

# ONLINE REGISTRATION INSTRUCTIONS

## **VERY IMPORTANT!**

Each group is required to register as a group under their church's name. Please do not register under your own name.

## **DO I NEED A PASSWORD?**

Yes, to register online, you must have your church's password.

## **WHAT HAPPENS IF I LOSE MY PASSWORD?**

If you lose your church's password, you have the option of requesting that the password be resent to the e-mail on record.

## **WHAT PAYMENT FORMS DO YOU ACCEPT?**

We accept Visa, Mastercard, and Discover. Important Note: All credit card receipts will be sent to the e-mail address on file with the church's record.

## **DO I HAVE TO ENTER NAMES?**

Yes, for Advance and Winter Retreat you must enter each individual name. For Youth Convention you can simply assign a number to each registration rather than typing in each name. Please note: the registration program will not accept the same name twice.

## **CAN I REGISTER ADDITIONS ONLINE?**

No, at this time, a church is only able to do their first registration online. Any additions must be made through mail-in registration accompanied by a **church check**.

## **CAN I VIEW MY REGISTRATION ONLINE?**

Yes, once you register, you can view your registration online.

## **IS ONLINE REGISTRATION OFFERED FOR ALL YOUTH EVENTS?**

No. Online registration is not currently available for Youth Camp or PK/MK Retreat.

## **HELP! I CAN'T FIGURE THIS OUT?**

If you have questions, please feel free to contact Carissa via email at [carissa@penndel.org](mailto:carissa@penndel.org) or by calling 717.795.5921 between 8:15–4:00 M-F.