

INSTRUCTIONS FOR PARISHIONER SUBSCRIPTION CHANGES

The following is a set of instructions for accessing your parishioners' Universal Distribution or Home Delivery Subscriptions via our website. This will enable you to make changes, additions and deletions.

Please note: For our purposes, the terms parishioners and subscribers are interchangeable. Any changes made to the database will be saved, but will not be updated to your list until we process immediately before publication.

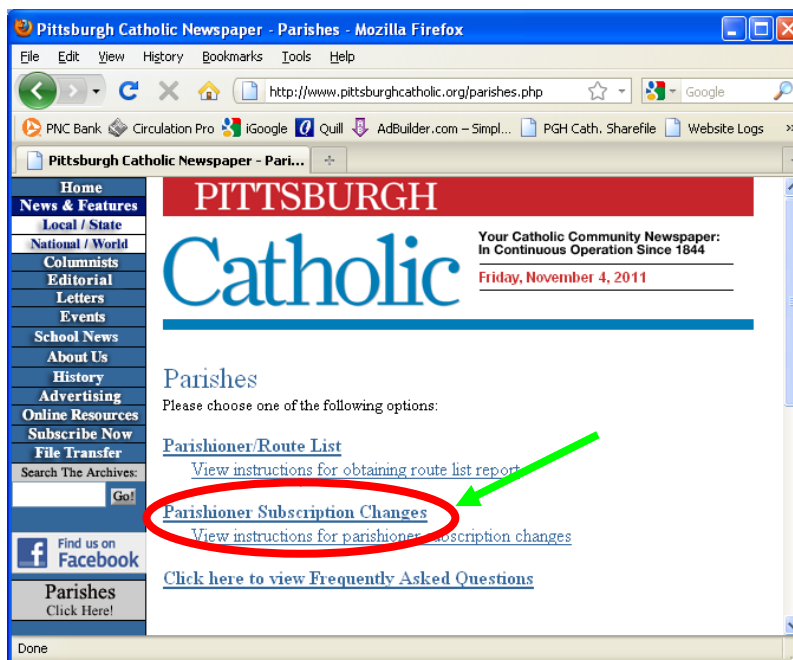
Accessing our database

To access the Web Tools, please go to www.pittsburghcatholic.org

Click on "Parishes Click Here!"



Click on Parishioner Subscription Changes to access the Log In screen for Additions, Deletions & Changes.

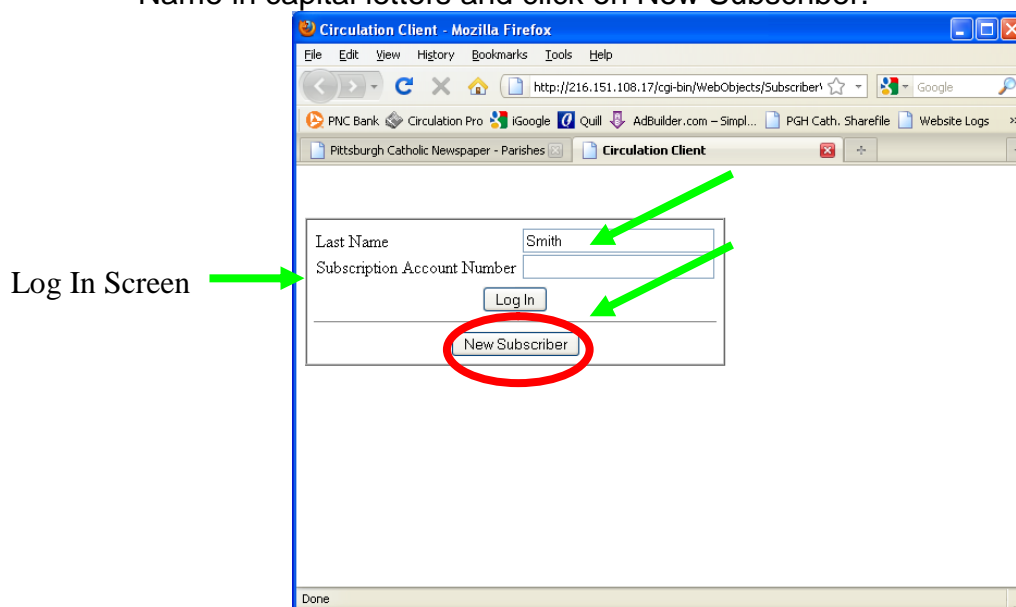


NOTE: Once you click on Parishioner Subscription Changes, we highly recommend that you make this link (<http://216.151.108.17/cgi-bin/WebObjects/SubscriberWeb>) a favorite, bookmark or tab so you can go directly to this page in the future rather than returning to our website. Clicking on the Bookmarks at the top of your browser window will allow you to set this up.

