

Communication Tools

How to maximize your outreach with parishioners

Ryan Schreiber - ParishSOFT

Methods of communication

▶ Email

- ▶ Send web based via ConnectNow
- ▶ Send via Outlook
- ▶ Copy & paste

▶ Mail Merge

- ▶ Certificates
- ▶ Letters
- ▶ Envelopes
- ▶ Registration Forms




Where can I access these?

- ▶ **Family Directory**
 - ▶ Family List + Member List
- ▶ **Workgroups**
 - ▶ Family + Member
- ▶ **Religious Education**
 - ▶ Student Directory, Classes, Leaders
- ▶ **Ministry Scheduler**
 - ▶ Minister Directory + Scheduling



Identifying the icons



Family Suite

Home | **Family Directory** | Religious Ed. | Offering | Ministry Scheduler

Family List | Member List | Sacraments | Family Workgroups | Member Workgroups

Family List

▼ |

A-Z A B C D E F G H I J K L M


0-9 0 1 2 3 4 5 6 7 8 9 Filter Criteria: No

10 records

Family Envelope # E-Mail Address

Aaland, Thomas	6614	
Aasen, Kathy		
Aasen, Nancy		
Aberg, JudyAnn		
Abler, Jason and Tracey	6491	Abler@demoemailaddress.com
Abney, Gregory and Barbara	2901	
Abramovicz, Thomas and Mary	4995	Abramovicz@demoemailaddress
Abrams, Angela		
Abt, Shirley		
Achterberg, Dean and Marci	1125	

Page 1 of 675 (6747 Records)



Family Suite

Home | Family Directory | **Religious Ed.** | Offering | Ministry Scheduler | Tuition | IQ | Administration

Dashboard | **Student Directory** | Classes | Leaders | Calendars | Reports | Tools | Configuration

Student Directory

Cathedral of San Demo, Ann Arbor

Class List | Calendar

Term: 2012/2013

View By: Class

2012/2013

Class	Students
10th	16
11th	15
12th	15
1st	15
2nd	11
3rd	15
4th	15
5th	14
6th	14
9th	25
Confirmation	25
Kindergarten	14

Total Students: 184

2012/2013

A-Z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

0-9 0 1 2 3 4 5 6 7 8 9 Filter Criteria: Ascending Filter Column: Student Name Clear Filter

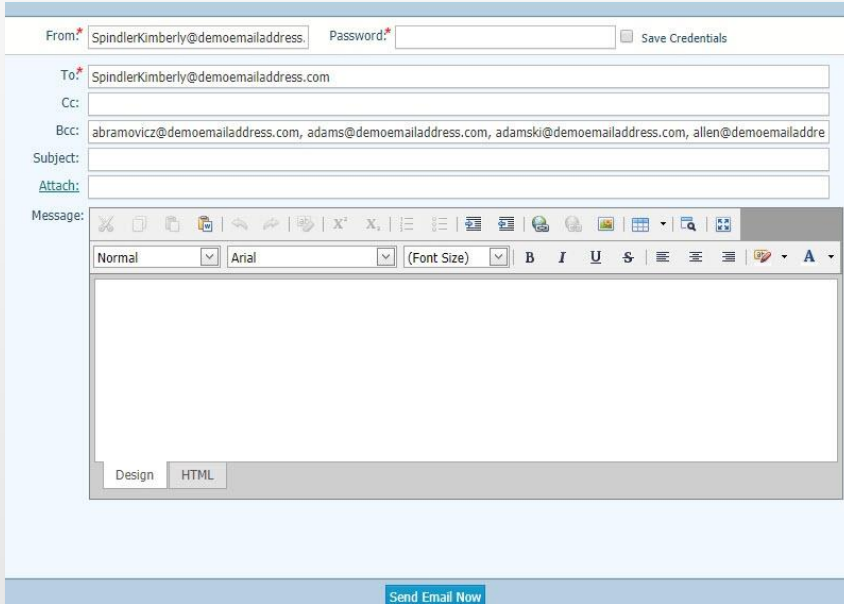
+ Add Students

Student Name	Class	Grade	Birth Date	Age	M/F	Family Last
Anderson, Kevin	Confirmation	8	12/16/2006	10	M	Anderson
Anderson, Liam	Confirmation	7	09/16/2007	9	M	Anderson
Baker, Danielle	5th	5	12/28/2009	7	F	Baker
Beaudette, Gaibriella	3rd	3	08/18/2011	5	F	Beaudette
Bell, Aimee	1st	1	06/09/2014	3	F	Bell
Brandl, Chelsea	11th	11	08/10/2002	14	F	Brandl
Brandl, Cody	9th	9	10/14/2004	12	M	Brandl
Braun, Mira	Confirmation	8	03/19/2006	11	F	Braun
Bullard, Ellie	2nd	2	08/26/2012	4	F	Bullard
Cherek, Lauren	12th	12	04/29/2002	15	F	Cherek
Conley, Karlie	Kindergarten	K	12/08/2014	2	F	Conley
Cook, Anna	Confirmation	7	11/06/2006	10	F	Cook
Cordova, Kelsi	10th	10	06/17/2004	13	F	Cordova
Coulson, Jared	4th	4	05/06/2011	6	M	Coulson
Cracker, Kelsey	10th	10	02/04/2004	13	F	Cracker

