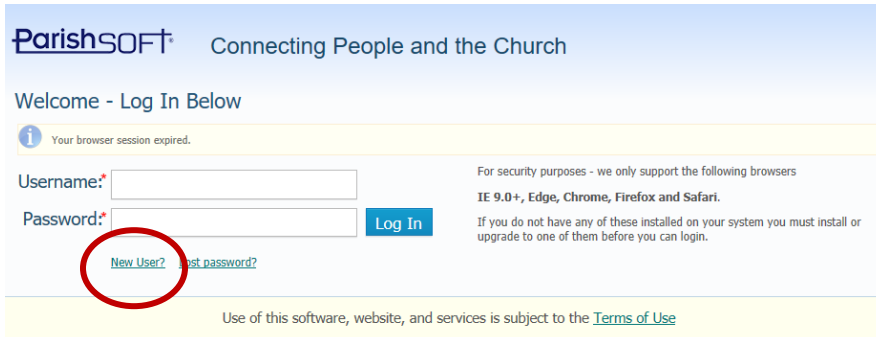


ONLINE REGISTRATION FOR RELIGIOUS ED CLASSES

It's time to sign up for religious education classes at Sacred Heart! Please take advantage of our easy to use Online Registration, accessed through the **My Own Church** parishioner portal. Begin by going to our website at www.sacredheartgi.org. Go to menu items Parish Life > Religious Formation > **Religious Formation Registration**.

1. Begin by clicking the “**My Own Church**” button to enter the site.
2. Click on “New User”.



3. Complete the “New User” registration form then click on “Submit Registration”.
4. You will receive an email that says your Registration is pending review. The time required for approval varies but is typically complete within 1-3 days.
5. When your registration is approved you will get another email with a temporary password. Use that password along with the username you set up to re-enter the site. You will be asked to change your password to something of your choosing.
6. Once you're in the site, agree to the Terms of Use to get to the “My Own Church” home page.
7. Go to the “Family Education” tab, then click on “Online Registration”.



8. Complete the Online Registration form, then click on the “Submit Registration” button.
9. A printable confirmation page will open with the information you submitted.
10. Click the “Pay Now” button at the bottom of the page to pay for your child's class. If you need information on fees, see <https://sacredheartgi.org/wp-content/uploads/2020/08/REfees20-21.pdf>. Tuition and fees must be paid at the time of registration.
11. Complete payment information at the payment site.

You may also go to the “My Family” tab to update information for members of your family, such as address, email, phone numbers, etc.; The “My Offering” tab to view your giving or download your electronic statement; or the “My Ministry” tab to view current ministries or to get involved in other ministries.