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Adding Subscribers

1. From the Login Screen: To add a new subscriber (Parishioner) to your list, you **do not** need to fill out Subscription Account Number (this is for subscribers who have already been set up in our system). Type in the new subscriber's Last Name in capital letters and click on New Subscriber.



2. Enter your Name/Address

Fill in all fields marked with a red asterisk (*).

- Type in the new subscriber's name in CAPITAL LETTERS using the following salutations and no punctuation with the First Name: MR & MRS = M/M, MR, MRS, MS & MISS are also acceptable. **Please do not type more than one first name.**
- Type in the rest of the required address information in CAPITAL LETTERS using the following abbreviations and no punctuation: APT=Apartment; AVE=Avenue; BLVD=Boulevard; CIR=Circle; CT=Court; DR=Drive; HTS=Heights; LN=Lane; PL=Place; RD=Road; ST=Street; STE=Suite; TER=Terrace; TRL=Trail.
- Once all required fields have been filled in, click Continue.

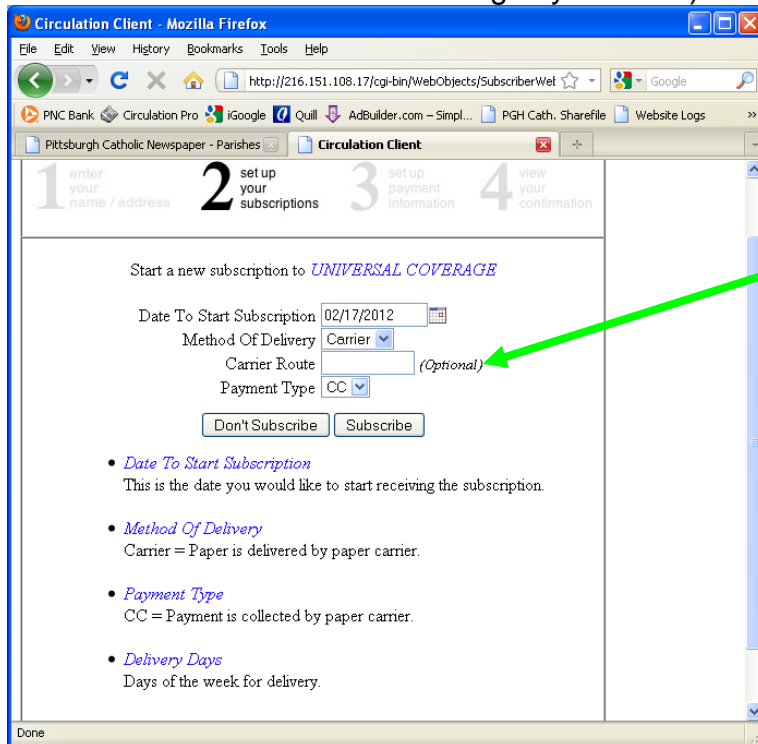
The screenshot shows a web browser window titled 'Circulation Client - Mozilla Firefox'. The address bar shows 'http://216.151.108.17/cgi-bin/WebObjects/Subscriber'. The page content includes a progress indicator with four steps: 1. enter your name / address, 2. set up your subscriptions, 3. set up payment information, and 4. view your confirmation. The first step is active. The form fields are: First Name * (empty), Middle (empty), Last Name * (SMITH), Salutation (empty), Email (empty), Company (empty), Address * (empty), City * (empty), State * (empty), Zip * (empty), and radio buttons for U.S. (selected) and Canada. A 'Continue' button is at the bottom. Three red circles with labels '2a', '2b', and '2c' are on the left, with green arrows pointing to the First Name field, the Address field, and the Continue button respectively.

