



ONLINE REGISTRATION INSTRUCTIONS

Although we are still accepting paper forms to register for this year’s Spring Enrichment (either from *The Evangelist* or the diocesan website), we recommend that you consider using our new online registration system instead, because

- the online registration price is \$5 less per registration than the on-paper registration fee;
- you can make sure that your name, contact information and course selections are entered correctly;
- your registration is entered once you complete entering it, so there is no delay in getting into the classes you – or your people – want to be registered for; and
- in addition to being able to pay by physical check, you can now pay using either a credit or debit card or an electronic check.

In order to register online you will need a valid email address. Please note that occasionally the website has an issue with Microsoft Internet Explorer and Edge browsers. If the Login/New Account buttons aren’t working, please try again later. If you experience problems, please let us know by emailing spring.enrichment@rcda.org

Entering a New Registration

1. Accessing the Online Registration Site

To register online you will click on the link for online registration from the diocesan website at:

www.rcda.org/springenrichment

this page gives you access to additional information and resources that might be helpful before you

register. When ready to register, click on “Register for Spring Enrichment” and then select “Online Registration”.

This will then bring you to the secure website where you will enter your registration.

2. Creating your Account

Regardless of whether you are simply registering for yourself or if you are registering for two or more people, the first step is to create an account on our registration system. To create a new account you will enter:

- Your first and last name
- Your email address (which will be used as your account name)

- A password (which you will reenter to confirm it)

And then you will click on the green “Create New Account” button. This will bring you to the “Account Contact Information” Screen which will show you your first and last name and the account contact email address. If this information is correct, click on the green “Go to next step” button.

A Helpful Hint...

It might be easier for you to use a paper version of the registration form – or the registration worksheet available at the top of any page of the online registration system – so you have something to work off of while entering your registration(s) into the online system.

And a word about navigating the registration system...

After you enter the information on the page you are working on (contact information, course selection, confirm selections, etc.) you will scroll down to the bottom of the page and click on “Go to Next Step” to advance to the next step in the registration process.

However, if you have to go back to an earlier page to make any changes (you realize you entered the wrong phone number, email address, registered for the wrong class, etc), you will go to the top right side of the screen and click on the "Progress Bar" next to that registrant's name. A drop down menu will appear and you select the appropriate page to go back to. When you've made your change, go to the bottom of the page and click on the "Next Step" button and it will bring you back to where you had been before you went back.

3. Registrant Information Screen

On the Registrant Information Screen you enter name and relevant information for your first registration – first name, last name, name for badge, address, parish/school, email address, phone number – and then answer three questions. Depending on how you answer these questions you will see different things in later screens.

NOTE: it is extremely important that we get correct email addresses for everyone registering for Spring Enrichment so that we can keep them updated about what's happening and also if we have to contact them in the event one or more of their courses are canceled.

When you've entered the first registrant's information, click on the green "Go to next step" button.

4. Course Selection Screen

On the Course Selection Screen you will see a listing of all available offerings for Spring Enrichment based on the answers you gave to those questions at the bottom of the Registrant Information screen. Courses are listed chronologically, Wednesday morning through Friday late afternoon, by course number. Regular, two hour sessions have a blue tab to their left; hour long mini-courses have an orange tab; presentations that are part of the special "Be the Church Now" program on Thursday are tabbed in green.

To select a course you simply click on the "Select"

takes a few moments for it to show up as being selected (in which case a red "Deselect" button appears.

If you mistakenly select two choices that are at the same time, a warning message will appear and you will be able to deselect one or both of the offending courses.

When you have selected all the courses for this individual registration, you will go to the bottom of the page and click on the green "Go to next step" button.

5. Confirm Course(s) Screen

This screen lists all of the courses that you have selected for this registration in chronological order.

If there is a mistake, you can return to the Course Selection screen by clicking on the progress bar to the upper right of the screen and then selecting "course selection" from the list of options.

