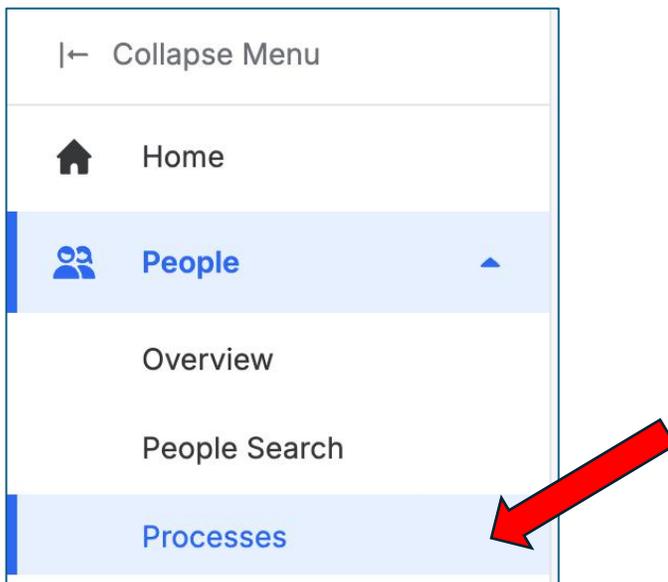


Agape Service Project 2025

How to View Your Group's Registrations (in a ParishStaq Process Queue)

1. For 2025, we simplified the procedures so participants complete one form with all the required information, including waivers, medical information, code of behavior, etc. You as a group leader will view your group's completed registrations in a ParishStaq Process Queue (just a fancy word for checklist).

Log-in to ParishStaq using this link: <https://archseattle.ccbchurch.com> then use the menu on the left to navigate to People ... Processes.



- Based on your permissions, you will see one or more Processes. Click on the one called "Agape 2025 yourgroupname."

The screenshot shows the 'Processes' page with a search bar containing 'agape 2025 sample' and '1 Result'. Below the search bar are filters for 'Campus (1)' and 'Status (1)', along with a 'Managed by Me' toggle. There are 'Apply filters' and 'Clear all' buttons. A table lists the process 'Agape 2025 Sample Parish' for the 'Archdiocese of Seattle' with an 'Active' status. A red arrow points to the process name.

Process	Campus	Status
Agape 2025 Sample Parish	Archdiocese of Seattle	Active

- We created an automation from the registration forms so that everyone who completes it and identifies your location gets added to your specific checklist (Process). As you can see in the sample below, we have one entry that has not been reviewed. Click on the blue text to open the list.

The screenshot shows the 'Agape 2025 Sample Parish' process page. It features a breadcrumb 'Processes > Agape 2025 Sample Parish' and a large heading 'Agape 2025 Sample Parish'. Below this, there is a blue link 'Agape 2025 Registration Received' with a red arrow pointing to it. At the bottom, there are two status indicators: '1 Unassigned' and '1 Not Started'.

4. You may see more than one entry here, depending on how many people have submitted their registration. Click on the blue name to review a specific person.

Agape 2025 Registration Received

AGAPE 2025 REGISTRATION RECEIVED < back to process

Timing: Relative - 0 Days
Manager Email: Assigned Off, Unassigned Off
Default Email: Default Email - None Selected
Parent Process: Agape 2025 Sample Parish

PEOPLE QUEUE MANAGERS

Hiding people assigned to [] else or due after Mar 21 with a **Waiting** status

Select all

 **Joed Tancioco** **Not Started**
Due: Friday, March 21, 2025
Queue Days: Due Today
Assigned to: Unassigned

[View](#)
[Accept](#)
[Send Email](#)

[Remove](#) [Other Actions](#) [Mark As Done](#)