3. Set up your Subscriptions:

Next you are given the choice of Pittsburgh Catholic or Universal Coverage. The publication should be Universal Coverage, **unless your parish is sending papers via PHD (Parish Home Delivery) and would like the subscriber to receive the paper on a weekly basis.** Click the appropriate button.

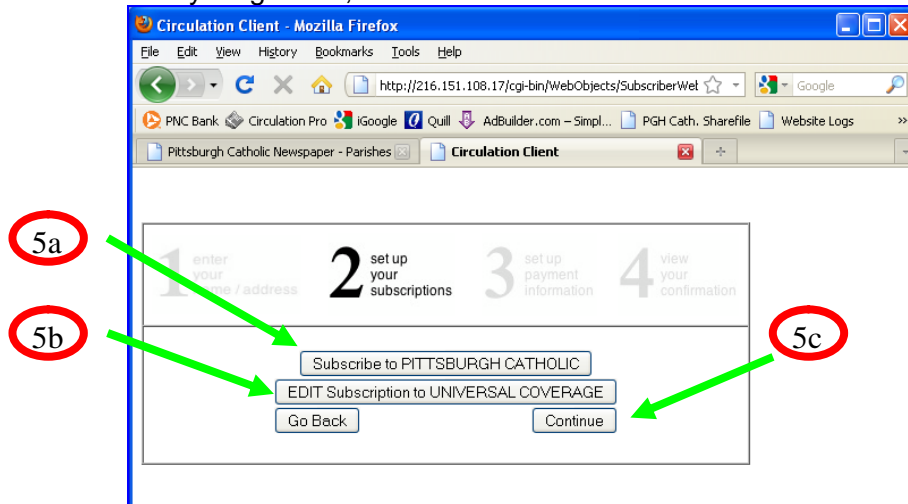
The screenshot shows the same web browser window, but now the second step '2 set up your subscriptions' is active. The form contains four buttons: 'Subscribe to PITTSBURGH CATHOLIC', 'Subscribe to UNIVERSAL COVERAGE', 'Go Back', and 'Continue'. A green arrow points from the text 'SELECT ONE' to the 'Subscribe to UNIVERSAL COVERAGE' button.

4. It is imperative that you enter your Route Number (not your Distribution Account Number) in the Carrier Route box provided; the (optional) note does not apply. **IF YOU DO NOT ENTER THE *ROUTE NUMBER the parishioner will not be associated with your parish and will not receive a paper.** Leave all other information as is, including the Date to Start Subscription. Then click Subscribe; (clicking Don't Subscribe will delete the changes you made)

