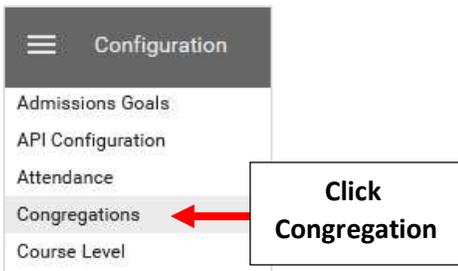


Adding a Parish/Church/Congregation in FACTS SIS

Once logged into FACTS please select **System > Configuration** from the Left Side Menu



Click **Congregations**. The Congregation Configuration screen displays.



Enter Contact Information and Select **Save** to **Save** your Changes

A screenshot of the 'Congregation Configuration' form. The form contains the following fields: Congregation (All Saints Church), Street (750 CONCOURSE VILLAGE WE), City (Bronx), State (NY), Zip (10451), Phone ((914) 487-3127), Pastor/Clergy, and Youth. Below the fields are three buttons: SAVE, DELETE, and NEW. A red arrow points from a text box to the 'SAVE' button.

Enter Contact Information

Select Save to Save your Changes

Will receive Confirmation once Saved

