

Famiglia degli Apostolati

User Portal Instruction Manual

This guide serves to help answer your questions on how to use and navigate the Famiglia degli Apostolati portal, including instructions on how to log in, reset your password, and use various features.

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Logging In

Visit the Portal:

- Open your web browser and go to <https://member.apostolati.org/user/login>.
- Alternatively, you can also visit Apostolati.org. At each society website that allows enrollments, you can click the “Enroll People” button at the top of each society screen.

Enter Your Credentials:

- **If you have your password:**
 - **Username:** Enter your registered email address.
 - **Password:** Enter your password.
- **What if I don't know my password?**
 - Click the “Forgot Password?” button.
 - Type your email address and then click “Send Reset Link” button.
 - Go to your e-mail and look for an e-mail from our admin email (Famiglia@apostolati.org) and follow the instructions. Be sure to check your spam if you don't see it in your inbox.

Click on "Log In":

- Click the "Log In" button to access your account.

Resetting Your Password

Visit the Portal:

- Open your web browser and go to <https://member.apostolati.org/user/login>.
- Alternatively, you can also visit Apostolati.org. At each society website that allows enrollments, you can click the “Enroll People” button at the top of each society screen.

Click the “Forgot Password?” button

- Type your email address and then click “Send Reset Link” button.

Check Your Email:

- Go to your e-mail and look for an e-mail from our admin email (Famiglia@apostolati.org) and follow the instructions. Be sure to check your spam if you don’t see it in your inbox.

Navigating the Portal

To Enter New Enrollees:

- Click the “Enter New Enrollees” button.
 - **Important:** If society name doesn’t show, you either don’t have access to add new names to that society, or the society is not currently in open enrollment. The Purgatorial Society of St. Andrew Avellino and the Society of St. Margaret of Cortona have specific enrollment periods. Refer to Apostolati.org to see the enrollment windows.
- **Select Society:**
 - Click the dropdown and click the society in which you would like to enroll someone.
- **Enter Enrollee:**
 - Next to the society name, type 1 person in the “Name” box.
- **Enter More:**
 - Click the “+Add More” button and repeat steps above.
- **Submit name(s):**
 - When done adding a/(all) name(s), click the “Submit Enrollees” button.
- **Confirmation:**
 - You should see the names added to the portal.
 - You should also receive a confirmation email which details your new enrollees.

Additional Functionalities:

- **Search Bar:** allows you to search for enrollees you have enrolled
- **Export Button:** allows you extract all of your enrollees into an excel sheet
- **Society Filter:** allows you to see enrollees by society

Change Password:

- On the top right, click the three horizontal line button.
- Click ‘Change Password’ and follow the instructions.

Contacting Support

Questions?

- Email us at famiglia@apostolati.org and we will get back to you as soon as possible.