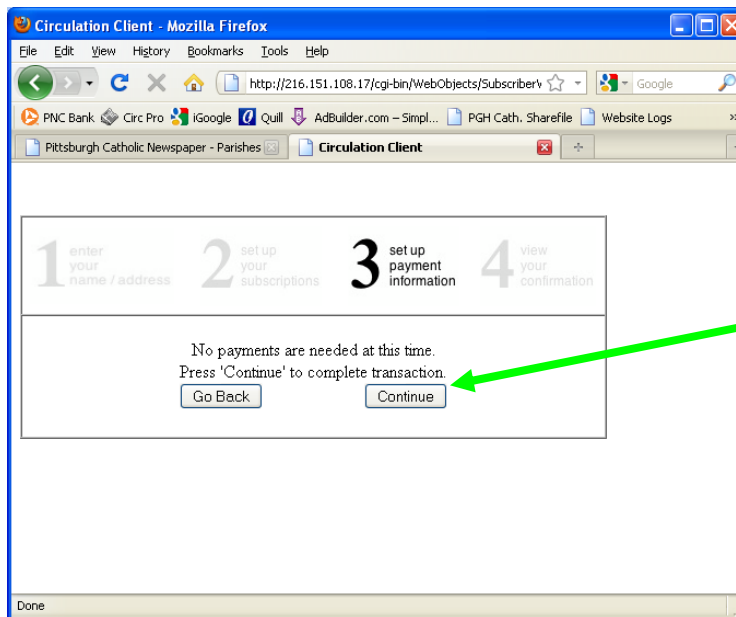


*** ROUTE NUMBER: To obtain the appropriate route number, please contact Caitlin Labyoda @ 412-471-1252 (ext. 3570).**

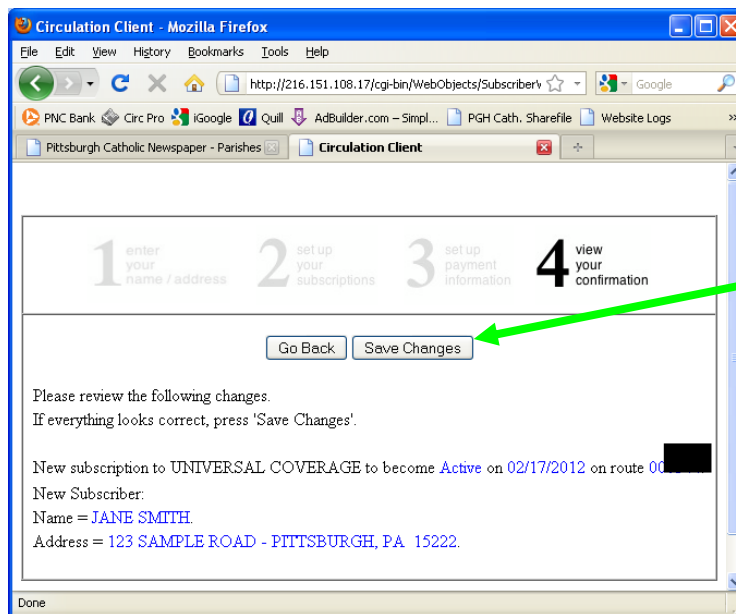
5. The next screen provides the following options:
 - a. Subscribe to Pittsburgh Catholic (ONLY if your parish is sending papers via PHD (see Step 3 for details);
 - b. Edit Subscription to Universal Coverage (if you want to verify or change something that you just entered for that subscription);
 - c. If everything is OK, select Continue.



6. **Set up your Payment Information:**
This screen does not apply. Please click Continue.



7. **View your Confirmation:**
This screen allows you to review your choices. If everything is fine, click on Save Changes (click Go Back to make a correction).

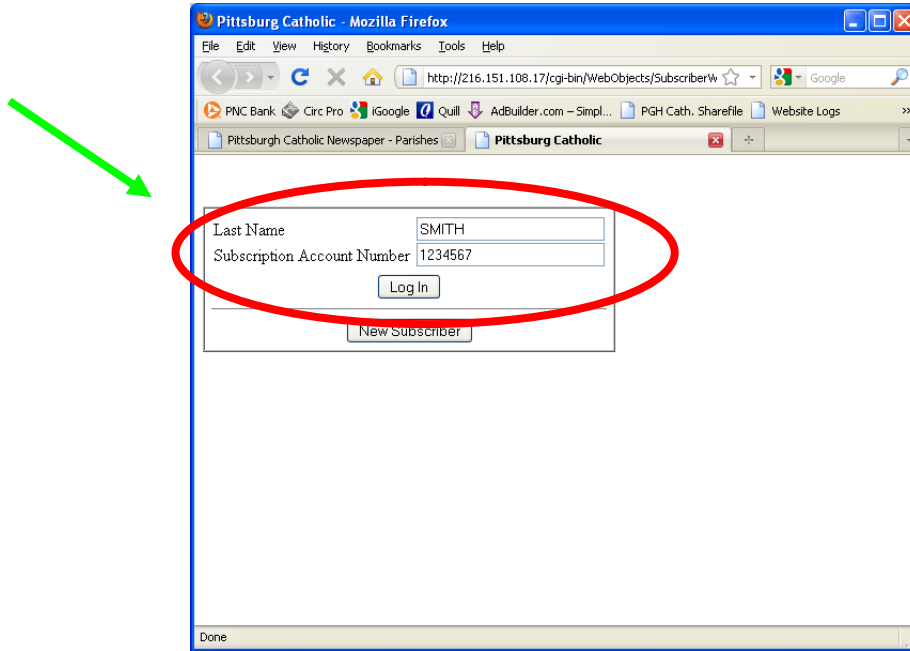


You will then have the opportunity to print a copy for your records; either click File then Print or right-click and select Print. If you have additional parishioners to add, click on the bookmark, favorite or tab that you created (see Note on Page 2), or you will need to close the tab and start over from the beginning. When finished, simply close the tab to exit.