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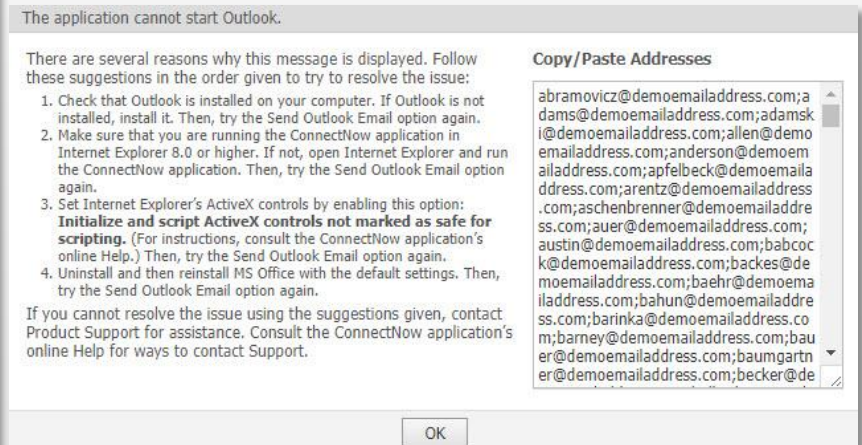
Email interface options

Web-based



The screenshot shows a web-based email composition form. At the top, there are fields for 'From:' (SpindlerKimberly@demoemailaddress.com), 'Password:', and a 'Save Credentials' checkbox. Below these are fields for 'To:', 'Cc:', 'Bcc:', 'Subject:', and 'Attach:'. The 'Bcc:' field contains several email addresses. Below the form fields is a rich text editor with a toolbar containing icons for text formatting (bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, decrease indent, increase indent) and a 'Send Email Now' button at the bottom right. The text editor has a 'Normal' dropdown menu, a font family dropdown set to 'Arial', and a font size dropdown. The text area is empty. At the bottom of the text editor, there are 'Design' and 'HTML' tabs.

Outlook



Additional Notes

- Contact support to configure web-based functionality
- Restricted by email sender based on quantity

Mail Merge interface

My Templates
Global Templates
ParishSOFT Templates
Mail Merge (10 Records)

Select a template below, [create a new one](#) or [open one](#).

	Template Name	Global	Created	Modified
	10 Envelope	No	09/28/2012 11:05:08 AM	11/27/2012 11:33:01 AM
	Birthday Letter	No	09/28/2012 11:05:08 AM	11/27/2012 11:33:01 AM
	Certificate of Anointing	No	10/23/2012 11:40:40 AM	02/10/2014 9:23:48 AM
	Certificate of Anointing Parish Detail	No	01/02/2014 5:11:14 PM	02/10/2014 9:23:48 AM
	Certificate of Baptism	No	10/23/2012 11:40:39 AM	12/02/2016 12:12:12 AM
	Certificate of Baptism Full	No	10/23/2012 11:40:40 AM	12/02/2016 12:12:12 AM
	Certificate of Baptism Full Parish Detail	No	01/02/2014 5:11:14 PM	12/02/2016 12:12:12 AM
	Certificate of Baptism Parish Detail	No	01/02/2014 5:11:14 PM	12/02/2016 12:12:12 AM
	Certificate of Confirmation	No	10/23/2012 11:40:40 AM	12/02/2016 12:12:12 AM
	Certificate of Confirmation Parish Detail	No	01/02/2014 5:11:14 PM	12/02/2016 12:12:12 AM

Page 1 of 3 (24 templates) [1](#) [2](#) [3](#)

Other ConnectNow outreach

Contribution Statements

- ▶ Generate EOY statements via My Own Church instead of printed copies
- ▶ Church saves money on distribution costs
- ▶ Donors receive their statements quicker
- ▶ Important to collect all email addresses

Online Giving

- ▶ Capability of collecting donations online, via mobile apps, text or kiosk
- ▶ Emails contributor a receipt when donations are made
- ▶ Reports can be scheduled to email administrators automatically

Questions



Thank you!

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