

Instructions on Reporting Subscriptions to the *North Country Catholic*

Located on the pastoral documentation website (<http://pastoral.dioogdensburg.org/>) under the North Country Catholic you will find all the documents you will need for this year's campaign.

Please use the automated system when sending us the information.

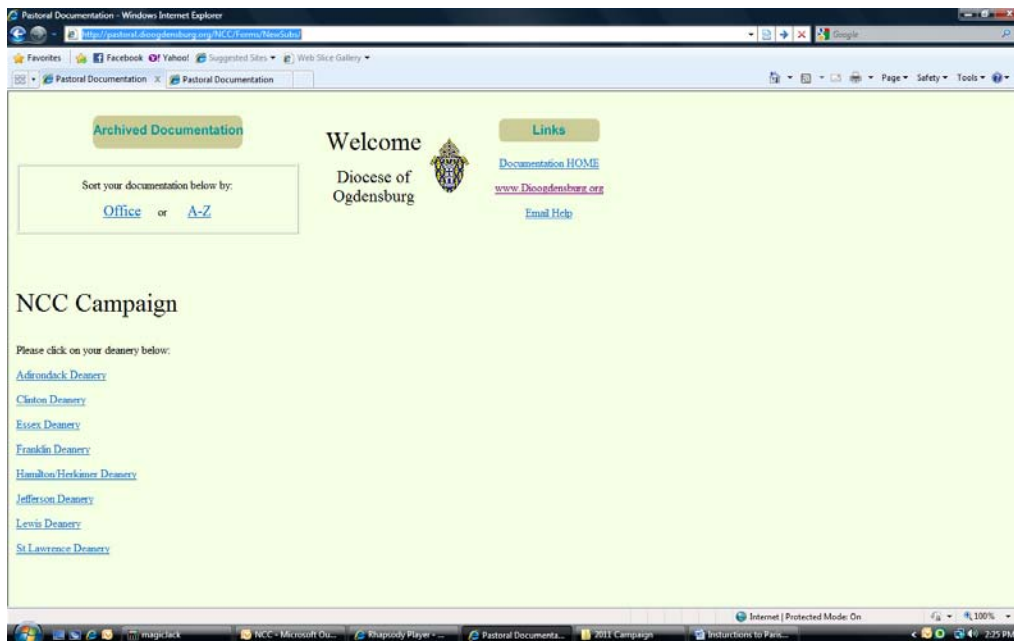
To access the information on the web:

1. <http://pastoral.dioogdensburg.org/>
2. Click on Office
3. Click on North Country Catholic
4. Click on NCC Campaign

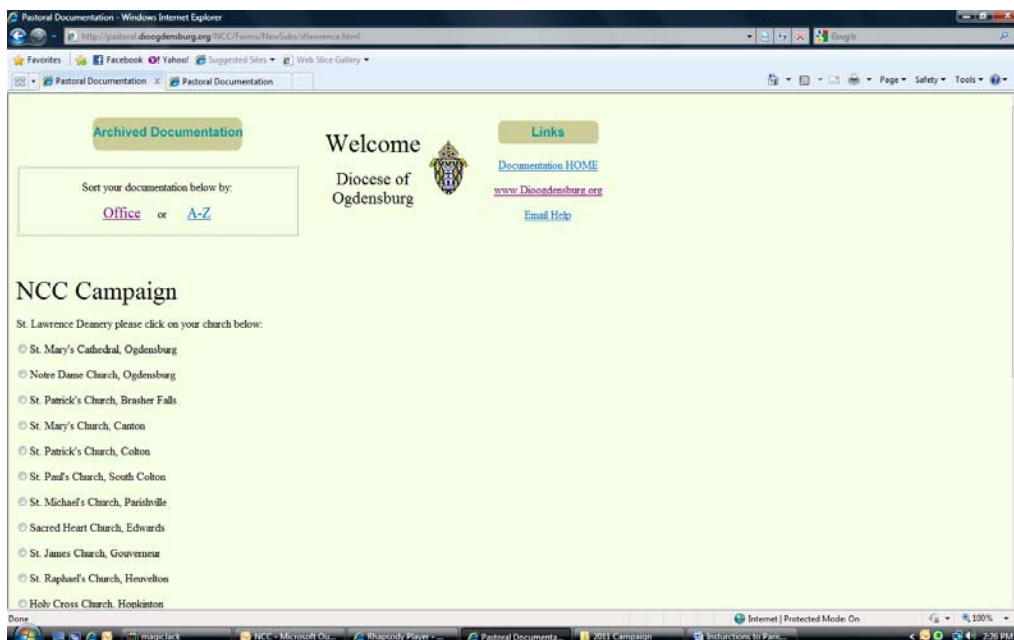
To access the Automated System for reporting follow the above steps and click on NCC Campaign 2012 Automated System or enter in this web address: <http://pastoral.dioogdensburg.org/NCC/Forms/NewSubs/>

