Once logged into FACTS please select "Students" from the Left Side Menu



Select the Student you would like to Edit

E People Management	8		
Student 🔹			
Enrolled	•		
Substatus	•		
District Wide Filter			
Next Year Filter			
Q Search by name			
Abraham, Dene	Select Student to Edit		
Abraham, George			
Allison, Gabrielle			

Select "Religion" from the Right Side Menu. Scroll down to "Religious Events" and select the "+" to Add an event



Enter the Event Date (Required Field) Optional Fields include Event Type, Location, City, State. Select "Save and Close" to Save your changes

Add Religion Event		
Date* 03/25/2019	Enter the Event Da *Required Field*	te
Event Type First Communion	×	T
Location St Monica Parish	4	Optional Fields include Event Type, Location, City, State
City	State	
Bayside	New York	
Note	0 / 500	
	Cancel Save and Close	Select "Save and Close"

Select "Pencil" to Edit an exisitng event. Select "Delete" to Delete an exisiting event

		Religious Events + You can add person religious events, including the date of the event, the type of event, location, and any additional notes, needed. (Limit 1 per Event Type)							
Select				Date 1	Event Type	Location	City	State	Note
"Pencil" to		1		Mar 25, 2019	First Commun	St Monica Parish	Bayside	New York	
Edit		1	Î	Feb 14, 2018	Baptism	St Monica Parish	Bayside	New York	
	S Dele	Select ' ete an	"Dele exisi	ete" to ting event					