Changing / Inactivating Subscribers

To make Name and/or Address Changes or to make a Subscriber Inactive:

1. Enter the last name of the parishioner (subscriber), as it appears on the Parishioner/Route List (See separate "Instructions for Obtaining a Parishioner/Route List Report" to print this report);
2. Enter the subscription account number, as it appears on the Parishioner/Route List;
3. Click Log In or press enter to access the input screen.

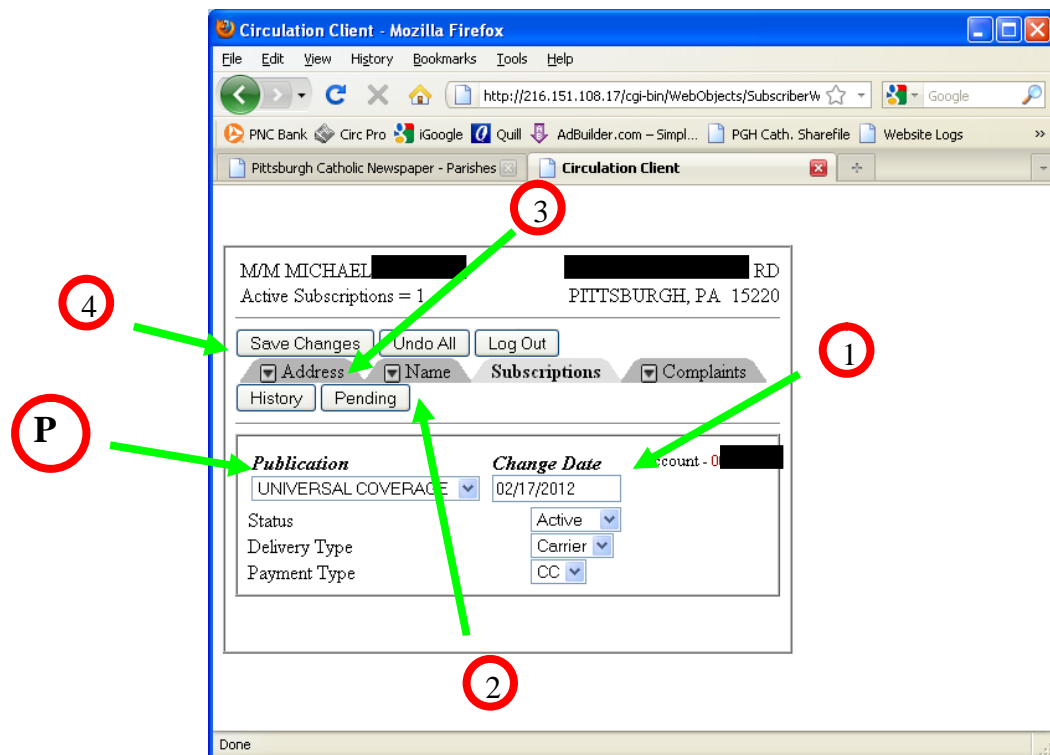


The input screen will enable you to complete the change/inactivation processes (see image on page 7). The publication (P on Page 7) noted on the left side of the Subscription tab should be Universal Coverage, unless your parish is sending papers via PHD to that subscriber on a weekly basis. If the subscriber is receiving a paper on a weekly basis, then the publication should be Pittsburgh Catholic. When applicable, PHD parishes will use the drop-down arrow under Publication to choose Pittsburgh Catholic.

