

Add your children and family members

Add children and relatives to your record so you can enroll them in activities, and decide which other accounts can manage their records.

4 min · Available · 2026-09-26

Before you begin

- ✓ Your community must have made the registry visible to believers.
- ✓ You need your own record and a household (you can create them on the same page).

1

STEP 1 OF 4 · 30 S

Open your family

Open **My personal record** and the **Family** tab. You see your **Household** with its members and **Anagrafiche I manage**. If you have no household yet, use **Create household**.

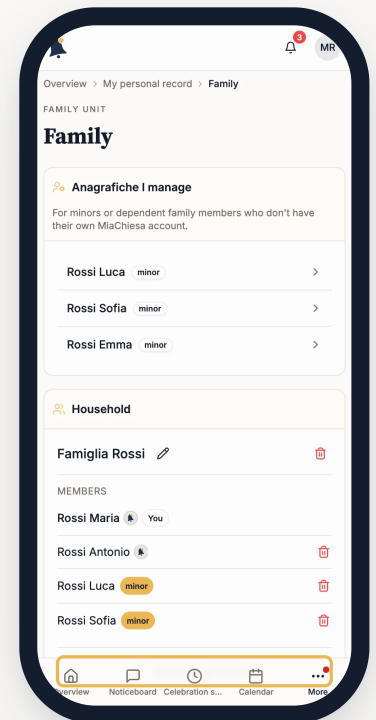


Fig. 1 From the household you add children and relatives.

2

STEP 2 OF 4 · 2 MIN

Add a family member

Select **Add family member**. In **New registry entry** fill in the details (the surname is suggested) or use **Add existing** if the person is already registered. Confirm with **Add to directory**.

The family member appears in the household and you can enroll them in catechism, summer camp or events.

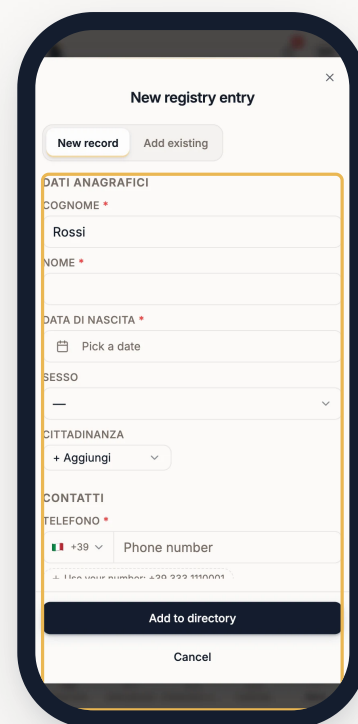
A screenshot of a mobile application interface titled "New registry entry". At the top, there are two tabs: "New record" (selected) and "Add existing". Below the tabs, the form is divided into sections. The first section, "DATI ANAGRAFICI", contains fields for "COGNOME" (with "Rossi" entered), "NOME", "DATA DI NASCITA" (with a date picker icon and "Pick a date" text), "SESSO" (with a dropdown arrow), and "CITTADINANZA" (with a "+ Aggiungi" button). The second section, "CONTATTI", contains a "TELEFONO" field with a dropdown for the country code (showing "+39") and a "Phone number" input field. At the bottom of the form, there are two buttons: "Add to directory" and "Cancel".

Fig. 2 Fill in the family member's details.

3

STEP 3 OF 4 · 1 MIN

Grant access to another parent

Open the child's record: under **Who can manage this anagrafica** select **Grant access**. Choose the **Access type** (Father, Mother, Guardian, Shared access) and pick the account among household members or other parish accounts.

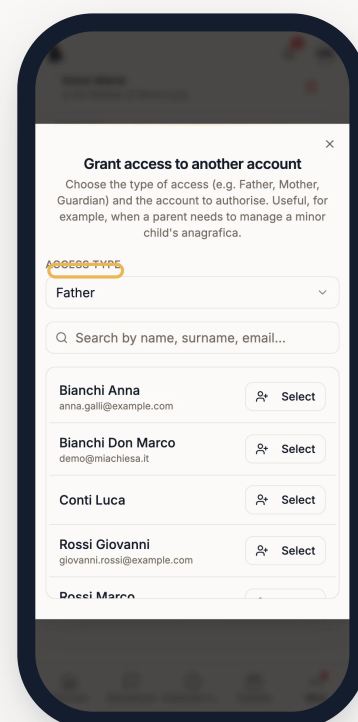
A screenshot of a mobile application interface titled "Grant access to another account". Below the title, there is a paragraph of text: "Choose the type of access (e.g. Father, Mother, Guardian) and the account to authorise. Useful, for example, when a parent needs to manage a minor child's anagrafica." Below this text, there is a dropdown menu labeled "ACCESSO TYPE" with "Father" selected. Below the dropdown, there is a search bar with the placeholder text "Search by name, surname, email...". Below the search bar, there is a list of accounts, each with a name, email address, and a "Select" button. The accounts listed are: "Bianchi Anna" (anna.galli@example.com), "Bianchi Don Marco" (demo@miachiesa.it), "Conti Luca", and "Rossi Giovanni" (giovanni.rossi@example.com). The list is partially obscured by a dark blue rounded rectangle at the bottom of the screen.

Fig. 3 The access type describes the link to the child.

4

STEP 4 OF 4 · 30 S

Revoke access

In the same section, **Revoke access** next to an account removes their ability to read and edit the record. Confirm in the **Revoke access?** dialog.

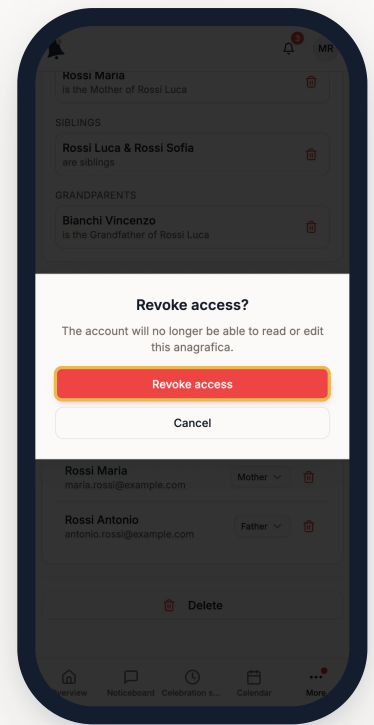


Fig. 4 After revoking, the account no longer sees the record.

What you have achieved

- ✓ Your family members are in your record and you can enroll them in activities.
- ✓ Only the accounts you choose can manage your children's records.

Troubleshooting

I see "The registry isn't available yet"



Your community has not opened the registry to believers yet: ask the parish office.

I'm told the tax code is already registered



The other parent or the community probably created the record already: ask to be granted access.

I can't see Add family member



You need a household first: create it with [Create household](#).