This will be the first screen you see once you have opened up the program.

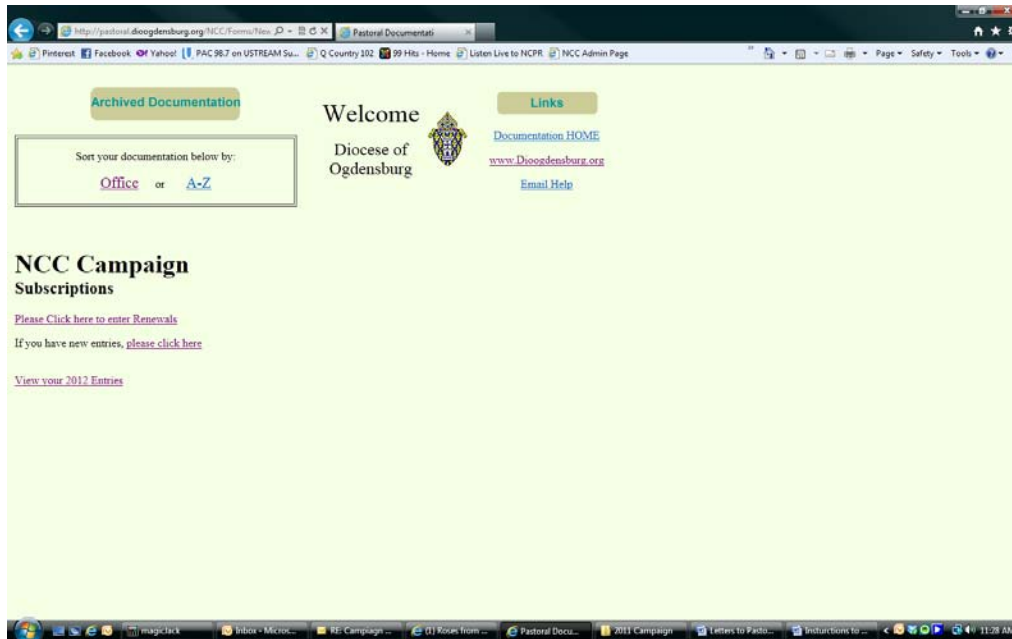
1. Click on your Deanery



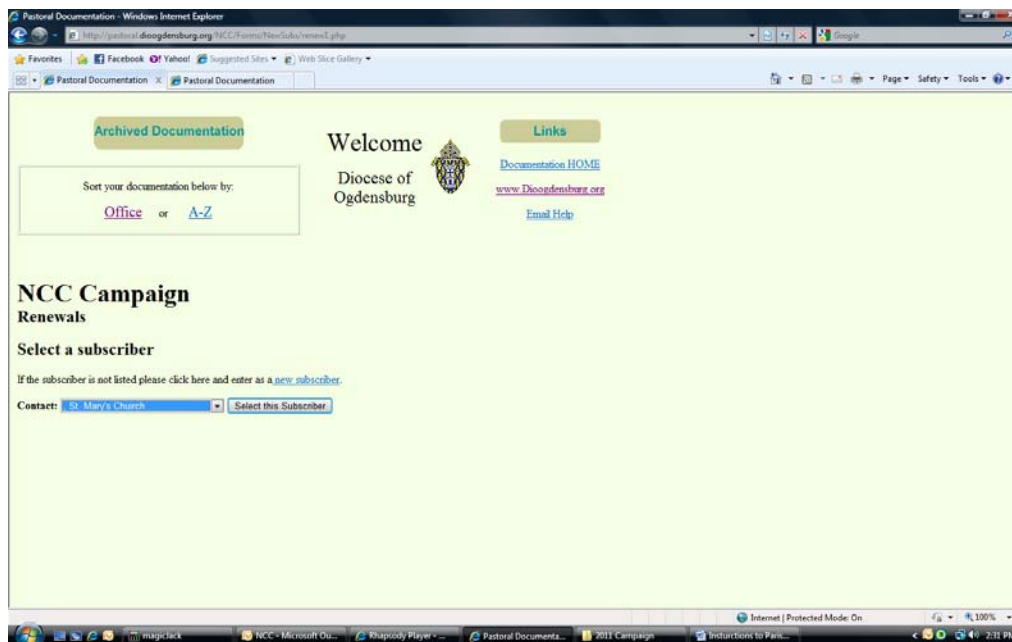
2. Click on your Parish and then click Next



