

Online Registration Instructions

[This **Monday, April 15**], please look for an **email from Parish Giving**. It will contain a link to access the account you set up when you registered last year. *All families registered this year, did so online.* **If you forgot your user name or password call Parish Giving at 866-307-7140.** We do not have that information.

- It is preferable to use desktop or laptop computer. It may be difficult using a phone.
- Check family information. Correct anything that is wrong or changed.
- PLEASE FILL IN ALL MISSING INFORMATION for BOTH parents– Where applicable - Cellphone Numbers, Envelope Number, email addresses, schools, etc. (This could be crucial in an emergency.)
- Be sure your emergency contact information is correct.
- For each child, click “DETAILS” link and fill in any missing info. Also, any **Special Medical or Educational Info must be entered**. Please be specific – what are the exact needs or conditions. **If there are no special medical or learning needs please check “NO.”**
- If applicable, add all information for new 1st graders. Please provide a copy of Baptismal Certificate.
- Click “Pay Tuition.” Make payment. For 2nd and 8th grade students, the Sacrament fee is added.
- Add your child(ren) to appropriate sessions. If your 1st choice is, filled, add them to the waiting list*. If a spot opens up, we will switch them.

***Note about Waiting Lists** - We attempt to balance our classes and days. It is not in the best interest of students, or adult volunteer catechists, to make classes too large. If we have a demand for a day, an extra classroom AND SOMEONE WILLING TO TEACH we will gladly add a class.

If you have *ANY* problem accessing the site or during the registration process, please **call Parish Giving at 866-307-7140.**

Early Bird Special

Register before June 1 and receive a \$25.00 Discount!