

FAQs – Faith Formation Registration Account

I don't remember if I already have an account?

Option 1 –

- Go to www.churchdb.com/austin , log in or submit to retrieve User ID or Password
- An email with information will be sent to email address associated with the account
 - If that email is no longer in use, then send bertha.halfmann@emmausparish.org your new email address.
 - Then repeat retrieval process

Option 2 –

- Go to www.churchdb.com/austin , click on the box on the right that reads “register here”
- Enter primary parish – Lakeway: Emmaus Parish
- Enter family and head of household (request will be processed as received, not immediate)
- If you already have an account you will receive instructions to retrieve your user ID / password
- If you do not, continue to “Setup an account”

Finish setting-up an account

- In the first email you receive, click link to retrieve password. Then search for your name and email.
- In second email, you will receive user ID and password (you can change when in your account)
- Once your account is set-up with family, you are ready to register.

I have my account, how do I register?

Complete registration process for each child

- Log in to your account at www.churchdb.com/austin with User ID & password
- Update all **Family info** on the left side menu
- Select **Education** on left side menu then **Class Registration**
- Choose child to register and available classes will be seen, follow instructions
- **Payment is required in order for registration to be complete** (American Express is not accepted)

Why do I not see any classes available for my child?

Option 1 - Is your primary parish Emmaus? Check on the top right side by your family name
If not, on the last tab on left side menu “**change role**”, change to Emmaus Parish

Option 2 – The adult registering child must be designated as head of household

Option 3 - Only the classes for the age of your child will show
ex: if I choose my 4th grader, preK classes will not show, only classes that are available for a 4th grader

Option 3 – Registration has not opened or registration has been closed for class.

I have tried everything listed above, and I still can't do this!

Email Bertha at bertha.halfmann@emmausparish.org