

Set Up Your Sacrament Options

Managing Sacrament Place Names and Addresses

You can add, view, and maintain an unlimited number of locations where sacraments have been or are generally performed. By default, your organization is added using the information from your program's License Information window and can't be deleted.

1. On the File menu, click **Sacrament Setup > Sacrament Place Names and Addresses**.
2. Before you add a new sacrament place, check the View Listing window to see if it has already been entered.
3. If the sacrament place has not been entered, click **Add Place**.

Useful Information

You can also add new sacrament places in an individual's Sacraments window.

4. Enter all the relevant information, and click **Save/OK**.

Note

If you delete a place that's in use, it's removed from the Sacrament window. If you're deleting a place because of duplicate entries, use **Combine** instead.

1. On the File menu, click **Sacrament Setup > Sacrament Place Names and Addresses**.
2. Click **Delete Place**.
3. Click **Yes** to confirm the deletion.
4. Click **Close**.

Note

You should regularly review the list of sacrament places for possible duplicates.

1. On the File menu, click **Sacrament Setup > Sacrament Place Names and Addresses**.
2. Click **Combine**.
3. In the left column, select the sacrament place you want to change.
4. In the right column, select the sacrament place you want to keep.
5. Click **Add to List of Changes Below**.
6. Repeat steps 3 through 5 for all the sacrament places you want to combine.
7. When you're finished, click **Combine/OK**.

Defining Sacrament Tab Names

You can define and customize the Sacrament tab names in the Sacraments section of an individual's record. Some tabs are prelabeled. You should set up the tabs and extra fields prior to entering sacrament data for individuals.

1. On the File menu, click **Sacrament Setup > Sacrament Tab Names**.
2. Tab names are listed in the first column. Select the sacrament names in the order you want them to display.
3. In the second column, enter a label for the first field that will display on each of the sacrament tabs. For example, enter "Baptismal Name" for the Baptism tab.
4. Click **Save/OK > Close**.

Useful Information

The second and third tabs in the Sacrament Tab Names dialog box, **Sacrament Definitions** and **Sacramental Register Options**, are used as part of the setup for [Sacramental Registers](#) (purchased separately).

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