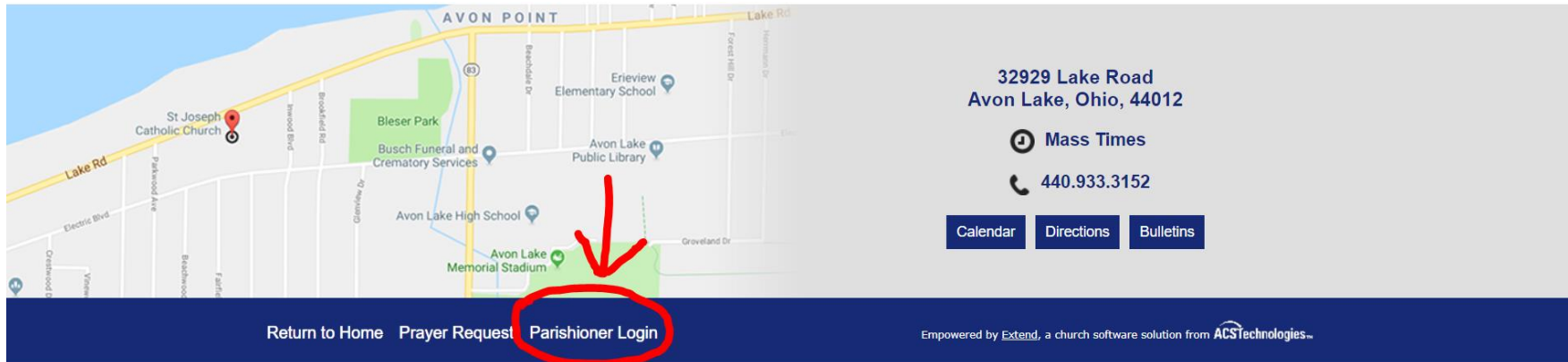


# St. Joseph PSR Registration Instructions

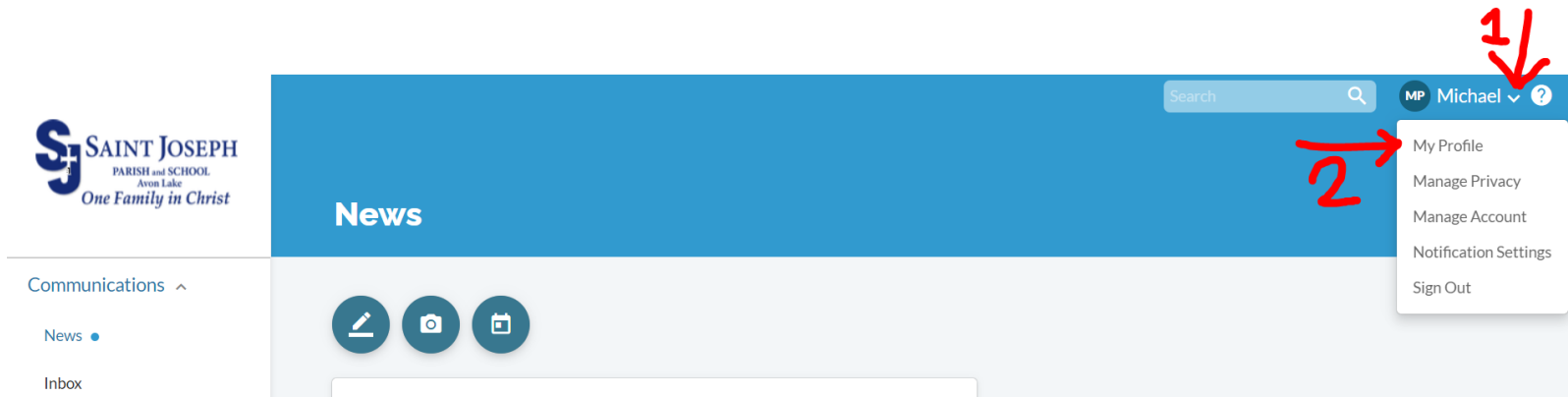
- Click on “Parishioner Login” at the bottom of [www.stjosephavonlake.org](http://www.stjosephavonlake.org).



