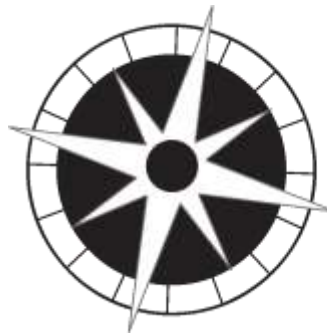


Pre-Registration Process for Children's Ministry



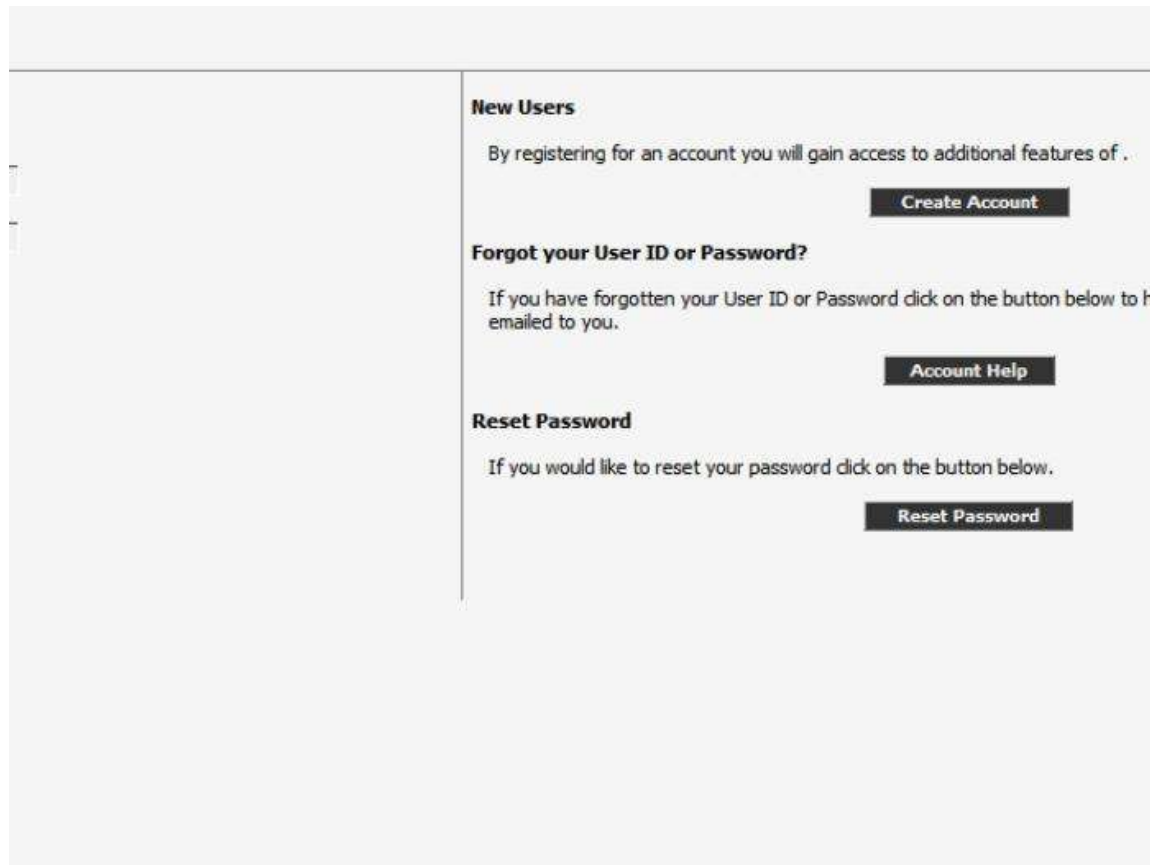
The
Journey
Church

www.TheEpicJourney.com



Click Here to Pre-Register Your Child

Welcome to The Journey's pre-registration process! We want to make your first visit as easy and enjoyable as possible. Pre-registering your child will make your check in at our children's ministry quick and simple. This tutorial will walk you through the process to make sure your child is registered and in our check-in system for your visit on Sunday.



Create an Account (1)

If you've never been to The Journey before or checked in your kids to our children's ministry areas, you'll need to "create an account" and give us some basic information about you and your child.

Create Account

Personal Information			
Position: *	<input type="text" value="Husband"/>	Country: *	<input type="text" value="United States"/>
First Name: *	<input type="text" value="Thomas"/>	Address 1: *	<input type="text" value="1299 Locust Grove Rd"/>
Last Name: *	<input type="text" value="Franklin"/>	Address 2:	<input type="text"/>
Gender: *	<input type="text" value="Male"/>	City: *	<input type="text" value="Murray"/>
Marital Status:	<input type="text" value="Married"/>	County:	<input type="text"/>
Date of Birth: *	<input type="text" value="6/5/1975"/>	State: *	<input type="text" value="Kentucky"/>
		Postal Code: *	<input type="text" value="42071"/>
Contact Information			
Home Number: *	<input type="text" value="270-555-5555"/>	Mobile Number:	<input type="text"/>
Work Number:	<input type="text"/>	Email: *	<input type="text" value="tfranklin@gmail.com"/>
User Name / Password			
Desired User ID: *	<input type="text" value="tfrank"/>		
Password: *	<input type="password" value="••••••"/>	Passwords must be 6-15 characters and are case sensitive.	
Re-enter Password: *	<input type="password" value="••••••"/>		
Password Reminder			
Select a question from the list below and enter an answer only you will know. In the event that you forget your password we will ask you the challenge question to help you reset your password.			
Challenge Question:	<input type="text" value="WHAT WAS THE NAME OF YOUR ELEMENTARY SCHOOL?"/>		
Response: *	<input type="password" value="••••••"/>		
Re-enter Response: *	<input type="password" value="••••••"/>		
<input type="button" value="Create your account"/>			

