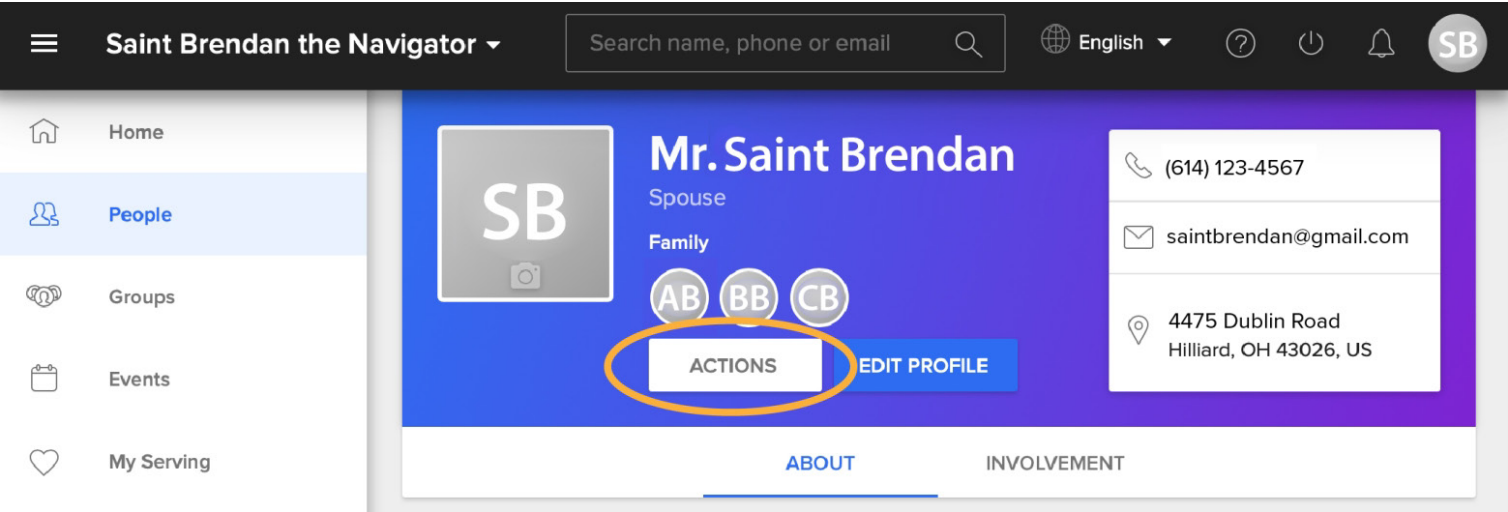

Click on the camera icon in the "Family" info box to add your family's photo. (above)

TO EXPLORE PAGE OPTIONS, VISIT:
support.pushpay.com/s/article/People-Reimagined-Basic-User-Guide

COMMUNICATION SETTINGS

Once you are on your profile dashboard, update your Communication Preferences by clicking on the white **"ACTIONS"** button under your name (see below)

From here, select **"Communication Preferences"** to select which methods of communication you wish to utilize for each group and how frequently you wish to receive information (see below)

Groups I am in	Recommended	Optional	Recommended	Recommended
Our Church	☐	☐	☐	☐
All Members of Initial Campus	☑	☐	☐	☐
Implementation Team	☑	☑	☑	☐
Miscellaneous Parish Events	☑	☑	☑	☐

Future Group Defaults
You can decide what your communication settings will be when you are added to a group in the future.

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
Future groups I am added to	Use group default ⌄	Use group default ⌄	Use group default ⌄	Use group default ⌄

Scheduling Communication
These scheduling notifications are usually sent by church leadership or staff.
☑ Recommended I'd like to receive email notifications for scheduling.
☑ Recommended I'd like to receive text notifications for scheduling.

Select **"Scheduling Communications"** to receive notifications from your volunteer/service leaders. You can choose to receive email and/or text notifications.

Select **"General Church Communication"** to receive parish updates like our new ParishStaq weekly e-newsletter (see below)

General Church Communication
These emails are usually sent by church leadership or staff.
☑ Recommended I'd like to receive important campus and church-wide emails.