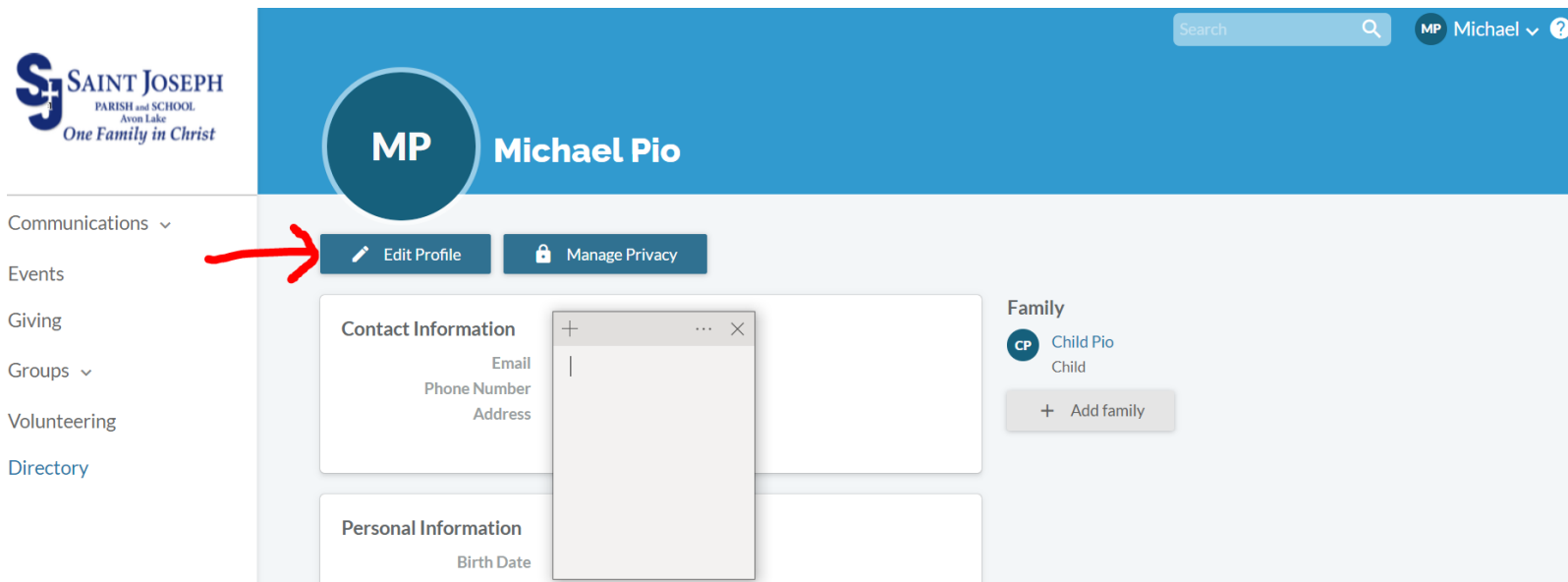
- Enter your email and password to sign in.
- If you do not have a login for Realm, need help resetting your login, are not yet registered with the parish, or have questions about the registration process, please email Michael Grecol.



1. Once you successfully log in, click on the downward arrow next to your own name.
2. Click “My Profile” on the pulldown menu.



- Click “Edit Profile” to edit your own personal information (contact information, etc.).



1. Edit/confirm your home/mailling address.
2. Edit/confirm your contact information.
3. Scroll down to edit/confirm all information on this page.
4. Press "Save" once all information is accurate.

The screenshot shows a user profile page with two tabs: "Contact Information" (selected) and "Personal Information". At the top left, there is a "Save" button and the text "or Cancel". A red arrow labeled "4" points to the "Save" button. Below this is the "Name" field containing "Michael Joseph Pio" and a subtext "Like this: Mr. James Aaron Jr. (Jim)". A red arrow labeled "1" points to the "Home" address field, which is currently empty and has a text box overlay. Below the address field is a "152 characters remaining" indicator and a "Lives with Child" option. A red arrow labeled "2" points to the "Home" phone field, which is also empty and has a text box overlay. Below the phone field is a "Copy from Child" option. A red arrow labeled "3" points to the bottom right of the page, indicating the scroll direction. The page footer includes the text "ns of Use" and "chnologies." with a logo.

- Click on the name of any other adult in the family to repeat the previous steps to ensure all correct contact information for both parents.
- Click on the name of the child being registered for PSR (the following steps must be done for each individual child).

**MP Michael Pio**

[Edit Profile](#) [Manage Privacy](#)

**Contact Information**

Email  
Phone Number  
Address

**Personal Information**

Birth Date

**Family**

**CP Child Pio** Child

+ Add family

**Groups**

- Click "Edit Profile" to edit your child's personal information (contact information, medical information, etc.).

