



ONLINE REGISTRATION

YOUTH LEADER INSTRUCTIONS

I know this looks like a lot of writing, but it really isn't too hard!!!! I went step by step so ANYBODY could know what to do. If you have questions call the office.

STEP 1 : CREATE AN ACCOUNT FOR YOUR CHURCH

1. Go to **www.synodyouth.org**

HOME ABOUT US EVENTS & PROGRAMS THE RESERVE JOB SEARCH **EVENT ACCOUNT**

2. Hold your mouse the tab the says "EVENT ACCOUNT".

*A drop down box will appear.

3. Click on "CREATE A NEW ACCOUNT"

4. Select which **church** you are creating an account for and confirm.

*If your church is not on the list *please* contact the office!

5. You will be asked to include your contact information as a youth leader (phone, email, etc...)

6. Create a password

7. Hit SUBMIT

6. You will get a confirmation in your email inbox. It will include your user name & password.

*You will need this information to log into your Account.

STEP 2 : LOGGING INTO YOUR ACCOUNT & EVENT SET-UP

1. Go to **www.synodyouth.org**

2. Hold your mouse over the tab that says "EVENT ACCOUNT".

*A drop down box will appear.

3. Click on "ACCOUNT SIGN-IN"

2. Enter in the user name & password that was emailed to you.

3. Now you are logged into your Administrator Account

*Here you will be able to view the online registrations from your church group.

4. Click "VIEW/ENABLE EVENTS" and activate which events you would like to have available!

*If you are wanting to have an account for MSR... hit the "enable button" for MSR.

*If you would like to have accounts for multiple events hit the enable button for those events too!

LOGIN

Username:

Password:

Youth Pastors

View / Enable Events

View Submitted Registrations

I would like to enable signup applications for:

× Middle School Retreat 2012:

× HIS Work Camp 2012:

*Once participants do sign up their names and information will appear under the appropriate event.

Continued...

Now YOU need to register as a participant for each event you have enabled/will attend!

****(This is what all your students will have to do also... BUT we needed you to make an account first)***

5. Click the link that says "Register Online Now" (it popped up under the Enable button)

*This link will take you directly to the online registration

*You can send you students/adults to www.synodyouth.org to register. Have them click the box below.



6. To view your registration, go back to the Account you created. Click on the "EVENT ACCOUNT" tab.

7. A drop down box will appear. Select "ACCOUNT SIGN-IN".

8. Click "VIEW SUBMITTED REGISTRATIONS" (on left) and you will see your name registered.

*If you click on your first name you will be able to see all your details.

STEP 3 : HOW TO SUBMIT YOUR GROUP

*Submitting your group is equivalent to gathering all your registration forms and either dropping them off at the Synod Office or placing them in the mail. **This time you get to hit a button:)***

1. Sign-In to the Account you created. (Go to the EVENT ACCOUNT tab and click ACCOUNT SIGN-IN).

2. Once you have logged-in click "VIEW SUBMITTED REGISTRATIONS"

3. On top of the listed names there is a "Submit All Registrations" link... click it!!!

(You're not done yet... so keep reading).

4. A "Group Registration Sheet" will pop up for you to PRINT OFF and MAIL TO THE SYNOD OFFICE.

*This sheet totals the cost amount of all your registrations automatically.

5. Write ONE check for the TOTAL AMOUNT and mail or drop off at the Synod Office in Orange City.

6. Once your Group Registration Sheet AND payment have been receive your group will be registered!!!!

*The office will contact you via email to let you know payment has been received.

7. CONGRATULATIONS!!!!!!!!!! You are a pro at online registration now!!!!