Email Address
You can update your email address.

[   ] (Example: you@ccbchurch.com)

Unsubscribe
You can unsubscribe from all emails from Saint Brendan the Navigator Church. You may still receive certain transactional emails - for example, online gift receipts and form response confirmations.

☐ NOT Recommended Unsubscribe me from all emails from Saint Brendan the Navigator Church.

Cancel or [Save Settings]

Next, check to make sure your email is up-to-date. Use the same email address as your login/profile. When you are done making your selections, be sure to click on **"Save Settings".**

To view instructions about communication settings, visit
support.pushpay.com/s/article/How-to-Set-Communication-Preferences

SELECT YOUR PRIVACY SETTINGS

To review your Privacy settings, again click on the **"ACTIONS"** button and select **"Privacy"**. You can select who in each group can access your contact information: Everyone in our church, only group members you are a part of, or church leaders who have special admin privileges. Click the **"APPLY"** button when finished.

← **Privacy Default Settings**   [APPLY]

Personal Information	Everyone Any Profile Within Your Church	Groups Members Groups I Am A Part Of	Church Leadership Only Admin Privileges Only
⬤ Only Allow Church Leadership To View Profile Information (Unlisted)			
Mobile Phone Number	○	◉	○
Home Phone Number	○	◉	○
Work Phone Number	○	◉	○
Address	○	◉	○
Email Address	○	◉	○

EVENTS & CALENDAR

"Events" is located on the far left side menu of your profile dashboard (see below)
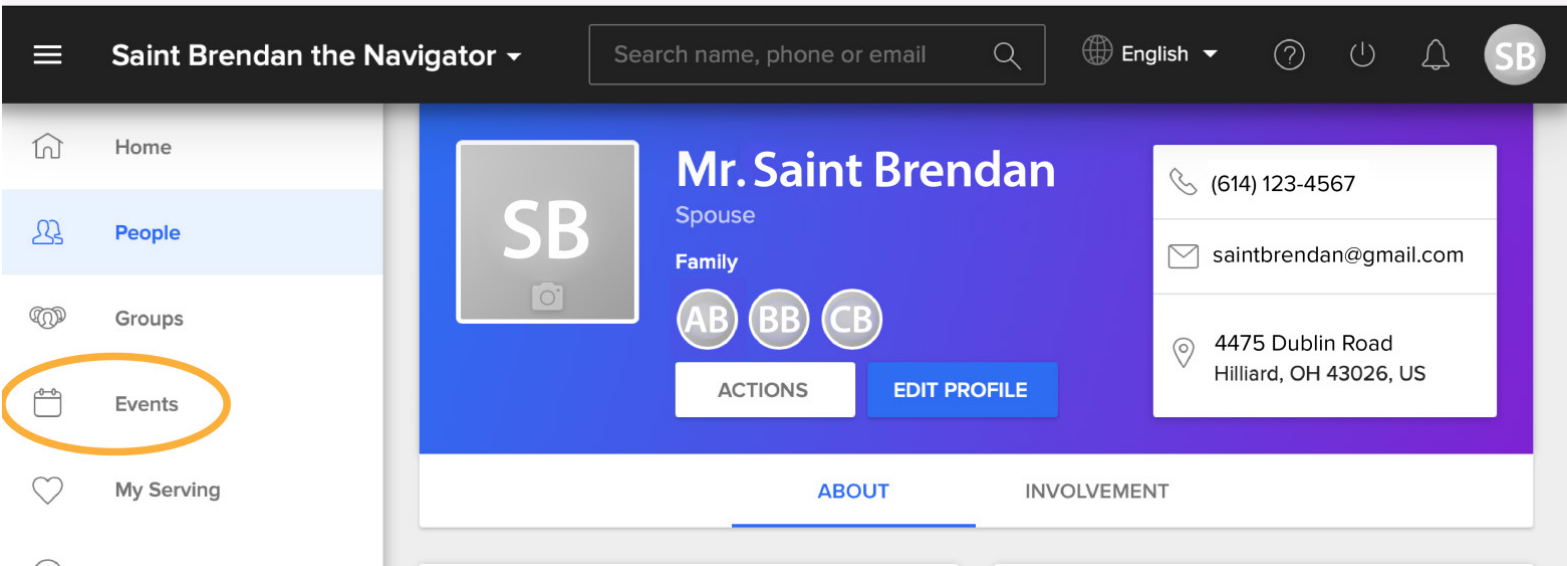
When you click **"Events"** you will be taken to a calendar page with three different Calendar views (see screenshot on next page):