Create an Account (2)

Please fill in the information for yourself as the parent first for emergency and security purposes. You will be able to enter your child's information later. Your phone, email, and address are required. We will not visit you without your invitation, and we do not make a habit of sending mail. We occasionally send email newsletters, which you can opt out of when you receive one, if you so choose. When you've filled in all items, click "Create Your Account" at the bottom.

Select an Individual Select a Form Questions Checkout Final

Select an individual from the list below; the list represents the people in your household and visitors associated with your household. To add a person to your list click the "Add Person" button.

	Name	Date of Birth	Communication Values
<input type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Select"/>	Thomas Franklin	6/5/1975	Email: tfranklin@gmail.com
<input type="button" value="+ Add Person"/>			

If is not displayed for an individual, the person either does not meet the requirements for the event (age, gender, etc), or the event is full.

Adding Your Child (1)

After you've created your account, you'll see a screen similar to this. To pre-register your child, click on "Add Person." This will allow you to enter important information for your child.

Individual Information

Personal Information

Position: *	<input type="text" value="Child in family"/>	Country: *	<input type="text" value="United States"/>
First Name: *	<input type="text" value="Wife"/>	Address 1: *	<input type="text" value="1299 Locust Grove F"/>
Last Name: *	<input type="text" value="Single Adult"/>	Address 2:	<input type="text"/>
Gender: *	<input type="text" value="Child in family"/>	City: *	<input type="text" value="Murray"/>
Marital Status: *	<input type="text" value="Other (extended family)"/>	State: *	<input type="text" value="Kentucky"/>
Date of Birth: *	<input type="text" value="Friend of family"/>	Postal Code: *	<input type="text" value="42071"/>

Contact Information

Home Number: *	<input type="text" value="270-555-5555"/>	Mobile Number:	<input type="text"/>
Work Number:	<input type="text"/>	Email:	<input type="text"/>

Adding Your Child (2)

Now, in the drop-down menu next to “Position,” choose “Child in family.” Complete the name, gender, and date of birth sections for your child. The date of birth is required in order to place them in the appropriate classroom for their age. The contact information should be filled in automatically, matching the information you entered for yourself earlier. When you’ve completed the information, click on “Add Person.”

Select an Individual Select a Form Questions Checkout Final



Select an individual from the list below; the list represents the people in your household and visitors associated with your household. To add a person to your list click the "Add Person" button.

	Name	Date of Birth	Communication Values
<input type="button" value="Edit"/> <input type="button" value="Select"/>	Thomas Franklin	6/5/1975	Email: tfranklin@gmail.com
<input type="button" value="Edit"/> <input type="button" value="Select"/>	Tommy Franklin	6/4/1999	
<input type="button" value="+ Add Person"/>			

If is not displayed for an individual, the person either does not meet the requirements for the event (age, gender, etc), or the event is full.

Adding Your Child (3)

You will see this screen after adding your child. If you need to add additional children (under age 12), click on "Add Person" and add each child separately following the previous instructions. When you've added all children, click "Select" next to the name of one of the children in your family. This will begin the registration process.

Select an Individual Select a Form **Questions** Checkout Final

Form Information

Attendee: Tommy Franklin
Form: Childrens' Min Pre-Check In
Schedule:

Questions

Child Info

(e.g. food allergies, medications, special needs)

Are there any health issues we should know about in order to make your child's experience better?

peanut allergy
doesn't like reading aloud

Limit answer to 4000 characters

(If your child is not yet old enough to attend school, you may leave the box below blank.)

What school does your child attend? Murray Elementary

(Please, type the name your child goes by in the box below.)

Does your child go by a different name than the one you typed in the registration form?

<< Select a Different Individual Continue >>

Child Registration (1)

There are three questions to answer in the registration section: health issues, school attended, and name your child goes by. Fill in the information so our trained volunteers can be prepared to greet your child and make him feel welcome. Click “continue” and you can register more children or submit the registration.

Select an Individual Select a Form Questions **Checkout** Final

Finished?

If you would like to fill out an additional form before submitting, click the button to the right. If you are finished, fill out the appropriate information below and submit the form(s). **Register Another Person**

Payment

Tommy Franklin	
<input type="button" value="Remove"/> Childrens' Min Pre-Check In	

Confirmation

Send a confirmation email to:

Carbon Copy email:

Submit Form(s)

Child Registration (2)

If you need to register another child, click on “Register Another Person” and follow the previous instructions on selecting a child and answering the three vital questions. Once you’ve registered all children, click on “Submit Form(s).”

If you have any problems registering your child online, please email jarrod.martin@theepicjourney.com.