

Dear Parishioners,

Greetings from St. Paul's Church

Please note the instructions below for New Mass Registration.

1. The App can be accessed at: <https://massregistration.spc.sanjog.tech>
2. The Parishioner is prompted to Mass Registration System - **Log in.**
3. The next screen is **"Mass Registration"** and you are asked to provide your email address. Then you can first register and thereafter sign in with your Password. To register you are required to fill in, only first time the following Personal details:
 - Full Name as per Emirates ID
 - Email Address
 - Emirates ID
 - Mobile Number
 - Choose your Password and verify it
 - Press the "SUBMIT" button
4. Thereafter, you can access and reserve your place for Mass by providing your email id and chosen password.
5. It is extremely important that the correct Emirates ID Number is entered. Please note that if an incorrect Emirates ID No. is entered it will fail as the error will be mathematically detected by the system.
6. Once you have successfully gained access, you will see the following as described in the points below.
7. **Approved Masses** showing the available Masses for registration with Mass Status Explanation. There is a "date picker" located on the **"New Mass Registration" page** and this will assist you to choose a particular date/Mass for which you would like to attend.
8. On the same page you will find the following side Menu: Approved Registration/Pending Approval/New Mass Registration and Logout.
9. The New Mass Registration shows the following details of Available Masses:
ID - Date – Day - Time - Language - Location - Seats Available -Available Actions - Book or Closed. The New Mass Registrations Table only shows the Masses open for registration. If booking is closed it does not show in the table.
10. Registration will close 24 hours before Mass. For example: **Registration for the Monday 7 pm Mass will close by Sunday evening at 7 pm.** So please ensure you register by that time. Additional registrations and cancellations will not be possible after that.
11. You will receive an email before 24 hours, confirming you to attend the preferred mass. Only confirmed persons are allowed to attend that particular Mass.