

How to Register for Events at myFellowship

Welcome, Jane Trainee

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Home Groups Events Giving Serving

I Want to View...

[Available Small Groups](#) [Available Registrations](#)
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My Calendar **Wednesday, November 19, 2014**

Time	Event	Location
8:00 AM to 9:00 AM	Example Event Mexico Trip	
5:30 PM to 6:30 PM	Adult Christmas Choir	205/207/209 combo
6:30 PM to 8:00 PM	Made to Crave	604
7:00 PM to 8:30 PM	Jump Start	101 Middle School
7:00 PM to 8:30 PM	Jump Start Small Groups	202

My Groups

My Small Groups

Name	Action
6th Grade C Group	I want to... Go

If you are logged into myFellowship click on “Available Registrations” within the “I Want to View...” Box.

Example Event Mexico Trip

Wednesday, November 19, 2014 from 8:00am to 9:00am

This is an example event. To demonstrate what registrants will see.

Must be over 18 to go on this trip

Your Information

Tell us who you are. If you are registering someone else, you will enter their name on the next page.

E-mail Address

First Name

Last Name

Continue

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If you are accessing an event from the public event list or from a direct link you will be presented with a page very similar to what you see in this screen shot. Note the name of the event, when it takes place and a brief description of the event. Just under the description it will show any requirements for the event, in this instance there is an age requirement.

Fill in your information and click continue.

Example Event Mexico Trip

Wednesday, November 19, 2014 from 8:00am to 9:00am

This is an example event. To demonstrate what registrants will see.

Must be over 18 to go on this trip

Your Information

Tell us who you are. If you are registered...

E-mail Address

First Name

Last Name

We know you!

Sign in for an easier registration.

Password

[Forgot your password?](#)

[Sign In](#) or [Cancel](#)

Don't want to sign in?

You don't have to sign in to register.

[Continue as Guest](#)

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If you have an account it will recognize your information and allow you to sign in. If it does not recognize you it will take you to the next page of the registration as a guest.

Welcome, Jane Trainee

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[Home](#) [Groups](#) [Events](#) [Giving](#) [Serving](#)

Upcoming Events

Month:

Campus:

Department:

Nov 19

[Example Event Mexico Trip](#)

Mexico

Campus: Main Campus
Department: Adult Ministries
Contact: [Jane Trainee](#)
555-555-1542

[Register](#)

This is the public event list. In this example it only shows one event. This page gives us the general information we need to know such as when the event occurs, and what the event is, as well as who the contact is for the event.

Click the event name for more information about the event, or click Register to continue the registration process.

Example Event Mexico Trip [hide details](#)

Wednesday, November 19, 2014 from 8:00am to 9:00am
This is an example event. To demonstrate what registrants will see.

Must be over 18 to go on this trip

Total Cost: \$200.00

Register Attendees

Attendee Name	Registration	Price
Joe Trainee edit 1234 Fake Address Way Knoxville, TN 37921 traineejoe@gmail.com 555-555-1245	Mexico Trip \$200.00 (Deposit \$50.00)	\$200.00
Jane Trainee edit 1234 Fake Address Way Knoxville, TN 37921 traineejane@gmail.com 555-555-1245	Trip Meeting (Free) << Not Registered >> Mexico Trip \$200.00 (Deposit \$50.00) Trip Meeting (Free)	

Sub Total: \$200.00

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Note that with a fully activated account you can see all individuals in your family. If you do not see all your family members contact support@fellowshipknox.org to receive an activation email. The link in this email is only active for 24 hours.

In this case Jane Trainee is logged in and can register both herself and her husband. In Joe's registration he is attending the Mexico trip which costs 200 dollars and requires a deposit of 50 dollars. That means Joe has to pay at least 50 dollars at the time of registration. Jane on the other hand is attending the Trip Meeting to pray for safe travel which is free.

After selecting all registration options that you want click Next to continue or Back to edit information on a previous screen.

