



How to Register for Faith Formation Using ChurchDB

1. Go to www.churchdb.com/austin.
 - **Registered** parishioners can log in to ChurchDB if a current email address is on file. Use the **Retrieve User ID or Password** link if you need your log in info.
 - If you are **NEW** to St. Austin, and are not registered yet, please click on the **Not in ChurchDB? Register Here** link on the right side of the page. Once you submit your family's registration, it will be processed by our stewardship office. When your registration is accepted, the database will email you a user ID and password.
2. After logging in, check the upper right hand corner of the webpage. Under **Diocese of Austin**, it should say **Your Name (Church Member) of St. Austin Parish (Austin)**.
 - If it does not say **St. Austin**, click on the **Change Role** link in the left-hand navigation menu. This will allow you to switch to your role in the database as a member of St. Austin.
3. Click on the **Education** link in the left-hand navigation menu.
4. Click on the **Class Registration** link.
5. The first screen will ask you to update your family contact info. Please review this information and update any changes. Then click the yellow **Next** button.
6. A list of all family members will appear. Click on the **round radio button** next to the person you'd like to register for Faith Formation classes and click **Next**.
7. The next screen asks you to confirm detailed information about the person you've selected. Please review the spelling of their name, their date of birth, their education level, and any sacraments that they have received. **Please note that all fields with a red * are required.** Then click **Next**.
8. Available classes for the selected family member's age and education level come up. Click on the **round radio button** to the left of the appropriate class and click **Next**.
9. On the **Student Registration** page, update emergency contact information and any special considerations or medications that our Faith Formation staff or your child's catechist should know about to best serve your family. Then click **Next**.
10. To register another family member for a class, click **Add Another Registration**. This will return you to step 5. To complete registration, click **Continue to Next Screen**.
11. On the **Parent Participation** page, click the round radio button next to one of the volunteer opportunities available for your child(ren)'s grade level. Click **Next** to continue with registration.
12. The **Fees** page allows you to donate toward materials for our Faith Formation program. The suggested donation for your family's registration will show on this page as **Balance Due**. This amount will be credited to your family's Stewardship as an extra donation to St. Austin, above and beyond your Offertory commitment.
 - No person will be denied Faith Formation or Sacraments based on a family's ability to donate.
 - If you wish to donate via **credit card, debit card or a bank account draft**, complete the required information online. You can enter *any* payment amount. Please note that only MasterCard, Visa and Discover are accepted credit cards. We can not accept American Express. When you've completed all information, click **Save With Payment**.
 - If you are unable to donate at this time or would like to do so via check or cash, click **Next** to continue without making an online donation.

**Your family member(s) is (are) now registered
to the selected Faith Formation class(es)!**

**If you have any questions, please contact Tricia Salcher
at psalcher@staustin.org or 512-477-9471 ext. 319.**