

Online Registration Instructions

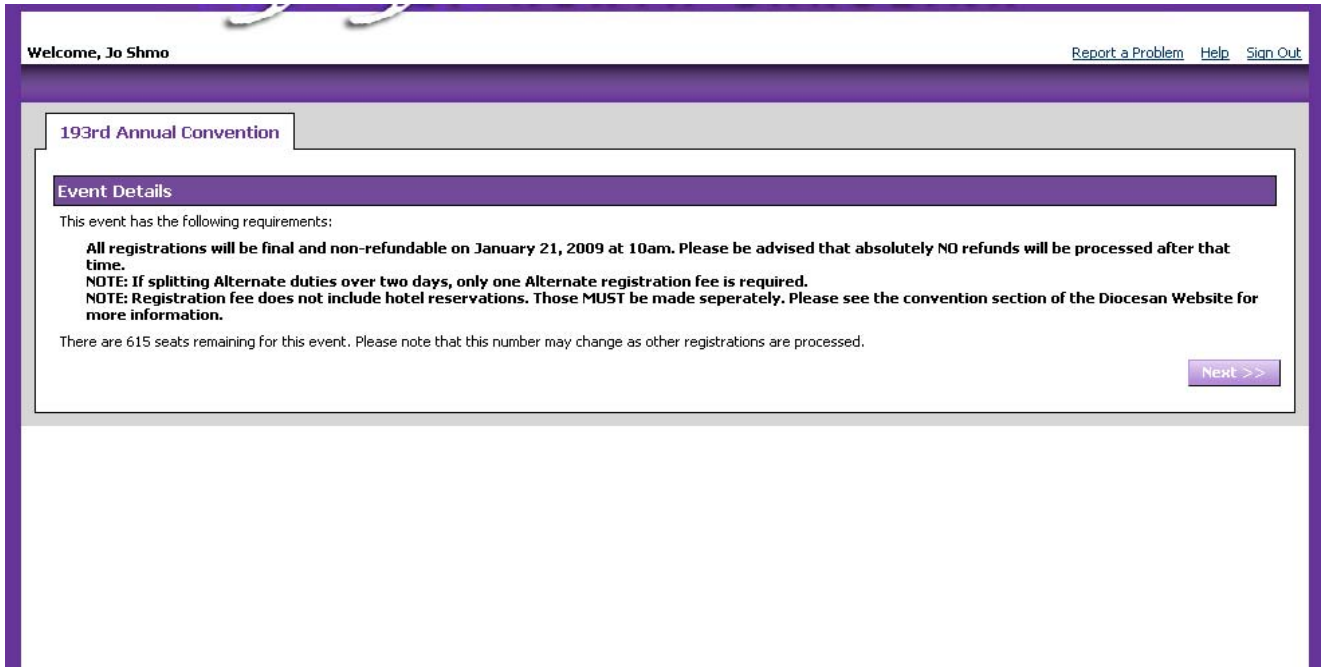
1. After clicking on “Register for this event” you will see a screen similar to the one below

The screenshot displays a registration form with two main sections: "Create a Login" on the left and "Already Have a Login?" on the right. The "Create a Login" section includes a checkbox for age verification, a "Why am I being asked about my age?" link, and input fields for First Name, Last Name, Suffix, E-mail Address, Address Line 1, Address Line 2, City, State, Zip Code, and Phone. A security field with a grid of characters "9GM6Q" and a refresh button is also present. A "Create" button is at the bottom. The "Already Have a Login?" section has input fields for User Name and Password, a "Forgot your password?" link, a "Remember me" checkbox, and a "Login" button. Below this, it lists recommended browsers: Internet Explorer 7.0 or higher, Firefox 3.0 or higher, and Safari 3.0 or higher, with a link to download the latest edition.

