ALL YOU NEED TO KNOW ABOUT REGISTERING HUNDREDS OR THOUSANDS OF YOUTH AND ADULTS FOR THE WONDERFUL AND AMAZING EVENTS SPONSORED BY THE OFFICE FOR EVANGELIZATION.

Event Registration

FOR

DUMMIES

WHAT WAS BULLET #3 AGAIN?

1. Go to evangelizerichmond.org. Click on Youth.

2. Select the event you are interested in attending. Click.
This page includes all the information you need to know about the event. If you want to download a pdf of this page, click this button.

Diocesan Youth Conference
Friday 02-12-2016 - Sunday 02-14-2016
All Day

Registration is now closed for this event. Please <u>contact us directly</u> for waitlist instructions.

The Diocesan Youth Conference is a weekend event held each calendar year to gather high school youth from all 145 parishes located in the Diocese of Richmond to one central location. The Conference is a highly energetic, engaging, and awesome opportunity for our high school teenagers to gather as a larger Church community and celebrate the amazing richness of our Catholic Christian faith.

DOWNLOAD ALL THE INFO

3. Next click on these buttons to download the registration forms for the event. You will notice there are different forms for Youth and Adults. For some events, there are even more categories such as Contractor, Team Member, and High School Leader.

Who should attend Work Camp?
Work Camp is open to all high school-aged youth (rising 9th graders through graduated 12th graders). The week is going to require that youth give of themselves to serve others and to grow spiritually. It will be a challenging week that will provide many learning opportunities for participants.

ADULT REGISTRATION FORM
YOUTH REGISTRATION FORM
CONTRACTOR REGISTRATION FORM

4. Distribute forms to interested youth and adults. Give them a **deadline** to return the completed forms and payment a couple days BEFORE the registration deadline to give yourself time to enter the registration information online.

The **payment** should be made to **YOUR PARISH** for the amount listed on the event page. Take note of early bird deadlines to receive discounted rates.

5. After the completed forms are returned, go back to the Web site (above) and select the event. No need to wait for all of them to be returned to enter, actually we encourage you to enter them as you received them!

6. Now it's time to register your people, so click the "Register Today" button.

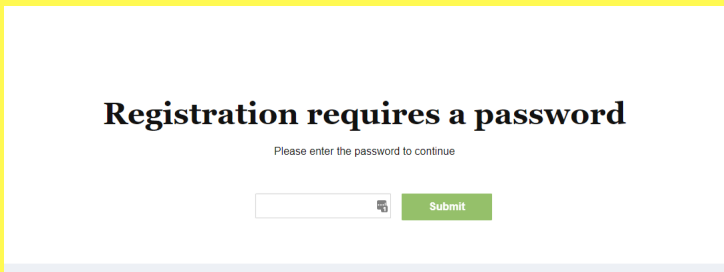**Diocesan Work Camp**
Saturday 06-24-2017 - Friday 06-30-2017
All Day

REGISTER TODAY!

What is the Diocesan Work Camp?

MORE INSTRUCTIONS ON THE BACK OF THIS PAGE.

7. The first page you see after clicking "Register Today," is the login page. **Only youth ministers should be registering both youth and adults for our youth events.** You should have received the password in an email introducing the event.

Reach out to the Office for Evangelization if you need to be reminded of the password
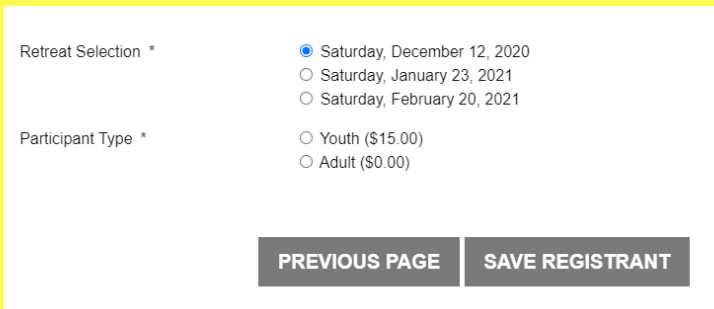
Registration requires a password

Please enter the password to continue

[　　　　　　] [Submit]

Your Registrant List

Click on an individual name to make changes

Youth 1 (Saturday, December 12, 2020)	$15.00	✏️ 🗑️
Youth 2 (Saturday, December 12, 2020)	$15.00	✏️ 🗑️
Adult 1 (Saturday, February 20, 2021)	$0.00	✏️ 🗑️
	Total: $30.00	

11. Once all registrants have been entered, their names, the date they are attending, and cost will appear as a list. Click the pencil icon on the right to make any edits or trash can icon to delete the registrant.

