

Online Annual Report Directions



ARCHDIOCESE OF NEW YORK
YOUTH FAITH FORMATION
Catechetical

Before filling out the report, please familiarize yourself with these directions.

- *Please disable any pop-up stopper.* It may prevent your work from saving.
- Please use the same username and password for your parish. If you have lost your username or password, or do not have one, please contact your [regional office](#).
- As you move from page to page in the program, *do not click on the Back or Forward buttons in your browser*; move from Part One to Part Two by clicking *Update* at the bottom of each page.
- ***Print each section before clicking update***, even if you are planning to return later in order to finish.
- Use the Tab key to move from field to field. ***Do not enter commas in numeric fields.***
- You do not have to answer the entire report in one sitting. As long as you click "Update", the information that you have entered is saved. Please print your work before clicking "Update."
- It's recommended that you print a copy of the report. You may do so at any time by selecting *File... Print* from your web browser. You will have to repeat the process for both parts of the report *before you click* the "Update" button.

Part One asks questions about your parish's catechetical leaders. Please make sure to answer each section completely. Please note:

- a. Enter information about each position. *Notations such as "not applicable," "same as above" or "ditto" should **not** be used.*
- b. If you do not know salary information, please leave it blank.
- c. When you come to the end of the Part One, **make sure that you click *Update*-- this saves your work.**

Part Two asks questions about the students, catechists and catechetical programs. You will notice that all fields are blank. Please make sure to fill each section completely. *Where appropriate, total the columns -- the computer will not add them automatically.* When you are finished completely or want to return to Part Two, **make sure that you click *Update*-- this saves your work.**

- a. If you do not know information about any budget items, please leave them blank.
- b. You will notice that certain sections ask questions regarding "Session Day". Please use the following to indicate days of the week:

S = Sunday M = Monday T = Tuesday
W = Wednesday Th = Thursday F = Friday Sa = Saturday

- c. You will notice that certain sections ask questions regarding "Session Start Time." A response such as 9:00am or 7:00pm is expected.
- d. When you reach the end of Part Two, please click *Update* at the bottom of the page. This will save your work and log you out.

If you have questions about how to respond to any item, or password and technical support, please contact your [regional office](#).