

Link an account to its registry record

Join a person's MiaChiesa account and their registry record, starting from the person's panel or from the record.

4 min · Available · 2026-09-26

Before you begin

- ✓ You need the Manage records permission.
- ✓ The person must have a MiaChiesa account; an account can own only one record.

1

STEP 1 OF 4 · 1 MIN

Start from the person

In **People** → **Parishioners** search for the person and open their panel. If **Registry entry** shows **No registry entry linked** you have two options: **Create registry entry** opens a new record already linked to the account; **Link existing entry** joins it to a record that is already in the registry.

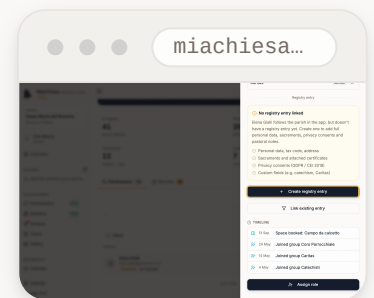


Fig. 1 Create a new record only if the person is not in the registry yet.

2

STEP 2 OF 4 · 1 MIN

Link an existing record

Select **Link existing entry**: **Link registry entry** opens. Search by name and select the right record; the list shows only records not linked yet, with the tax code when there is one. **Registry entry linked** appears.

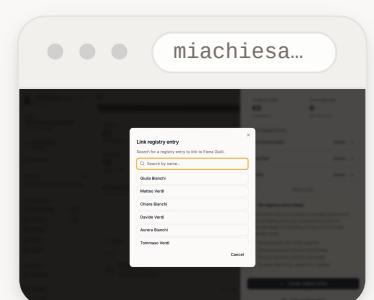


Fig. 2 The tax code helps tell people with the same name apart.

3

STEP 3 OF 4 · 1 MIN

Or start from the record

Open the record: the **Account owner** box says whether an account is linked. Select **Link owner:** in the **Link the owner account** dialog you can invite the person by email or choose **Link existing account**.

If MiaChiesa recognises a possible owner, **Maybe the owner is** appears instead of the button, with the name and a **Link** button.

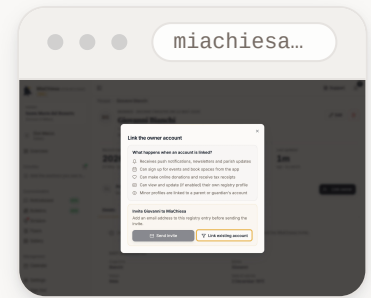


Fig. 3 Invite by email anyone who has no account yet.

4

STEP 4 OF 4 · 1 MIN

Choose the account

Search by name, surname or email and press **Select** on the right account: **Owner account linked** appears and the box shows **Linked**. Use **Change owner** or **Unlink** to fix a wrong link; after unlinking, the record stays in the registry.

Many records at once

In **Records** open **Advanced filters**, set **Owner account** to **Not linked** and press **Suggest titolari**: suggested matches appear next to the records, to confirm with **Link**.

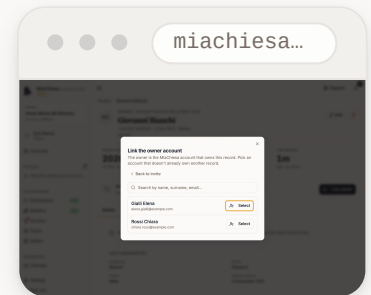


Fig. 4 Only accounts that don't already own another record can be chosen.

What you have achieved



The account and the registry record are linked.



The owner can view and update their personal and privacy data from the app.

Troubleshooting

I see "This account already owns another record."



That account is linked to another record: check it is not a duplicate and, if needed, unlink it from the other record first.

I see "No accounts available to link as owner."



No community account is free to link: invite the person by email from the same dialog.

I see "No entries available"



There are no free records to link: use Create registry entry.

A minor shows Link parent/guardian



Minors' records are linked to a parent's or guardian's account, not to an account of their own.