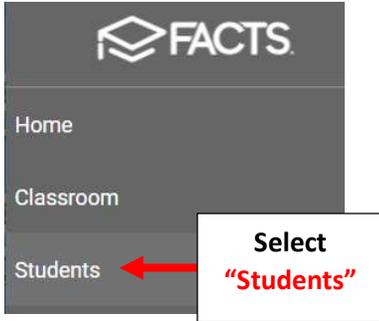
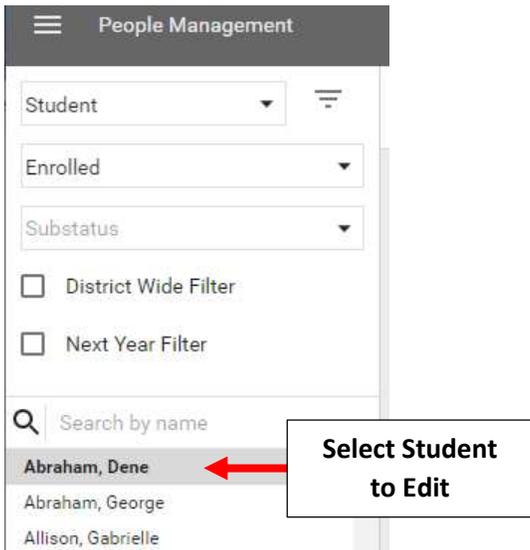


Entering Religion Events in FACTS SIS

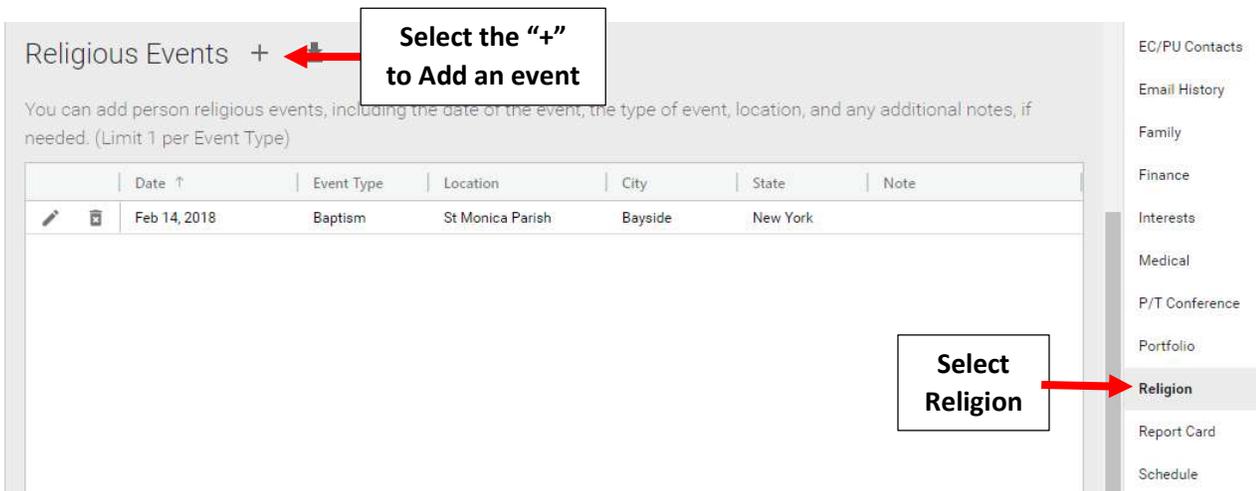
Once logged into FACTS please select **“Students”** from the Left Side Menu



Select the Student you would like to Edit



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

Event Type
First Communion

Location
St Monica Parish

City
Bayside

State
New York

Note
0 / 500

Cancel Save and Close

**Enter the Event Date
*Required Field***

**Optional Fields include Event Type,
Location, City, State**

**Select “Save and Close”
to Save your changes**

Select **“Pencil”** to Edit an existing event. Select **“Delete”** to Delete an existing 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)

	Date ↑	Event Type	Location	City	State	Note
 	Mar 25, 2019	First Commun...	St Monica Parish	Bayside	New York	
 	Feb 14, 2018	Baptism	St Monica Parish	Bayside	New York	

Select “Pencil” to Edit

Select “Delete” to Delete an existing event