

Instructions for Registering for the IHM Parish Online Census

Use the instructions on this sheet to register for the census. The first video on the parish census website page shows you how to register for the census according to the instructions below. Refer to the video if necessary.

1. Click on the blue button below the first video on the parish census website page. The button says **“Click Here to Register for the Census.”**
2. Look for the words “New User?” below the empty Username & Password boxes. Click on **“New User?”**
3. Fill out the empty boxes on the registration page as follows:
 - a. **Organization:** Start typing “Immaculate Heart of Mary” and you should see the box fill in on its own. Click “Enter” or “Tab” on your keyboard. You may also select our church by using the dropdown arrow to the right of the Organization box.
 - b. **Username:** Create your own username. Try using the first initial of your first name and your full last name. If another parishioner has that username, you will need to alter it by adding a number to the end or by using your full first name. **Write down your user name and keep it where you can find it easily.** You will need it each time you log in to the system.
 - c. **First Name:** Use your full first name.
 - d. **Last Name:** Use your current last name.
 - e. **Nick Name:** Adding a nick name is optional.
 - f. **Phone:** Add your 10-digit phone number (home or cell) with dashes. Example: 330-555-5555
 - g. **Birth Date:** Add the month, day and year you were born using this format: mm/dd/yyyy.
 - h. **Country:** Type United States or use the dropdown arrow to the right of the Country box.
 - i. **Address:** Add your street address.
 - j. **State:** Type Ohio or use the dropdown arrow to the right of the State box.
 - k. **Postal Code:** Add your zip code.
 - l. **Current Email:** Add your full email address. This is the address that the system will use for the next step in the census project.
 - m. **Confirm Current:** Add the same email address again for verification purposes.
 - n. **Prior Emails:** It is not necessary to add prior emails.
 - o. Click **Submit Registration.**
4. After your registration is approved by a member of the parish staff, you will receive an email with instructions for the census.