



# 2018-2019 Faith Formation (RE) Enrollment

## August 7—August 30, 2018

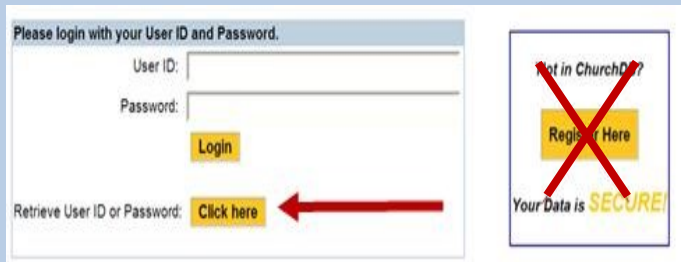
On-line enrollment for faith formation (RE) classes will begin on Tuesday, August 7, 2018. Priority will be given to families that registered in the PARISH prior to **July 31, 2018**. Those who registered in the parish later than the **July 31st** date will be placed on a wait list. Log onto [www.churchdb.com/austin](http://www.churchdb.com/austin) to see if you can access the system. You will not be able to enroll yet, but you can check to see if you have a current email address on file in preparation for when the enrollment opens in August.

### STEP 1: HOW TO GET A USER ID & PASSWORD

*Please skip to step #2 if you already have your ID and password.*



Go to [www.churchdb.com/austin](http://www.churchdb.com/austin)  
Microsoft Internet Explorer works best



Retrieve user ID and password by clicking on the yellow “CLICK HERE” box. Type in your email address, first name, middle name, then click on the small round circle  to indicate that you are listed as the head of the household on your church registration. Then click on “SUBMIT”.

Log onto your personal email to retrieve your user ID and password. Depending on your e-mail settings, the e-mail may go into your bulk mailbox.

**NOTE:** If you do not receive an email from ChurchDB and your spouse has a different e-mail address, try his/her e-mail address and name as well. Also if you go by a nickname, be sure to try your full first name (e.g. Try Joseph even if you go by Joe).

Open your email from [support@churchdb.com](mailto:support@churchdb.com), take note of your user ID and password, and follow the link at the bottom of the e-mail to log in or go directly to [www.churchdb.com/austin](http://www.churchdb.com/austin).

**NOTE:** If you do not receive a user ID and password, you do not have either 1) a current parish registration or 2) a current email address on file with the church. Contact [religionseducation@saintwilliams.org](mailto:religionseducation@saintwilliams.org) for help with the database.

### STEP 2: HOW TO REGISTER YOUR CHILD OR TEEN

Log onto [www.churchdb.com/austin](http://www.churchdb.com/austin) by Using Your User ID and Password

Please Select this User Role:  
“CHURCH MEMBER:SAINT WILLIAM PARISH:ROUND ROCK”

Click on the “EDUCATION” Button on the left margin

Click on “CLASS REGISTRATION”

Click on the small circle  located right next to your child’s name

From the pull down menu, select your child’s grade: “\_\_\_\_\_ as of the 2018 Fall Semester” and then click on the “NEXT” button

Click on the small round circle  located next to the your selection, then click “NEXT”

Fill out your child or teen’s t-shirt size. **BE SURE TO LIST ANY ALLERGIES OR MEDICAL-TYPE CONCERNS**, and all the items in **bold text** then click on “NEXT”

You can either click on “ADD ANOTHER REGISTRATION” OR click on “CONTINUE TO THE NEXT SCREEN”

**VOLUNTEER PAGE:** Please consider volunteering by choosing a volunteer opportunity or clicking on the small round circle  before the sentences: “please contact me about volunteering” OR “continue without volunteering” —then click on **NEXT**



**Our On-line Payment System** will take debit, credit cards or an electronic check. An up front payment is due and appreciated, but you may make a 50% payment of the total fee for the 2018-2019 year. Should you need to make special arrangements, please contact Sylvia at the religious education office at [smartinez@saintwilliams.org](mailto:smartinez@saintwilliams.org).

*We look forward to seeing you at RE!*