Once the course selection list is correct, you must enter the number of regular (blue tabbed) courses you have registered for and then enter any applicable discount coupon code you have received.

Then click on the green "Go to next step" button.

6. Confirm Your Choice(s) | Registrant Screen

This screen breaks out how many regular and mini course you have registered for and what the charge is for each, along with any additional charges and fees (ie, for the Be the Church Now sessions on Thursday).

Please note that the prices here are \$5 less than what a person using a paper registration form would be charged for regular (2 hour) courses.

NOTE: that under certain circumstances (Catholic School teachers and young adults/adults registering for the Be the Church Now program may see a notice about their receiving special pricing and that they will be billed for additional courses.

Then click on the green "Go to next step" button.

7. Do you have more registrations to enter popup?

At this point a popup box will appear asking if you have more registrations to enter.

- If you do, you would click the green “yes” button and you will be taken back to the Registrant Information Screen (step 3, above)

- Indicate how you will be paying for these and you will repeat the process (3-7) until you’ve entered all of your registrations.

If you have no more registrations to enter, click the “No” option and you will advance to the next screen.

8. Confirm Your Choice(s) | Overall Screen

This screen allows you to do two things

- View what each registration you’ve entered is being charged for each type of course (regular, mini, other); and
- Indicate how you will be paying for these

registrations. You must select either Credit Card/e-Check or Manual Check.

Once you’ve selected your method of payment you can click on the green “Go to next step” button.

9. Paying by Credit/Debit Card & E-Check Screen

If you indicate you are paying by credit/debit card or by e-check, you will need to provide your/your institution’s credit/debit card information or bank routing & checking account number for your payment to be charged to your account.

Once you’ve selected your method of payment you can click on the green “Go to next step” button.

Paying by Manual/Physical Check

If you are paying by a manual/physical check, the Diocese’s Catholic School Office must receive it within 12 days of your registering or no later than Wednesday, May 9, whichever is first. If we do not receive your payment by that date we may cancel your registration for non-payment.

When you indicate in Step 8 that you are paying by check, you go immediately to the Dashboard (#10).

10. Your Dashboard Screen

After you’ve entered your credit card/e-check information or indicated you will be paying by manual/physical check you will come to the Dashboard.

The Dashboard

- Lists all registrations associated with the account you created in step 2, above.
- Shows you your account’s balance (and provides an option to make a payment electronically).
- Indicates if any registration is incomplete or if there is any problem with your account in the “My Progress” section.

If you click on a registrant’s name it will bring you to that registration’s “Registrant Information” Screen (step 3, above). You would use that registrant’s progress bar in the upper right corner to proceed

from page to page to update information or to make any necessary changes (eg, switch to a different class). Clicking on the green “Go to next step” button will bring you back to the Dashboard.

If you realize that you need to add one or more additional registrants, you can click on the blue “Add Registration” button which will take you to a new “Registrant Information” screen.

If you need to make changes to your overall account information or overall selections (steps 2 & 8) you would click on the progress bar in the upper right corner of the Dashboard and then select the appropriate page.

If you’ve completed your registration, you can either close the browser window or logout of the registration system by selecting “logout” near the top left side of the page.

Returning to Update your registration(s)

After you've completed your registration

After you've completed your registration and either logged out or closed the browser window, you can return to the registration system and log back into your account if necessary.

You can return to the registration site by selecting "Register online" on our Spring Enrichment website page or can enter the direct URL for the secure website: www.regpacks.com/springenrichment.

Select "Login" and then enter your account name (the email address used to set up the account) and the password you provided in step 2, above.

You can then navigate throughout your account selecting the specific registration on the Dashboard screen (see how to navigate the Dashboard in step 10, above) and then clicking on the progress bar at the upper right corner of the screen.

Keep in mind that if any courses are canceled, while we will be attempting to email the individuals affected using the email address provided for them, unless they set up the registration account they will need to let the account holder know what course they want to switch to in order to replace the canceled one.