3. If you have renewals click on Please Click here to enter Renewals. If you do not have any renewals, only new subscribers click on that option. Also from this screen you can view the subscribers you have already entered.

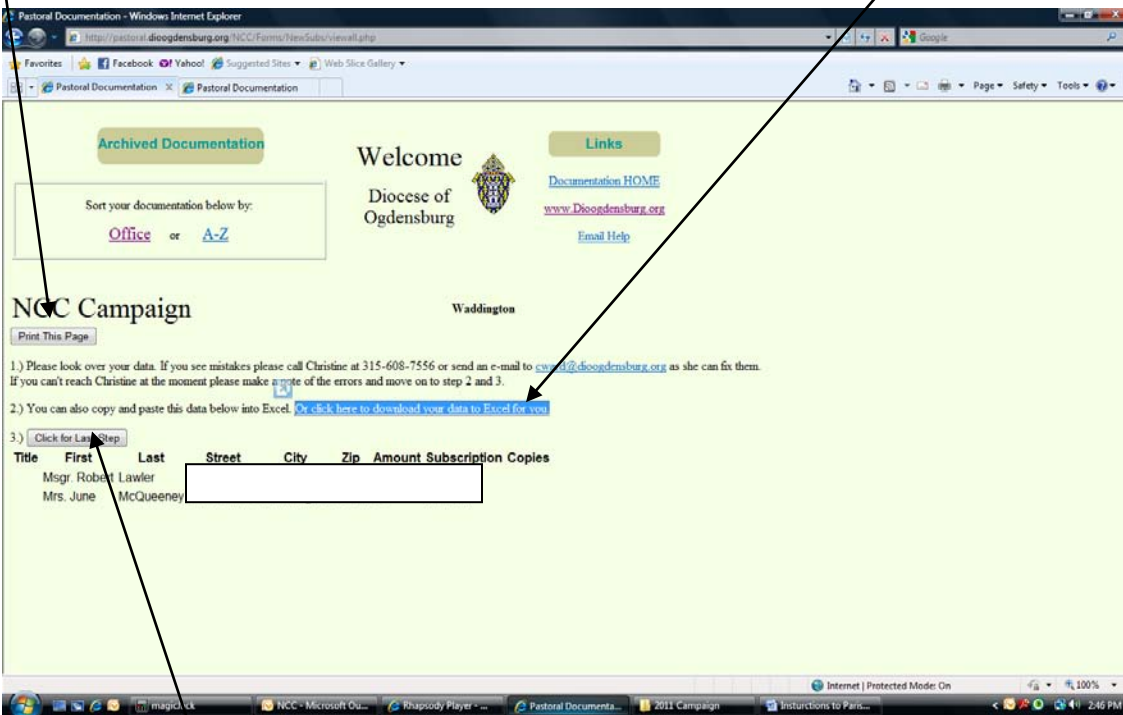


4. If you clicked to enter renewals this is what you will see. Here you have the option to select the subscriber you would like to renew. Select your contact and click **Select this subscriber**.



