

DATA ENTRY PROCEDURES FOR PARISHES

Please use the following procedures when entering parishioners into your parish database. The more information you provide, the more helpful it is for us to keep the diocesan Raiser's Edge database accurate. Below are examples of data fields required for new parishioners and how to enter the data using the correct format. Please include the parishioner ID when sending updates.

DATA	INCORRECT	CORRECT
"and" instead of "&" in the title field	Mr. & Mrs. Jones	Mr. and Mrs. Jones
Periods after title abbreviations (Mr. and Mrs.), but not after Miss	Miss., Dr, Mrs, Mr	Miss, Dr., Mrs., Mr.
Data should be mixed case	MR. AND MRS. JONES mr. and mrs. Jones JUPITER, FL	Mr. and Mrs. Jones Jupiter, FL
Couples	Mr. and Mrs. John and Susan Jones Dr. & Mrs. John & Susan Jones Mr. & Dr. John and Susan Jones	Mr. and Mrs. John Jones Dr. and Mrs. John Jones Dr. Susan and Mr. John Jones
Directions in an address line should be abbreviated	1455 North West Millpond Circle	1455 NW Millpond Circle
Types of streets should be spelled out	St, Rd, Ct, Ter, Ln, Ave, Pt, Dr, Hwy, etc.	Street, Road, Court, Terrace, Lane, Avenue, Point, Drive, Highway
Abbreviations	Boulevard, Apartment, Southwest, Northwest, etc.	Blvd, Apt, SW, NW
Names such as McDonald should NOT have a space after the Mc	Mc Donald, Mc Donough	McDonald, McDonough
Addresses that have apartment numbers should be abbreviated	103 Main Street, Apartment C 103 Main Street Apartment C	103 Main Street, Apt C 103 Main Street Apt C
No periods in address lines	P.O. Box 1111 1455 N.W. Millpond Circle	PO Box 1111 1455 NW Millpond Circle
Deceased	Mr. and Mrs. John Smith (Deceased) 100 Main Street Jupiter, FL 33458 Mr. and Mrs. John Smith (Deceased)	Mr. John Smith (Deceased) Mrs. Ann Smith (Widow)