5. After clicking on the name, click on the Forms tab to review their registration.

Joed Tancioco

< back to queue

 **Joed Tancioco** **Not Started**
[Send Email](#)

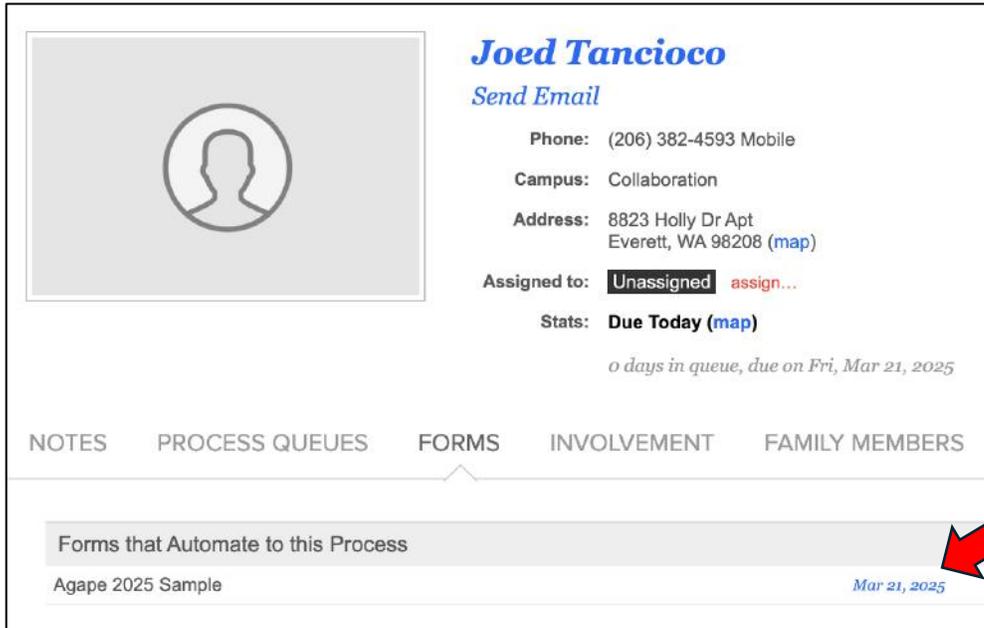
Phone: (206) 382-4593 Mobile
Campus: Collaboration
Address: 8823 Holly Dr Apt
Everett, WA 98208 (map)
Assigned to: **Unassigned** [assign...](#)
Stats: **Due Today (map)**
0 days in queue, due on Fri, Mar 21, 2025

NOTES PROCESS QUEUES **FORMS** INVOLVEMENT FAMILY MEMBERS

Who can see this note about Joed Tancioco? [Huh?](#)
 Appropriate leaders This process only Only me

[Add this note](#)

- Click on the blue date to open a copy of their registration form. This date indicates when they submitted it.



Joed Tancioco
[Send Email](#)

Phone: (206) 382-4593 Mobile
Campus: Collaboration
Address: 8823 Holly Dr Apt
Everett, WA 98208 ([map](#))
Assigned to: **Unassigned** [assign...](#)
Stats: **Due Today** ([map](#))
0 days in queue, due on Fri, Mar 21, 2025

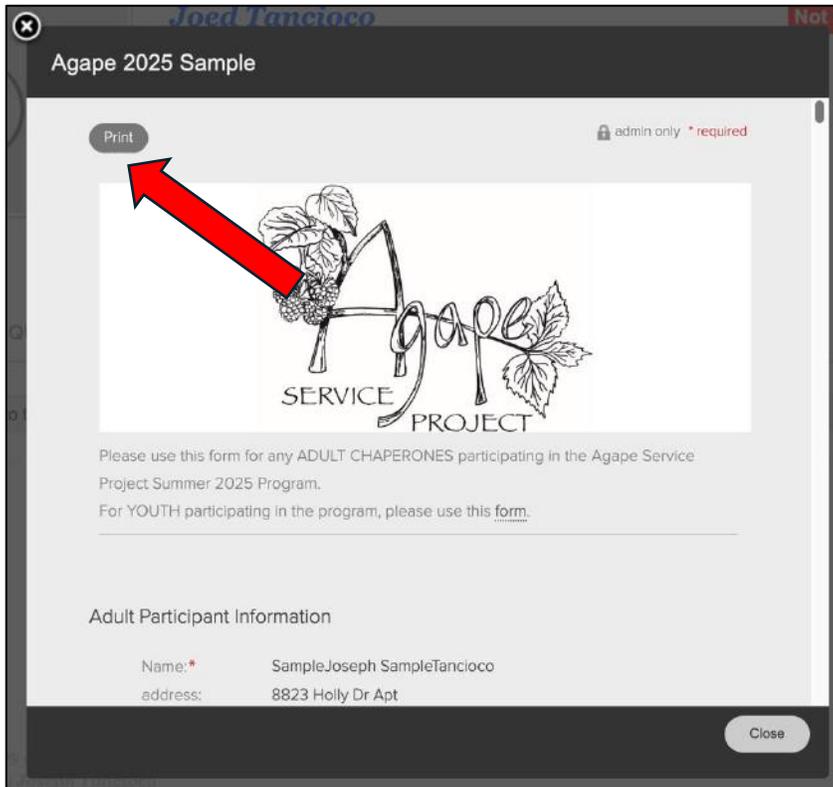
NOTES PROCESS QUEUES **FORMS** INVOLVEMENT FAMILY MEMBERS

Forms that Automate to this Process

Agape 2025 Sample	Mar 21, 2025
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- A new window will pop up where you can review their response. From this window, you can also print the forms you will need to bring with you on your service week.



