

Welcome!

Thank you for your interest in **My Own Church**, Christ the King’s online system for updating family information, providing you with records of your giving history, and online registration for Faith Formation and Sacramental preparation. Using My Own Church is easy, but here are some steps to follow and things look for—just in case!

How to set up your My Own Church account:

Go to **www.christthekingnh.org** and hit the **My Own Church banner** at the bottom of the home page. When you get to the sign in screen, click the “New User?” link. You’ll be prompted to provide a few basic details, and then you’ll request an account.

Click here!

ConnectNow Connecting People and

Welcome - Log In Below

Username:*

Password:*

[New User?](#) [Lost password?](#)

After **Katerina** or **Kathy** approves your account (within 1-2 business days), you’ll receive an email with a temporary password and a link to log in to My Own Church. From there, you will set up a permanent password, and then you’ll be set to go!

Please contact Katerina or Kathy at 603-224-2328, Monday through Friday, 9am—4pm, with any questions.

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Please see the next page for more information regarding how to use My Own Church.

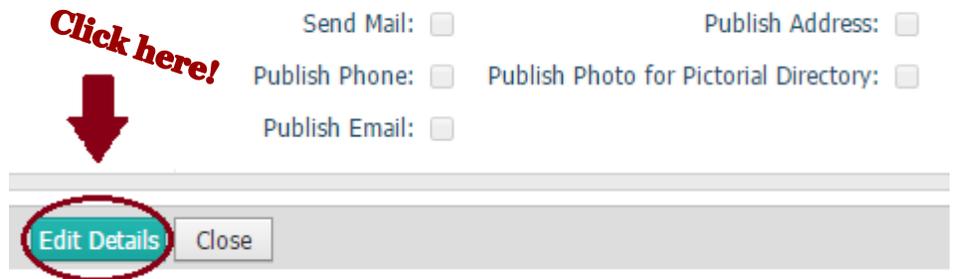
So you want to know how to use **My Own Church**...



After signing in with your brand new user name, and setting your permanent password, click the **My Family** tab. Here, you'll find the information we have on file for your family and each family member. Click on **Family Detail** to review and edit.

Family Detail

A second window will pop-up. The first page is your general family information. At the top, there will be a tab marked **Member Details**. Click this to see each individual family member. Click **Edit Details** to make changes under the individual member tabs or under the main tab.



You must **Save** or **Save & Close** before leaving each tab (this is a little tedious). Please make sure that all your family's contact information is up-to-date.

Set your **Publish** preferences using the checkboxes to specify what you wish to have done with your contact information, and if you do or do not wish to have mailings sent to you. Your contact information will only be published in our Christ the King Parish directories, and we never share it.

Note: Before any changes you made will take effect, they must be approved by Kathy or Katerina. So if you don't see changes take place immediately, don't worry—we'll approve your changes soon!

See the next page for more information about Faith Formation registration!

ONLINE REGISTRATION



1. Please click the **Family Education Tab**, and then click the **Online Registration** link to access online registration. This will bring up a pop-up.

If you see errors in your contact information, click Update Family Record and provide your correct information.

2. Using the drop down menu, select the term for which you are registering (Winter 2018 includes springtime classes):

Step 2: Select Enrollment Term

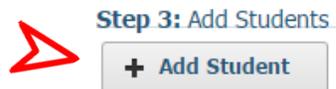
Term*:

Term	Start Date	End Date
Fall 2017	09/15/2017	12/03/2017
Winter 2018	01/12/2018	04/13/2018

Step 3: Add Students

You must

3. Once the term as been selected, a new button will appear:



From here, you will register each student by using the drop down feature. Please **only** select your “1st Choice” and then click “Save Student.”

After this, you can add your whole family, one at a time. You will receive two emails: one from ConnectNow, and one* from Christ the King, a receipt for your registration.

**this one may take a few days; parish staff members be but mere mortals!*

Step 1: Review Current Family Details

Last Name: **Nowik** First Name(s): **Katerina**

Primary Phone: Emergency Phone:
Primary Address: Family Email Address: kateri

Information Correct? Make sure your information is current: [Update Family Record](#)

Student

Student Information

Student*:

Grade*:

Special Learning Needs:

Health or Medical Needs (include any allergies):

Class Preferences

How Do Class Preferences Work? Select class preferences using the dropdowns below. We do our best to accomodate requests, but unfortunately we cannot guarantee placement.

1st Choice*:

2nd Choice:

3rd Choice:

Save Student