

# OCTOBER ATTENDANCE COUNT – 2019

Deadline November 4, 2019 – Instructions located at bottom of this sheet

Do NOT use this form for Missions

<b>Saturday – Evening</b>		Please report only the first 4 weekends of October.			
	Mass Time	October 5/6	October 12/13	October 19/20	October 27/27
1 <sup>st</sup> Mass					
2 <sup>nd</sup> Mass					
<b>Sunday – Day</b>					
1 <sup>st</sup> Mass					
2 <sup>nd</sup> Mass					
3 <sup>rd</sup> Mass					
4 <sup>th</sup> Mass					
5 <sup>th</sup> Mass					
<b>Sunday – Evening</b>					
1 <sup>st</sup> Mass					
2 <sup>nd</sup> Mass					
Comment:					

Please only enter information where applicable. Do **not** enter zeros or use terms like “none” or “n/a.”

## Submitting through PDS Church Office.

1. Open **PDS Church Office** on your computer.  
Cluster parishes do **NOT** use “All Churches” icon. Use the individual parish icon
2. Click **Data Sync**.
3. Click **Survey from Diocese** and choose **October Count #####**. ( ##### represents the current year.)
4. Click the **Answer Survey** button and fill out the survey.  
Please only enter information where applicable. Do not enter zeros or use terms like “none” or “n/a.”
5. Click **Submit**.
6. Click **Yes** button when asked “Are you sure you want to continue.”
7. Click **OK** when you see “Survey Submitted.”
8. Click **Save** button
9. Click **Close** button. It may still show “no” in the Submitted column. Don’t worry.
10. Click **Close** button.