Example Event Mexico Trip [view details](#)

Total Cost: \$216.00

Supplies

Joe Trainee		
Example Event Mexico Trip		
<input type="text" value="1"/>	\$8.00 Mexico Trip T-Shirt	\$8.00
Jane Trainee		
Example Event Mexico Trip		
<input type="text" value="1"/>	\$8.00 Mexico Trip T-Shirt	\$8.00

[<< Back](#) [Next >>](#)

This page shows additional supplies that can be ordered. In this case it is T-shirts for the trip. Other times this may be a book for a Bible study.

After selecting all registration options that you want click Next to continue or Back to edit information on a previous screen.

Example Event Mexico Trip[view details](#)**Questions**

Total Cost: \$216.00

Please complete the following information for each registrant. Items marked with * are required to complete your registration.

Joe Trainee

Example Event Mexico Trip

* Do you have someone you would like to sit with on the plane.

Yes ▾

What is that person's name?

Jane Trainee

Jane Trainee

Example Event Mexico Trip

* Do you have someone you would like to sit with on the plane.

Yes ▾

What is that person's name?

Joe Trainee

<< Back Next >>

On most registrations there will be questions that need to be answered. The questions with a blue asterisk by them are required for all registrants. Please be sure to answer all questions completely to the best of your ability.

After selecting all registration options that you want click Next to continue or Back to edit information on a previous screen.

Example Event Mexico Trip[view details](#)**Select Payment Amount** Pay Total Amount: \$216.00 Pay Minimum Payment: \$50.00 Enter an Amount: Amount must be more than the minimum payment.

<< Back Next >>

This page shows your different payment options. Some registrations will offer the option to pay in person or online. A registration that is totally free will not show this page. In this instance we only have options to pay online, so we can either pay the full amount, the minimum of 50 dollars, or a custom amount above 50 dollars.

After selecting all registration options that you want click Next to continue or Back to edit information on a previous screen.

Example Event Mexico Trip [view details](#)

Summary

Please review the details below before proceeding. If any of the information is incorrect, click Back to make changes.

	Description	Quantity	Cost	Subtotal
Joe Trainee				
Example Event Mexico Trip	Mexico Trip	1	\$200.00	\$200.00
Mexico Trip T-Shirt		1	8.00	8.00
			Registrant Total:	\$208.00
Jane Trainee				
Example Event Mexico Trip	Trip Meeting	1	--	--
Mexico Trip T-Shirt		1	8.00	8.00
			Registrant Total:	\$8.00
			Grand Total:	\$216.00

This page will show your total for this registration including the registration and any extra supplies that were ordered.


After selecting all registration options that you want click Next to continue or Back to edit information on a previous screen.

Example Event Mexico Trip [view details](#)

Select Payment Method

Save for future use

Account Type:

Account Number: 

Expiration Date: /

Name on Card:

Billing Address Line 1:

Billing Address Line 2:

Billing City:

Billing State:

Billing Postal Code:

Email Address:

This is a typical payment screen. It will automatically pull in any previously entered information that it can. Simply fill in any missing information or choose a saved Payment Method.

After selecting all registration options that you want click Next to continue or Back to edit information on a previous screen.

Example Event Mexico Trip [view details](#)

Congratulations! Your online registration process is complete.



Print Confirmation

Your confirmation number(s) are listed below. An e-mail containing this information has been sent to you.

Joe Trainee **2643137**
Jane Trainee **2643138**

Please download the following forms or file and follow the instructions contained within:

Example Event Mexico Trip
[Example Form](#)

 **Recommend**  **Share** Sign Up to see what your friends recommend.

[Sign Out](#) [View My Account](#)

The registration has been completed and you should get a confirmation email.

Note that Forms may be attached to these registrations that contain waivers or instructions. Look just below the confirmation numbers to see if any are attached. In this example there is an Example Form that should be downloaded by registrants.