

Record a sacrament in a record

Add baptism, communion, confirmation, marriage and the other sacraments to a person's record, with the parish register details.

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Before you begin

- ✓ You need the Manage records permission.
- ✓ Have the register details at hand: date, parish, minister, book and page.

1

STEP 1 OF 3 · 30 S

Open the person's sacraments

Open the person's record and the **Sacraments** tab. Sacraments already recorded are at the top; missing ones appear as dashed cards with **Add**.

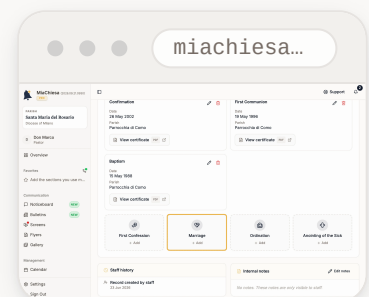


Fig. 1 Each missing sacrament has its own Add card.

2

STEP 2 OF 3 · 2 MIN

Fill in the details

Select the sacrament to add: **New sacrament** opens. Fill in **Date**, **Parish** (search or add it) and **Minister**; a baptism also needs the place of birth.

Under **Parish register** enter book, page and number; you can add godparents or witnesses, marginal notations and the certificate as a PDF or image.

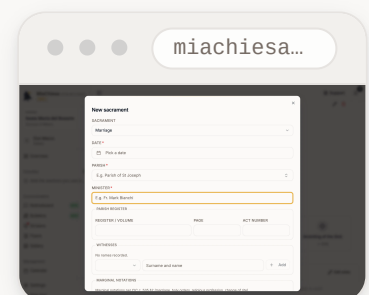


Fig. 2 Date, parish and minister are required.

3

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Save

Select **Save**. If a required field is missing, the message at the top says which and the field is highlighted. Once saved, **Sacrament saved** appears along with the card in the record.

For a marriage you can use **Also add to spouse** to copy it to the other person's record.

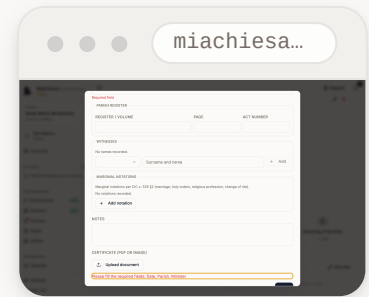


Fig. 3 The message lists the fields to complete.

What you have achieved

- ✓ The sacrament is recorded in the record with the register details.
- ✓ You can edit or delete it from its card.

Troubleshooting

I can't see the Sacraments tab



Some kinds of community (for example monasteries or shrines) do not show it.

The parish is not in the list



Type the name in the search and use Add to insert it.

I see "Could not save the sacrament"



Check the fields and try again; if it repeats, contact support.