

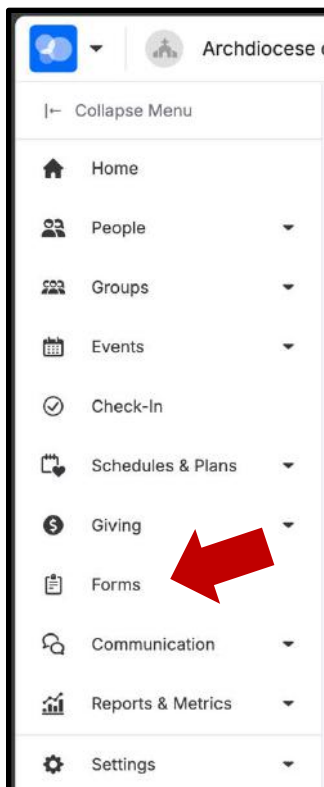


Building the Parish Community Demographics Survey in ParishStaq

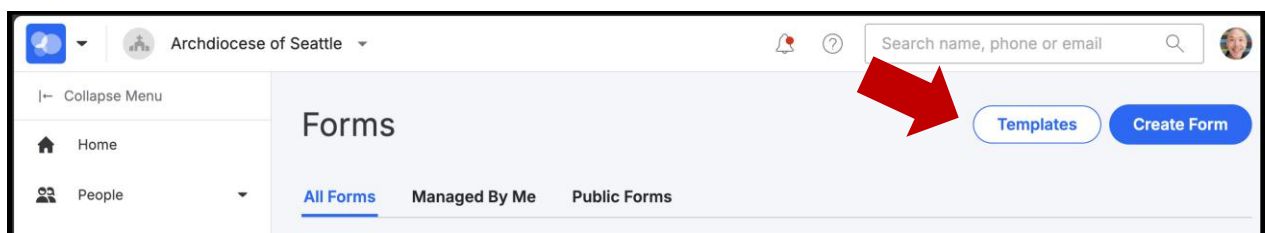
Step-by-step

Please note you must have the proper permissions to access the Form templates in the ParishStaq ChMS.

1. Head to the **Forms** section on the left side of the ParishStaq ChMS home menu.



2. Click on **Templates** on the top right to access all the available templates the ParishStaq team has created.



3. Search for the template using the keyword "**community**" then "**Use template**" to set it up.

Form Templates

community

Sort by: Title (A-Z)

New Template

All Templates My Templates

Parish Community Demographics Survey

Form Template

[For use with Partners in the Gospel One Parish Plan] This survey collects demographic information about your parish community to help as you think about what ministries you offer, what the needs in your community are, and where there are opportunities to expand or start new ministries.

By: Bryan Gummersall (Archdiocese) | Last Used: Never | Last Modified: 12/31/2024

Use Template

4. You will be asked to give the form a **new title**. Once you click next, the form will be saved in your campus.

Create Form

Create from [Parish Community Demographics Survey]

Form Title *

Parish X Community Demographics Survey

CANCEL NEXT

5. The **edit page** will open, and you will have an opportunity to personalize the description or make any other changes before publishing.
 - a. Add an **End Date**.
 - b. Consider adding yourself or another staff to receive an **Admin Notification** every time someone completes the survey.
 - c. Click **Done** to continue.

Forms > Parish X Communi... > Edit Form

Changes saved Save as Template Done

Edit Form

admin only *required

Parish X Community Demographics Survey

(Unpublished)

The purpose of this survey is to collect information about our parish community to help us as we think about what ministries we offer, what the needs in our community are, and where there are opportunities to expand or start new ministries. Please have one person from your household fill out this survey for your entire family — submissions are not needed from each family member.

Submissions can be anonymous unless you would like to register for our mailing list in the final question of this survey.

Page 1 of 1

Parish and City *

Please select your primary parish from the list below.

Choose...

Add a Field Form Settings

Form Title*
Parish X Community Demographics

Description

B I [List Icons] [Image Icon]

The purpose of this survey is to collect information about our

Show on list of forms ?

Require login to fill out form

Auto-match logged out responses ?

Start Date End Date

Confirmation Page ▶

Unavailable Form Page ? ▶

Multiple Responses ▶

File Attachment ▶

Payment and Discount ▶

Admin Notifications ▶

Automation ▶

- In the **Form Managers** tab, add any staff who would be able to view the responses other than yourself. When ready, click **Publish**.

Parish X Community Demographics Survey

Actions

Unpublished
The form is not available to be filled out because it is not yet published.

[Publish](#)

No Responses

[Show description and other info...](#)

SUMMARY RESPONSES AUTOMATION **FORM MANAGERS** SHARE

[New Manager](#)

Joseph Tancioco
Form Creator

- Share** the completed survey using the URL or embed the HTML link on your web page.

Parish X Community Demographics Survey

Actions

Available
The form has been published and is available to be filled out.

[Unpublish](#)

No Responses

[Show description and other info...](#)

SUMMARY RESPONSES AUTOMATION **FORM MANAGERS** [SHARE](#)

Copy and paste these items

Use this URL in an email or instant message

Use this HTML link in a web page