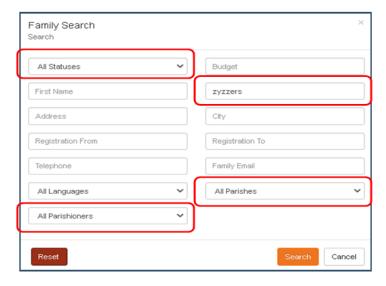# "Pull a Family Over" (Add an existing family to your parish)

You will often hear "pull the family over". This essentially means, before adding a family to the database, search for the family across all parishes and if the family is found, click "add to church" from the search results. You can then work with the family record as it pertains to your parish relationship with this family. *This prevents creating duplicate records.*
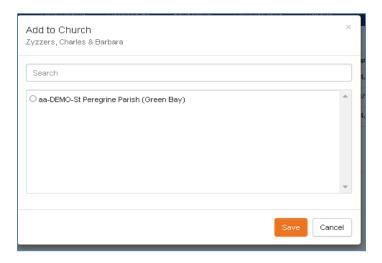
There are three ways to add a family to your church: from the Family Search Screen, By selecting the Family at the Family Search Screen, or in the Churches Tab while in Family Maintenance.

Search for the family across all parishes using the criteria for All Statuses, All Churches. Check in multiple ways like "Van Steel, VanSteel, Van-Steel". (Check that the address s matches the information you have).

Family Search
Search

All Statuses	Budget
First Name	zyzzers
Address	City
Registration From	Registration To
Telephone	Family Email
All Languages	All Parishes
All Parishioners	

Reset   Search   Cancel

Once you've located the family, in the search results screen click "**Add to Church**" from the far-right column. Choose your church from the pop up window.   Click Save.

	Church	Status	Budget	Family Name	Address	City	Registered	Telephone	
☐	St Rose St Mary Catholic School	Active	46	Zyzzers, Charles & Barbara	2030 Hometown Street	Green Bay	8/24/2017		Add to Church
☐	St Rose St Mary Catholic School	Active		Zyzzewski, Mark & Rita	4212 Cottontop Way	Green Bay	3/8/1988		Add to Church
☐	St Rose St Mary Catholic School	Active		Zyzzlschmidt, Marlon & Mattie	100 Housedweller Ln	Green Bay	8/24/1990	920-999-9999	Add to Church

‹ › Show: 10   Page 1 of 1   3 record(s) found

Add to Church
Zyzzers, Charles & Barbara

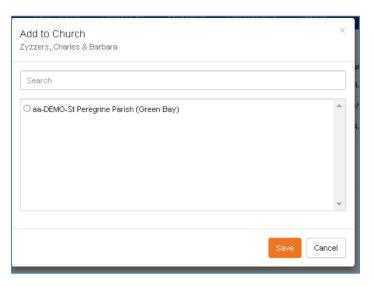Search

○ aa-DEMO-St Peregrine Parish (Green Bay)

Save   Cancel

Once you've located the family, in the search results screen click the family name. Choose your church from the pop up window.   Click Save.

☐ aa-DEMO-St Peregrine Parish	Deceased		VanZyzzers, Andrew	1825 Rhinelander Rd	Newton	10/12/2001	Members
☐ aa-DEMO-St Peregrine Parish	Moved		Yowzyzzski, Yvonne	311 Market St	Wausau	10/12/2021	Members
☐ St Rose St Mary Catholic School	Active	46	Zyzzers, Charles & Barbara	2030 Hometown Street	Green Bay	8/24/2017	Add to Church
☐ St Rose St Mary Catholic School	Active		Zyzzewski, Mark & Rita	4212 Cottontop Way	Green Bay	3/8/1988	Add to Church

Add to Church   ×
Zyzzers, Charles & Barbara

[Search]

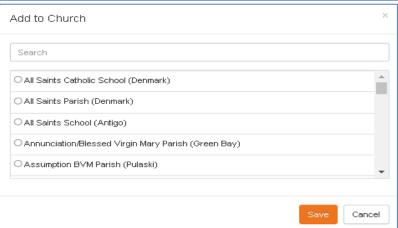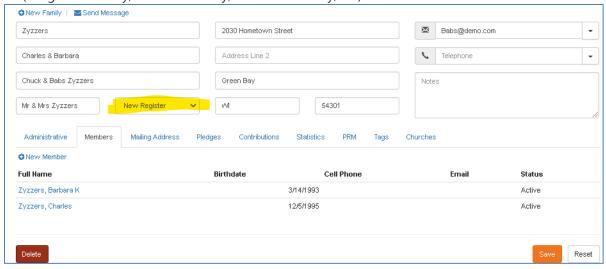○ aa-DEMO-St Peregrine Parish (Green Bay)

[Save] [Cancel]

If you are a linked parish, pulling a family from one of your parishes to another, this will be the method you use. Once you've located the family, in the search results screen click the family name. Go to the Churches Tab and click Add Church, select your parish from the list of churches.

Administrative	Members	Mailing Address	Pledges	Contributions	Statistics	PRM	Tags	Churches

⊕ Add to Church

Church Name	City	Status	
○ aa-DEMO-St Peregrine Parish	Green Bay	New Register	View
● St Rose St Mary Catholic School	Clintonville	Active	
○ Unregistered			

Add to Church   ×

[Search]

○ All Saints Catholic School (Denmark)

○ All Saints Parish (Denmark)

○ All Saints School (Antigo)

○ Annunciation/Blessed Virgin Mary Parish (Green Bay)

○ Assumption BVM Parish (Pulaski)
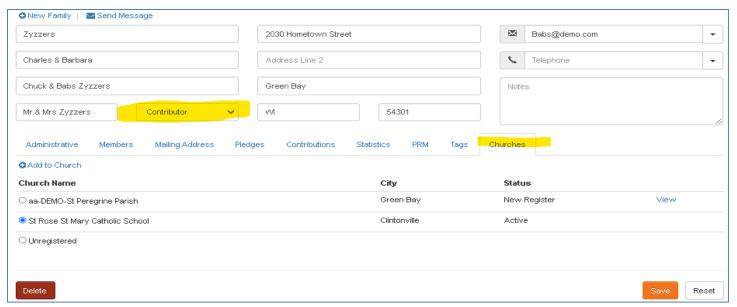
[Save] [Cancel]

The family record will be visible, and their Family Status will be "New Register." Set their Family status as it relates to your parish (Religious Ed Only, Sacrament Only, Contributor Only, etc).

When you Click the Churches tab you will see that all of the churches this family has had a relationship with appear on the list of churches. You can now change the family status from "New Register" to whatever defines your parish relationship with the family, i.e. Religious Ed, Sacrament Only, Contributor, etc.

You can work with the family and members in the same way you work with registered families. Leave the family registered with their current church. (If the family is asking to be active and registered at your parish, check the circle next to your church, and make the family status Active)

When you go back to your Family Search Results you will see the family appear now as having a relationship with your parish. You will note your church name at the left, and "members" in the far-right column.

The administrative tab will indicate that this family "has envelopes". If you are not assigning this family envelopes. Then you should un-check this.

| Mr & Mrs Zyzzers | Contributor ⌄ | WI | 54301 | |

Administrative   Members   Mailing Address   Pledges   Contributions   Statistics   PRM   Tags   Churches

📅 10/6/2021	📅 Census Sent Date	221148
English ⌄	📅 Census Received Date	System
Budget ☐ Inactive	☐ Non-Member	System Family

☑ Has Envelopes

Delete   Save   Reset