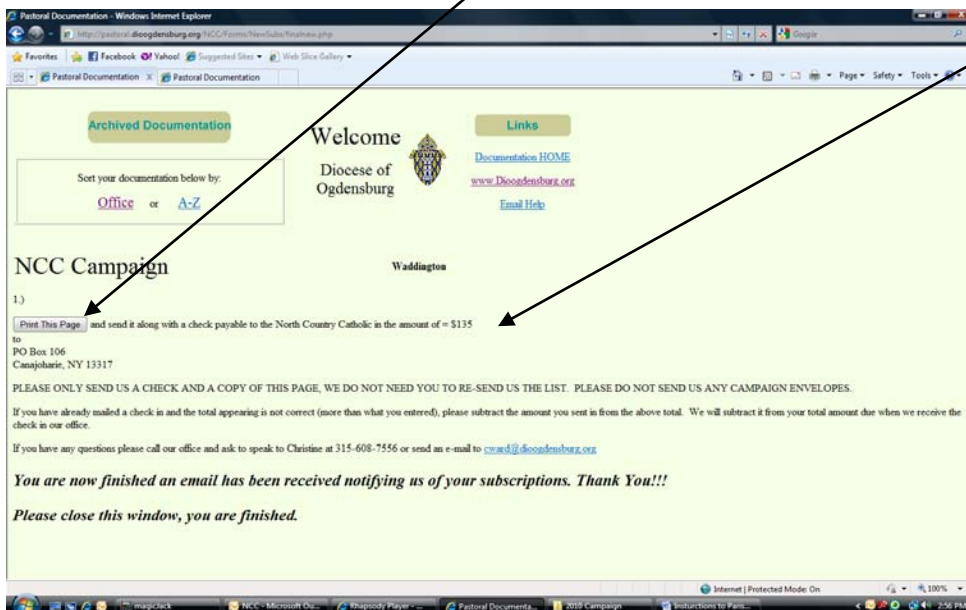
5. If you need to modify the subscriber's information ie: Title, address, dollar amount given, or number of copies you may do so here. If you do not need to modify the subscriber's information you can click submit.

- Here you can either click on **Add Another Subscriber** to add more subscribers. If you are done adding renewals, but have some **new subscribers** to add to your list please click on **Add another Subscriber**. This will bring you back to Step 3. You will notice that if you are adding another renewal the previous name that was renewed is no longer on the list. If you are done adding names please click on **Please Click here to review you data and to proceed to the next step**.
- On this screen you will have the option to print all of the subscribers that you entered. Click on **Print this Page**. You also have the option to download the information you entered into an excel spreadsheet. Click on **Or click here to download your data to Excel for you**.



It is very important that once you have printed the information or downloaded your information that you click on step 3 on this page **Click for Last Step**. This is how I know that you have entered information.

- Please print 2 of this page by clicking on **Print This Page** and send a check in the total amount shown to address that is shown on this page along with a printed copy of this page.



You can continue to add information to your list throughout the campaign. If you choose to keep adding information and send one big check in the end that is fine. Your balance owed will not change until we receive a check from you in our office. Once we receive payment from you we will deduct it from the balance owed. It is important however that you still click **Click for Last Step** every time you are done entering information. This will ensure that we receive your information in a timely manner.

Please do not send us individual personal checks, rather send one parish check. **Do not send us any subscription envelopes.** If you cannot use the automated system please download the appropriate reporting form and send us a typed list of the subscribers (Full Name, Address, Amount Paid) who have paid and a single check as you have done in the past. **Please use this as a last resort.**

It is also very important that when you deposit a parishioner's check that you report that the parishioner has renewed within the same week the check was deposited. This will help to prevent parishioners seeing their check cashed, but not seeing their renewal change or a new subscription begin. Please do not hold on to the renewals, we would like to receive the information from you as soon as you can get it to us. Your first report should be to us by March 9, 2012.

Please do not send us any credit card information. If a parishioner decides to pay by credit card please shred their information, contact them and have them either pay you in a different method OR go to our website and they can pay by credit card there as well.

Subscribers can now receive their NCC through e-mail. If a subscriber puts their e-mail on their envelope we are assuming that means that they want to now receive their paper by e-mail. When entering their information enter in their e-mail address in the line provided on the form.

If you have any questions, regarding our new system please call Christine and she will be more than happy to help you with this process. Phone: 315-608-7556; E-mail cward@dioogdensburg.org