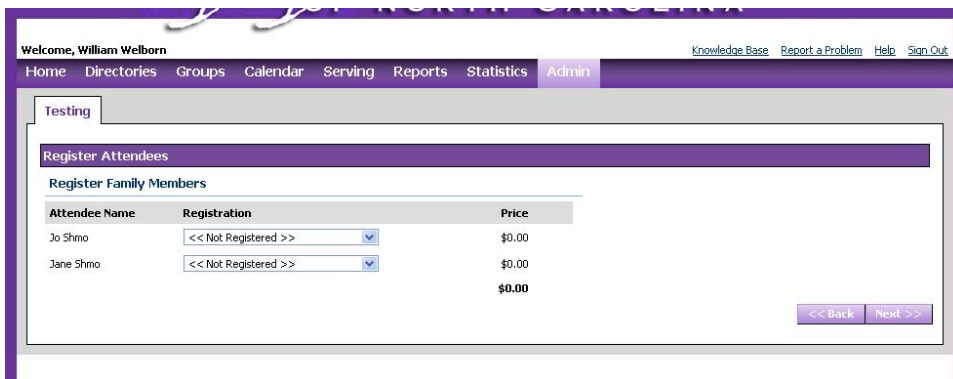
If you are a new user and have never used the system to register for an event in the past, fill out the information on the left hand side and click “Create” ****Please note that the verification of age is for the person entering the information, not necessarily the person whose information is being entered. Also note that the security field exercise is CASE SENSITIVE, so enter the characters exactly as they appear****

If you have used the system before and already have log-in information, fill in the fields on the right side and click “Login”

2. Next you will see a screen like the one below



Please read all the bolded text carefully before continuing. After reading all the bolded text, click “Next”



3. You will then see a screen similar to the one below

If you are matched to an existing database profile, you will see members of your family as well as your name on this page. You may register multiple people simultaneously by selecting a registration type from the drop down menu for each person. Once you have done so for all those you want to register for the event, click “Next”

4. You will then see a screen that will look similar to the one below

The screenshot shows a web interface for a registration process. At the top, there is a tab labeled "Testing". Below it is a purple header bar with the word "Questions" in white. Underneath the header, a message reads: "Please complete the following information for each registrant. Items marked with * are required to complete your registration." The form is organized into two sections, one for "Jo Shmo" and one for "Jane Shmo". Each section has a grey header with the name and a sub-header with the word "Testing". Below each name, there are two questions: "Are you me? *" and "Are you my guest? *". Each question is followed by a small blue dropdown menu. At the bottom right of the form area, there are two buttons: "<< Back" and "Next >>".

You will see a set of questions for each person you chose to register. Fill out all necessary or required fields. Once complete, click “Next.”

5. Next you will see a screen summarizing your registration including the name of each registrant, the type of registration for each, and the price for each with a total at the bottom. If all the information is correct on this page, click “Next.” If something is incorrect, click “Back” until you arrive at the page you need to make changes on and make all necessary changes.

6. Next you will see the payment screen which will look like the one below

Testing

Event Registration Expert

Your total amount due for **Testing** is **\$200.00**.

Pay With: *

Please enter your payment information below - it will be validated .

Click "Submit Payment" only once. Returning to this page and submitting this form a second time will result in a double charge.

Amount Due: \$200.00

Name On Card:

Billing Address:

City:

State:

Postal Code:

Phone Number:

E-mail Address:

Payment Type: VISA MasterCard Electronic Check

Card Number:

Expiration: Month Year

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You can pay with Visa, Mastercard, or with Electronic check. Fill in the necessary information and click the “Submit Payment” button. If you do not see this button, you may need to change the text size on your browser. Check the help section for your browser to find out how to do this.

7. After Submitting your payment, you will see a confirmation page containing confirmation numbers for each registrant. There is also an option to print a receipt if you would like a receipt for the charge. Please be sure to examine this page carefully. If there are any documents or resources needed for the event, there will be a link on this page for each of those resources. Be sure to download all documents and save or print them for your records. Once you have done so, your registration is complete. You should receive an e-mail informing you that you are registered for the event as well as giving you the confirmation numbers for the individuals you registered.

If you have any difficulty with the registration process, feel free to contact the Diocesan Office at (919) 834-7474 or by e-mail at scott.welborn@episdionc.org.