- **My Calendar:** events related to groups I'm a part of
- **Family Calendar:** events related to groups anyone in my family is a part of (for example, children's faith formation)
- **Campus-wide Calendar:** events that are public and pertain to the whole St Brendan Parish Family

You can also print or subscribe to the calendar and have updates sent directly to your phone or computer calendar. (See above)

FYI: if you click an event on the calendar, it will bring up the event details!

A FEW NOTES ABOUT THE EVENTS (CALENDAR) FUNCTION:

1. Events are tied to the Groups you are part of, so if you have interest, join the group
2. Select **"Family Calendar"** to see events that relate to your spouse and/or kids.
3. Some events include an RSVP function. Simply click on the blue link for more information or to RSVP.

FYI: You can view our St Brendan parish calendar at any time without logging in to ParishStaq by visiting our website (**www.stbrendans.net**). Up in the top menu click "About Us" and then click "News & Calendar".

CREATE A GIVING REPORT

If you have already set up a PushPay account and are already giving online - your screen will look like this below. From here, you can view your past gifts, view or cancel your recurring giving gift* or print a gift statement for your records.
To print a gift statement - click the **"Giving Statement"** button (below) and select the details you would like to see, including the time period.

Then, click the **"Run Report"** (below). A printable pdf is generated with your financial report which can be downloaded or printed.

*Currently, the ability to cancel your recurring gift through PushPay is not functioning properly. We are working to get it correct. In the meantime, to cancel, update your banking or credit card information or make a change to your gift amount, log into PushPay: **www.pushpay.com/login?mode=p** You will then be asked to enter your cell number to receive a verification code so that you can access your account securely & make changes to your recurring gift schedule in PushPay.*

REGISTRATION USING FORMS

You can register for some events and groups by using ParishStaq forms. From your home welcome screen, you will see a menu item called **"Forms"** located above the St Brendan logo. Click on **"Forms"** to see a list of current forms for registration of various events & ministries.

From here you can select the form you wish to use & complete the necessary information. Once your registration is accepted, you will be added to the corresponding group and see relevant events and meetings on your "Events" calendar. You will also see the Group added to your "My Group" section on your welcome screen (below).

≡ **Saint Brendan the Navigator** ▾   Search name, phone

⌂ **Home**

WELCOME   RECENT ACTIVITY   MESSAGES   **FORMS**

22-23 Confirmation Service Hour Form

22-23 Family Faith Formation Child Registration
Please complete form for each child attending family faith formation.

22-23 Family Faith Formation Parent Registration

Please complete this form once to register all parents/guardians.

22-23 Family Faith Formation Payment Form
Please use this form to complete your payment for family faith formation.

Home

WELCOME   RECENT ACTIVITY   MESSAGES   FORMS

Saint Brendan THE NAVIGATOR
HILLIARD, OHIO

Welcome to ParishStaq, St Brendan's online digital community!

MY GROUPS

Our Church

All Members of Initial Campus

Inviting Catholics Home

FYI: You can view the ParishStaq St Brendan forms at any time without logging in to ParishStaq by visiting our website **www.stbrendans.net** on the Discipleship Dock page found on the top menu of the website or by visiting **stbrendan.ccbchurch.com/goto/forms/public**

TO CREATE A PARISHSTAQ ACCOUNT OR TO LOG IN...

scan the QR code or visit stbrendan.ccbchurch.com

**Still having issues with your settings in ParishStaq?
Contact Dina Harder at dharder@stbrendans.net
or Teresa Boyne at tboyne@stbrendans.net**