Agape 2025 Sample

Print

admin only *required

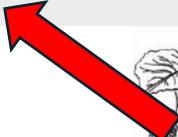


Please use this form for any ADULT CHAPERONES participating in the Agape Service Project Summer 2025 Program.
For YOUTH participating in the program, please use this [form](#).

Adult Participant Information

Name:* Sample.Joseph SampleTancioco
address: 8823 Holly Dr Apt

Close



8. If you are satisfied with their response, click close to go back to the previous screen.

Joed Tancioco

Agape 2025 Sample

Print admin only *required

Agape
SERVICE PROJECT

Please use this form for any ADULT CHAPERONES participating in the Agape Service Project Summer 2025 Program.
For YOUTH participating in the program, please use this form.

Adult Participant Information

Name:* SampleJoseph SampleTancioco
address: 8823 Holly Dr Apt

Close

9. On the top right, mark this form as done (i.e., reviewed).

Joed Tancioco

Send Email

Phone: (206) 382-4593 Mobile
Campus: Collaboration
Address: 8823 Holly Dr Apt
Everett, WA 98208 (map)
Assigned to: Unassigned assign...
Stats: Due Today (map)
0 days in queue, due on Fri, Mar 21, 2025

RMS INVOLVEMENT FAMILY MEMBERS

Not Started

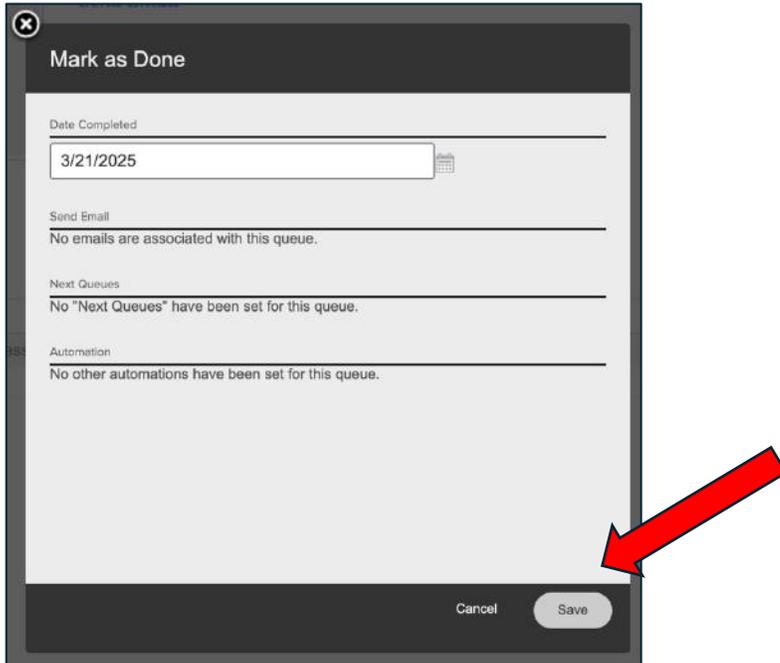
Actions

Mark As Done

Accept this
Remove from queue
Change the due date
Assign...
Change this person's queue status to:
In Process | Waiting
Send a mail merge

