

Sacramental Registers

With the Sacramental Registers add-on feature, you can create a searchable electronic database of all your sacramental records. This way, you can quickly locate entries in your written registers and preserve your valuable records.

Useful Information

To use the feature, you must purchase it by calling **800-892-5202**. [Find out more about Sacramental Registers.](#)

You can also [enter sacrament information](#) in the Students section of Formation Office.

Before You Begin

Before you can create sacramental registers, you must set up your sacrament options. On the File menu, click **Sacrament Setup**. Click **Sacrament Place Names and Addresses** to add the places where sacraments occur.

Then go to **Sacrament Tab Names** and make sure you've defined a name for each sacrament on the Sacrament Definitions tab. These are the link names that display in the Sacramental Registers window.

Tracking Multiple Sacramental Registers

If needed, you can track the sacrament records of other parishes. For example, you might maintain sacraments for missions or smaller parishes in a cluster.

1. On the File menu, click **Sacrament Setup > Sacrament Tab Names**.
2. On the Sacramental Register Options tab, select **Our Data Contains Sacramental Register Information for More than One Church**.
3. Select up to 10 churches whose sacramental records are included in your database.
4. Click **Rebuild Sacramental Registers**.

Note

When you click **Rebuild Sacramental Registers**, all existing member information is removed and rebuilt. Non-member information isn't affected.

If you click **Cancel** before the process is completed, all sacramental register information for existing parishioners is lost, and you must run the process again.

Once you've set up the register options, you're ready to create your sacramental registers and add sacrament records.

Related Topics

[Manage Sacrament Records](#)
[Combine Marriage Records](#)
[Set Up Your Sacrament Options](#)
[Enter Student Sacraments](#)