8. After you log in, you will be presented with the overview of the event. After reviewing the event, click "continue" to begin registering.

9. Depending on the event, there may be multiple dates to choose from. Select the correct date and whether you are registering a youth or adult. Click "save registrant" to begin filling in your registrants information from the form they turned in.
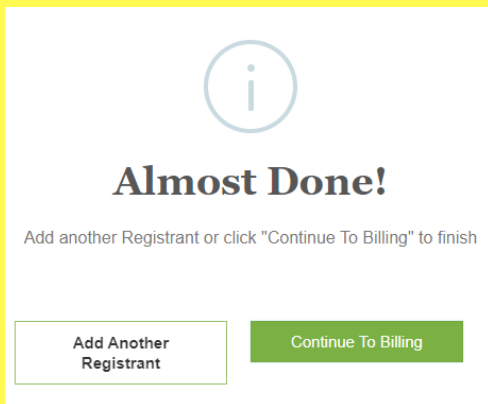
Retreat Selection *
- ○ Saturday, December 12, 2020
- ○ Saturday, January 23, 2021
- ○ Saturday, February 20, 2021

Participant Type *
- ○ Youth ($15.00)
- ○ Adult ($0.00)

[PREVIOUS PAGE] [SAVE REGISTRANT]

12. Under your list of registrants is where you'll find the billing section. You can choose to pay with credit card or check.

Billing Information

☐ Copy Youth 1's information below   (change)

Name *	First Last
Payment Method	● Credit Card ○ Check
Card Number *	Card Number VISA ⬤ ⬤ DISCOVER
Expiration Date *	Month Year CVV
Country *	United States
Address *	Street Address
City, State and ZIP Code *	City State ZIP Code
Email *	Email Address

[SUBMIT]

If paying with credit card, enter the correct information into the spaces. If paying with check, select the "check" option and make the check payable to "The Catholic Diocese of Richmond" and mail to:

Catholic Diocese of Richmond
The Office for Evangelization
7800 Carousel Lane
Richmond VA, 23294

10. Once you've completed filling out all of the questions for your registrant you can choose between going to billing or adding another registrant. Continue with what applies.

(i)

Almost Done!

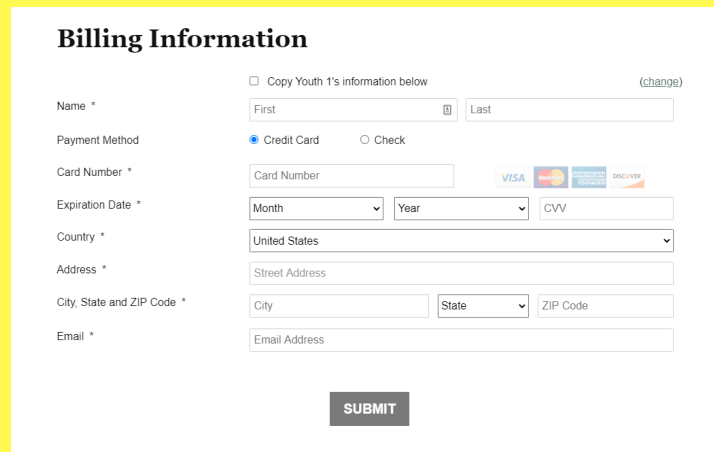Add another Registrant or click "Continue To Billing" to finish

[Add Another Registrant]   [Continue To Billing]

Received checks should be from your parish, NOT the individual registrants

*If payment has not been received once the last event date has passed, all unpaid registrants will be sent to our finance department and an invoice will be created and sent to the parish.

13. You may go back and register more individuals as many times as necessary, repeat steps #1-12.