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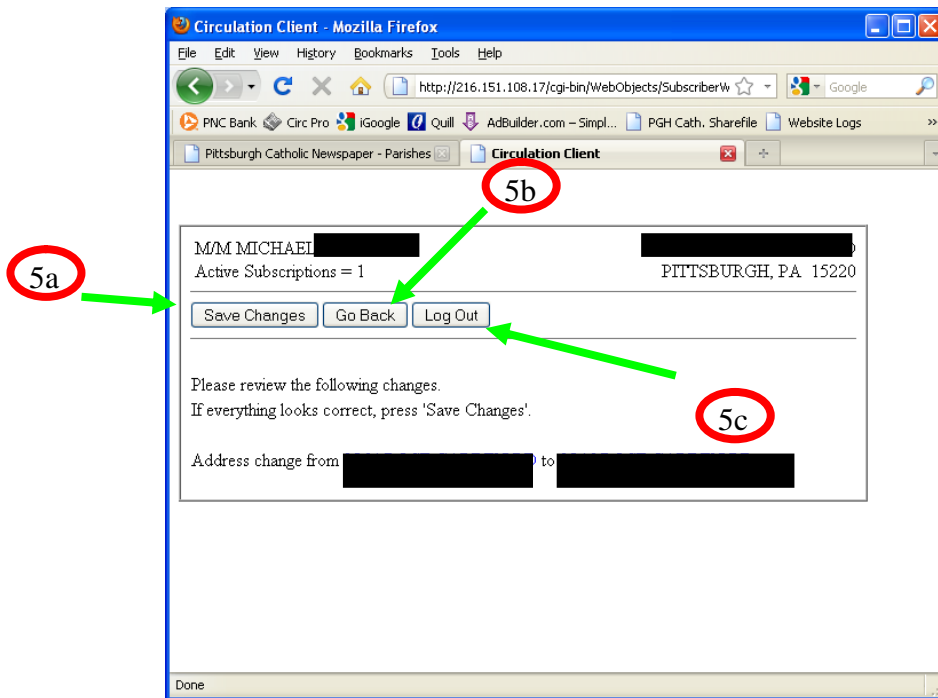
Changing Names and/or Addresses of Subscribers

1. The change date on the Subscriptions tab will default to the next publication date, but can be changed at your discretion to a future publication date by highlighting the default date and typing a new date.
2. To change the name that the subscription is going to, click on the drop-down arrow on the Name Tab & make the necessary changes in CAPITAL LETTERS using the following salutations and no punctuation with the First Name: MR & MRS = M/M; MR, MRS, MS & MISS are also acceptable. **Please do not type in more than one first name.**



3. Click on the drop-down arrow on the Address Tab & make the necessary changes in CAPITAL LETTERS using the following abbreviations and no punctuation: APT=Apartment; AVE=Avenue; BLVD=Boulevard; CIR=Circle; CT=Court; DR=Drive; HTS=Heights; LN=Lane; PL=Place; RD=Road; ST=Street; STE=Suite; TER=Terrace; TRL=Trail.
4. Click Save Changes; (clicking Undo All or Log Out will delete the changes you made).

5. Review changes in blue, and before exiting the record, click ONE of the following:
 - a. Save Changes will finalize the changes you made to the record;
 - b. Go Back will take you back to the record you were working on;
 - c. Log Out to exit when finished.

