

Downloading Quarterly Files onto your Desktop

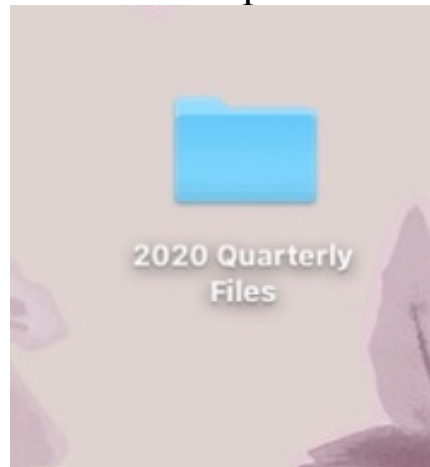


Step 1: Creating a Quarterly file folder on your desktop

1A) Create a folder on your desktop where the quarterly files will go

1B) Title the folder “[Current Year] Quarterly Files”

Example:



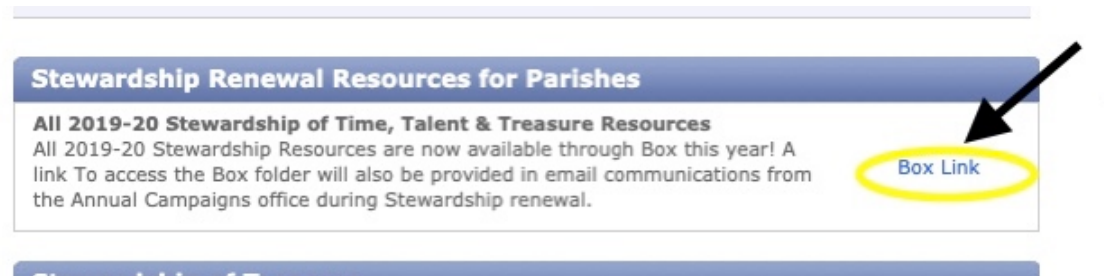
Step 2: Obtaining the Quarterly Files from the Archdiocese

2A) On the [Archdiocese of Seattle website](#), hover over the circled titles of (1) “Stewardship/Giving” then (2) “Parish Stewardship”.



2B) Click on “Time-Talent-Treasure Renewals”.

2C) On that page, click on “Box Link” under the *Stewardship Renewal Resources for Parishes* section at the top.

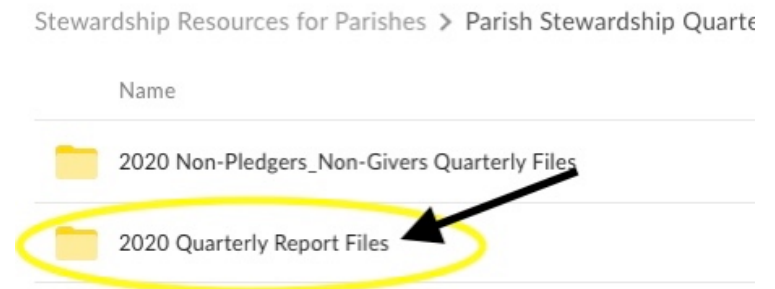


Step 3: Finding the Quarterly Files from Box

3A) Click on “Parish Stewardship Quarterly Reports” file folder on the top of the Box page.



3B) Click on the “2020 Quarterly Report Files” file folder. (If you plan to send a letter to non-pledgers/non-givers, you will repeat the same following steps, but this time clicking on “2020 Non-Pledgers_Non-Givers Quarterly Files” to also download those files.)



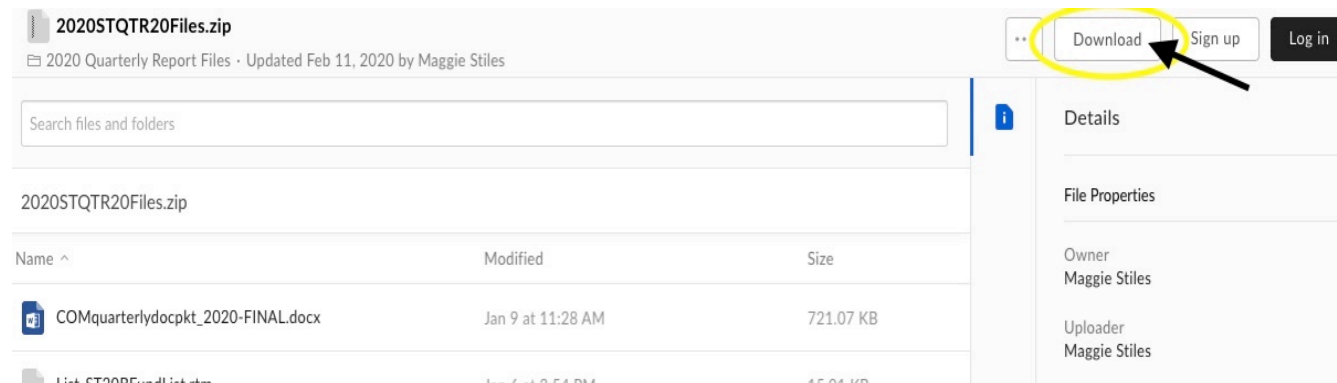
Step 4: Downloading the Quarterly Files from Box

Stewardship Resources for Parishes > Parish Stewardship Quarterly Re

4A) Click on “2020STQTR20Files.zip”



4B) Once the files appear, click the “download” button on the top, right section of the page.




4C) Once downloaded, drag all the files into the [2020] Quarterly File folder that you created on your desktop.

Step 5: Viewing the Quarterly Instructions for PDS

5A) Return to the Archdiocese of Seattle website to view the “Quarterly Instructions for PDS” and follow Bryan Gummersall’s instructions for installation into PDS.

Stewardship of Treasure	
Quarterly Instructions - Help Files Guidelines for downloading files into desktop folder	View
Quarterlies Files for downloading into PDS	Download
Quarterly Instructions for PDS	View
Quarterlies - nonpledgers/nongivers New letter with ods files and instructions that target registered parishioners who	Download



For questions, please call Steve Homiack at (206) 903-4619 or email steve.homiack@seattlearch.org