



May 19, 2023

Dear Parent(s),

Greetings! You are receiving this letter because our parish records show you will have a child in 9<sup>th</sup> grade for the upcoming school year (2023-2024) who has not previously been enrolled in our Faith Formation program. Sometimes our database miscalculates the grade for a child, so if you do not have a child entering 9<sup>th</sup> grade, please give us a call or an email so we can correct our database.

Participation in our 9<sup>th</sup> and 10<sup>th</sup> grade Faith Formation program is required for your child to receive the Sacrament of Confirmation as a junior. Our program here at Holy Angels includes in-person sessions, service work, retreats, and other work that they will be expected to complete as part of their formation. In-person sessions are held once a month on Saturday mornings in a large and small group format. Please see the brochure included with this letter for more details about what we offer. If your 9<sup>th</sup> grader will be attending a Catholic High School or another parish for their Faith Formation, please let one of us know.

We offer online registration and payment, and a paper registration form that can be mailed in along with cash or a check. **Our prices for our formation program for our K5-10<sup>th</sup> graders is: \$100 for 1 child, \$180 for 2 children, and \$250 for 3 or more children.** Please see the back side of this letter for instructions on how to access our online registration and payment portal. *Please note that if you choose to pay online, the prices will be slightly higher because we need to cover the online payment fees from our registration program.* Families who submit their registration by **July 1, 2023**, will receive a \$10 per child **early-bird discount**.

There are a couple of things you should note about the brochure and registration information:

\* You have two options with your initial payment. The first is a \$30 deposit with your registration, whether that is done online, or via cash or check, and your remaining balance will be billed in August. Your other option is to pay the full balance right away.

\* There is an online form in which you can list your interest in volunteering, the link for this form is here: <https://bit.ly/3Axmgco> By checking an item, you are just stating interest in helping, not committing. Brian will send you an email over the summer to talk to you about the area in which you are interested. *If you are a high school small group leader, catechist, or an aide, your child's fees for Faith Formation will be waived.*

\* A copy of our schedule is enclosed with this letter. We don't see the schedule changing much if at all, but it is still tentative, and you will receive a final schedule that will be mailed out in August with your statement.

If you have any questions, please contact Brian Mase at 262-343-2370 or [maseb@hawb.org](mailto:maseb@hawb.org).

We are looking forward to seeing you next school year!

Peace and all good,

Hannah Bergland  
Director of Faith Formation  
Holy Angels Parish

Brian Mase  
Associate Director of Faith Formation  
Holy Angels Parish

# Instructions for Online Registration and Payment: *New and Returning Users*

## Holy Angels Faith Formation: Grades K5-10

**STEP 1:** Please go to: <https://milwaukee.parishsoftfamilysuite.com/>

**STEP 2:** *If you are a returning user*, please type in your username and password, then skip to step 6. *If you are a new user*, under the “Password” text box, click “New User” you will have to make an account. If you are a parishioner or if you have been part of our Faith Formation program before, the Parishsoft system will find your existing information. If you are not a parishioner and have not been part of our Faith Formation program before, you will be entered as a new user.

**STEP 3:** You should be on the “New User Registration” page now. Under “Organization” please find “Holy Angels Parish, West Bend.” Fill out all your information and then at the bottom of the page, click “Submit Registration.”

**STEP 4:** After you submit your registration you will get an email confirming that you registered for our system. Within 1 business day, Hannah will have to approve your request to register for an account on our side of the system. Once we have done this, you will get an email that looks like this:

### **Holy Angels Parish - ParishSOFT User Registration Successful!**

Thank you for registering.

Username: **johndoe**

Temporary Password: **OV[rPI;DAZ**

Please use your 'Username' and 'Temporary Password' the next time you log into the Holy Angels Parish portal.

You will be prompted to change the temporary password and enter your own for future access.

Click [here](#) to log in right now.

**STEP 5:** Click the link in the email or go to <https://milwaukee.parishsoftfamilysuite.com/> and log in with your username and password provided for you in the email.

**STEP 6:** After you log in, click the black “Faith Formation” tab on the left.

**STEP 7:** Then, you will go through three steps. Step one is to verify, edit, or add your family details. Please make sure that this information is correct and up to date.

**STEP 8:** Step two is to select an enrollment term from the drop-down menu. Please select “2023-2024.”

**STEP 9:** You will then be able to add students so click the “+ Add Student” button. You will be able to select your children from the dropdown menu, you will have to add each of your children one at a time. Fill out their information such as their grade level, and learning or medical needs if they have any.

**STEP 10:** Then go down to “Session Preferences” You will see that there are first, second, and third choices. Please only select one choice. Your child is guaranteed to get their first choice. (There was no way for us to remove the second and third choice options.) If you have a K5-8<sup>th</sup> grader, you will want to select either the “K5-8<sup>th</sup> Grade Sunday Night” option, or the “K5-8<sup>th</sup> Grade At-Home” option. If you have a 9<sup>th</sup> or 10<sup>th</sup> grader you will want to select the “Grades 9-10” option. After you are done, click “Save Student.”

**STEP 11:** Once you are done adding all your K5-10<sup>th</sup> graders, click “Submit Registration” at the bottom. A new page will come up confirming that you registered, and you will be able to see the information you submitted. You will also get an email confirmation with this information.

**STEP 12:** If you wish to pay online, click the blue “Pay Now” button. If not, you can still pay with cash or a check, please make checks out to “Holy Angels Parish.” Prices for online registration will be slightly higher so that we can cover the processing fees that come with online payment. Follow the directions on the website, it is pretty self-explanatory. As a reminder, for **1 child the fee is \$100, \$180 for 2 children, and \$250 for three or more children**. If you pay before July 1, 2023, you will receive **early bird pricing which is a \$10 discount per student**. It will then ask for your credit/debit card information. This is a secure online platform. When you are done entering your information, click “Submit” and you are done!

Thank you so much for using our online payment and registration feature!