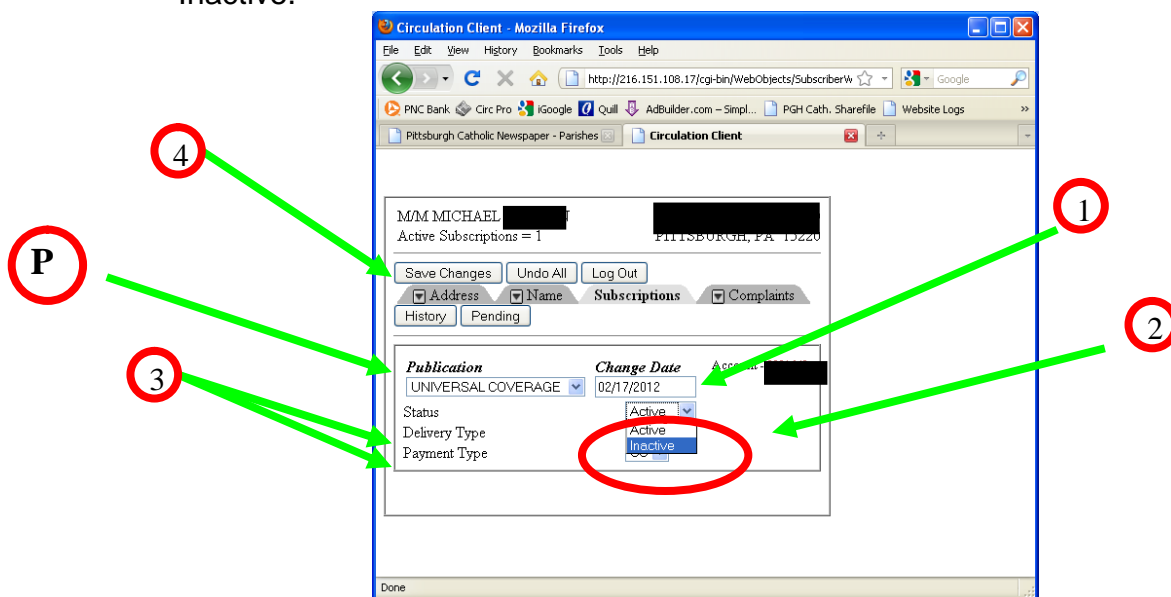


Once you click Log Out, you can select "Click Here" if you have additional subscriber changes.

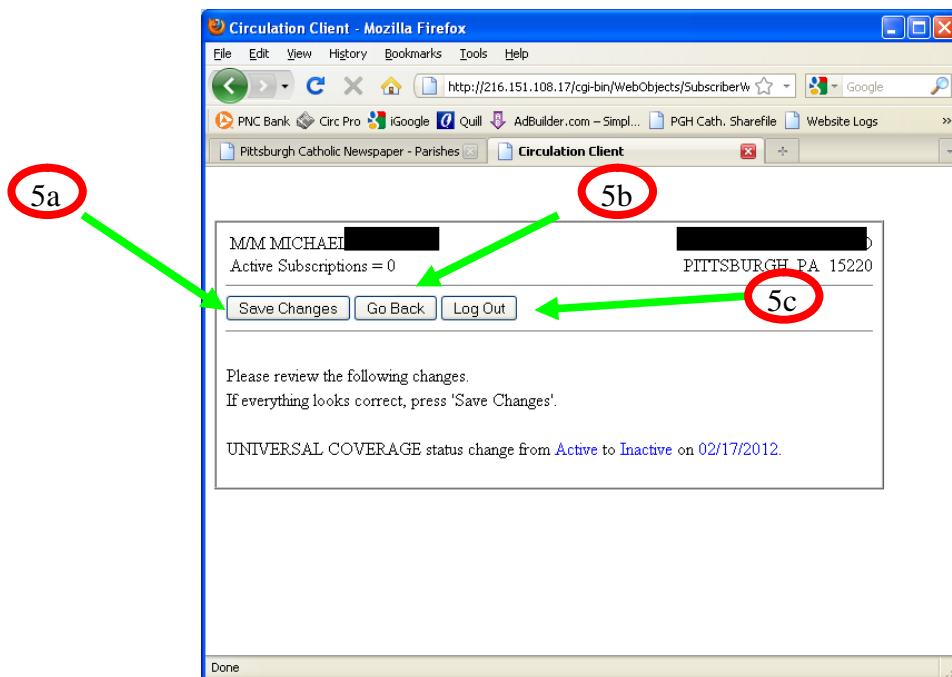
Making Subscribers Inactive

For additional information, refer to instructions beginning on Page 7 under the header Changing Names and/or Inactivating Subscribers.

1. The change date on the Subscription tab will default to the next publication date, but can be changed at your discretion to a future publication date by highlighting the default date and typing a new date.
2. Go to the right of Status & click the drop-down arrow next to Active to choose Inactive.



3. Leave the following as is: Delivery Type and Payment Type; refer to corresponding image on page 8.
4. Click Save Changes; (clicking Undo All or Log Out will delete the changes you made); refer to image on page 8.
5. Review changes in blue, and before exiting the record, click ONE of the following:
 - a. Save Changes will finalize the changes you made to the record;
 - b. Go Back will take you back to the record you were working on;
 - c. Log Out to exit when finished.



Once you click Log Out, you can select "Click Here" if you have additional subscriber changes.

If you need assistance, or if you have any questions, please contact Caitlin Labyoda @ 412-471-1252 (ext. 3570).

Thank you for using the Subscriber Web Tools to update your parish list!