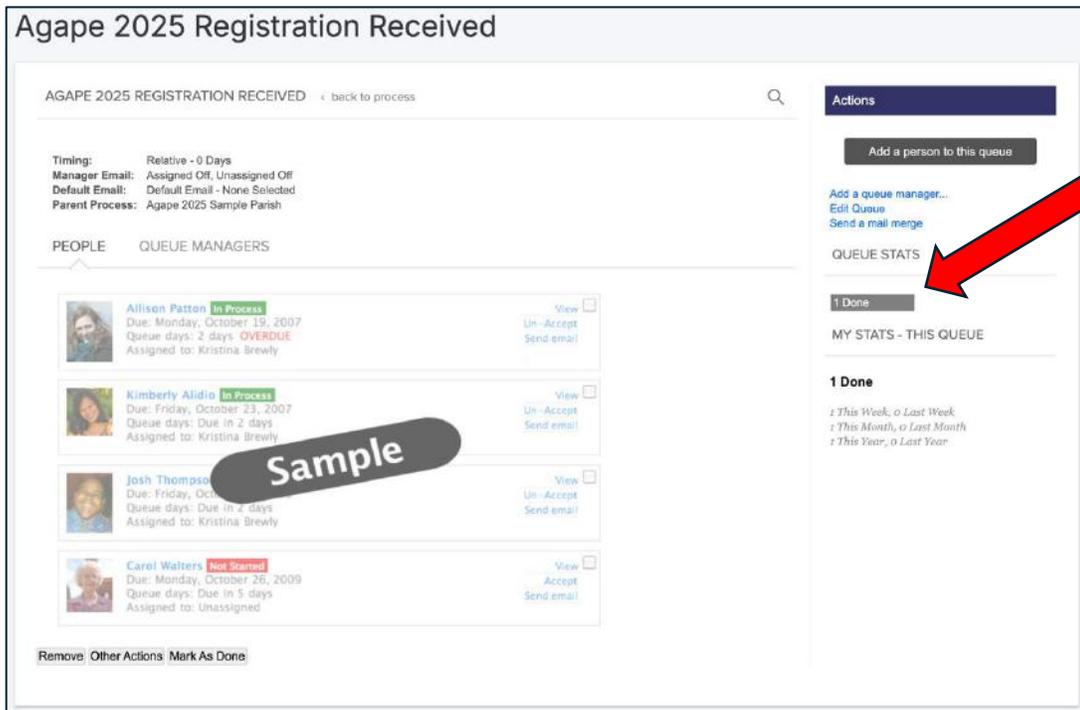
Mar 21, 2025

10. There will be a popup window with the completion date. Click save on the bottom right to close it.



A screenshot of a 'Mark as Done' popup window. The window has a dark header with a close button (X) and the title 'Mark as Done'. Below the header, there are several sections: 'Date Completed' with a text input field containing '3/21/2025' and a calendar icon; 'Send Email' with the text 'No emails are associated with this queue.'; 'Next Queues' with the text 'No "Next Queues" have been set for this queue.'; and 'Automation' with the text 'No other automations have been set for this queue.'. At the bottom right, there are two buttons: 'Cancel' and 'Save'. A red arrow points to the 'Save' button.

11. You will see the following screen, assuring you that the system has saved your action. Note on the Queue Stats on the right that you have "1 Done."



A screenshot of the 'Agape 2025 Registration Received' screen. The main content area shows a list of people with their names, photos, and status. A large black oval with the word 'Sample' is overlaid on the list. The right sidebar contains an 'Actions' section with buttons for 'Add a person to this queue', 'Add a queue manager...', 'Edit Queue', and 'Send a mail merge'. Below that is the 'QUEUE STATS' section, which shows '1 Done' in a grey bar. Underneath is 'MY STATS - THIS QUEUE' with a '1 Done' summary and a list of filters: 'This Week, 0 Last Week', 'This Month, 0 Last Month', and 'This Year, 0 Last Year'. A red arrow points to the '1 Done' bar in the Queue Stats section.

PEOPLE	QUEUE MANAGERS
 Allison Patton In Process Due: Monday, October 19, 2007 Queue days: 2 days OVERDUE Assigned to: Kristina Brewly	View Un-Accept Send email
 Kimberly Alidio In Process Due: Friday, October 23, 2007 Queue days: Due in 2 days Assigned to: Kristina Brewly	View Un-Accept Send email
 Josh Thompson Due: Friday, October 23, 2009 Queue days: Due in 2 days Assigned to: Kristina Brewly	View Un-Accept Send email
 Carol Walters Not Started Due: Monday, October 26, 2009 Queue days: Due in 5 days Assigned to: Unassigned	View Accept Send email

12. Navigate back to the original screen with the names of all completed forms using the blue text above.

Processes > [Agape 2025 Sampl...](#) > Agape 2025 Registration Received

Agape 2025 Registration Received

AGAPE 2025 REGISTRATION RECEIVED < back to process

Timing: Relative - 0 Days
Manager Email: Assigned Off, Unassigned Off
Default Email: Default Email - None Selected
Parent Process: Agape 2025 Sample Parish

PEOPLE QUEUE MANAGERS

	Allison Patton In Process Due: Monday, October 19, 2007 Queue days: 2 days OVERDUE Assigned to: Kristina Brewly	View Un-Accept Send email
	Kimberly Alidio In Process Due: Friday, October 23, 2007 Queue days: Due in 2 days Assigned to: Kristina Brewly	View Un-Accept Send email
	Josh Thompson Due: Friday, Oct...	View Un-Accept

Sample

13. In this example, I have completed all pending entries. If you have any more responses to review, go back to Step 3 to review the next one.

Processes > Agape 2025 Sample Parish

Agape 2025 Sample Parish

[Agape 2025 Registration Received](#)

0 Unassigned **1 Done**