**JOSEPH**  
nd SCHOOL  
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y in Christ

**Child Pio**

S ▾

Edit Profile Manage Privacy

**Contact Information**  
Phone Number  
Address

**Personal Information**  
Birth Date

**Family**  
MP You  
Head  
+ Add family

1. Edit/Confirm the correct spelling of the child's name (including preferred name, i.e. Alexander preferring to be called Alex).
2. Edit/Confirm address for child (especially if address is different from parent).
3. Edit/Confirm contact information for child (if applicable)
4. Click "Personal Information" to go to the next page.

## Edit Child Pio

Contact Information   Personal Information ← 4

Save or Cancel

1 → Name\* Child Pio  
Like this: Mr. James Aaron Jr. (Jim)

ADDRESS

2 → Home [Address Field] 152 characters remaining  
Lives with Michael  
+ Add address

PHONES

3 → Home [Phone Field] Copy from Michael

Leaders & Group Members

- Edit/Confirm all information found on this page, including the following (please see the following 2 pictures):
  - Birthdate
  - Gender
  - Allergies
  - Current Grade (in the Fall)
  - Current School (in the Fall)
  - Extra Emergency Contact 1 (**separate from parents**)
  - Extra Emergency Contact 2 (**separate from parents**)
  - Health Insurance ID/Medicaid #
  - Health Insurance Plan Name
  - Health Insurance Plan Number
  - Medical Specialist (if applicable)
  - Preferred Hospital
  - Primary Contact
  - Primary Contact Name/Number (if not a person listed in the family profile on Realm)
  - Primary Dentist Name/Number
  - Primary Physician Name/Number
  - Religion
  - Special Accommodations/Needs

# Edit Child Pio









Contact Information

Personal Information






[Save](#) or [Cancel](#)

	Birthday	<input type="text" value="03/03/2008"/>	
	Gender	<input type="text" value="Male"/>	
	Marital Status	<input type="text"/>	
	Allergies	<input type="text" value="Bees X Eggs X"/>	

## DETAILS

	Current Grade in School	<input type="text" value="8"/>	
	Current School	<input type="text" value="St. Joseph"/>	
	Extra Emergency Contact 1	<input type="text" value="(Uncle) John Smith, 123-456-7890"/>	
	Extra Emergency Contact 2	<input type="text" value="(Aunt) Jane Smith, 987-654-3210"/>	
	Health Insurance ID/Medicaid #	<input type="text" value="123456789"/>	
	Health Insurance Plan Name	<input type="text" value="Medical Plan"/>	



	Health Insurance Plan Number	987654321
	Medical Specialist	None
	Preferred Hospital	Healthy Health Center, 440-440-4440
	Primary Contact	Father <span>×</span>
	Primary Contact Name/Number	
	Primary Dentist	Dr. Teethpuller, 216-321-4321
	Primary Physician	Dr. Healthman, 440-123-1234
	Religion	<span>▼</span>
	Special Accomodations/Needs	None
	Year of Hs Grad	<span>▼</span>

- Once all information is accurate, click "Save"

The screenshot shows a web interface for editing a child's profile. At the top, there is a blue header with the text "Child Pio >" on the left, a dropdown menu set to "All" and a "Search..." field on the right, and a small icon in the top right corner. Below the header, the main title "Edit Child Pio" is displayed in large white font. Underneath the title are two tabs: "Contact Information" and "Personal Information", with "Personal Information" being the active tab. Below the tabs, there is a "Save" button in a blue box, followed by the text "or Cancel". A red arrow points to the "Save" button. At the bottom of the page, there is a horizontal line with two sections: "BASICS" on the left and "LEADERS & GROUP MEMBERS" on the right, which includes a lock icon.

- After you are returned to the child's profile page, all necessary information should be complete.
- Once you complete the necessary information for online registration (all of the previous steps), email Michael to check that the process was successfully completed.
- If you receive an email indicating that your form is incomplete, you will be notified as to what information is still needed.
- **Please Note: Your online registration is not complete until you receive a response email from Michael stating that you have successfully entered all necessary information. Once the correct information has been provided, Michael will then send you the link to complete your online registration and pay the registration fee. You will not be sent this link until your profiles are complete. You cannot be assigned to a classroom until this final step is finished.**

EPH  
DOL  
Christ

## Child Pio

Edit Profile Manage Privacy

### Contact Information

Phone Number  
Address

### Personal Information

Birth Date

### Groups

Member Of

### Family

MP You Head

+ Add family