

## How to Register for Events at HTLC

My Holy Trinity has an online registration feature that makes it quick and easy to register yourself or members of your family for an event. The first step is to see the available registrations from your home page.

The screenshot shows the Holy Trinity website home page. At the top left is the Holy Trinity logo. Below it, a navigation bar includes links for Home, Directories, Groups, Events, Giving, Serving, Reports, Statistics, and Admin. A user greeting says "Welcome, Sara Rademacher" with links for Help Centers, Report a Problem, More Info, and Sign Out.

Below the navigation bar are several widget boxes:

- I Want to View...:** Contains links for Available Registrations (circled in red), My Connections, My Giving History, and My Connections.
- My Calendar:** Shows a calendar for Friday, September 11, 2015, with a table of dates and events. The event "Bulletin Staffers" is listed for 9:00 AM to 10:30 AM in the Office Conference Room.
- My Giving Summary:** Includes links for Show Giving, My Giving History, Manage Scheduled Giving, and My Pledge History, along with "Give Now" and "Pledge Now" buttons.
- Search:** A search box with fields for Last Name and First Name/Goes By Name, and a Search button.
- My Groups:** Includes a "Create Small Group" button and a "My Activities" section with a table of activities like "Affirmation of Baptism Leaders > Finish 2015", "Auction > auction", and "School Grades > ADULT", each with an "Action" dropdown and a "Go" button.
- My Classes:** A section with a "+" icon to expand.

Once you have clicked on Available Registration, it brings you to all of the current available registrations.

The screenshot shows the "Upcoming Events" page on the Holy Trinity website. It features a table of events with columns for date, event name, location, contact person, and a "Register" button. The events are filtered by "All Dates" and "All Departments".

Month:	All Dates -	Department:	All Departments -
Sep 8 Dec 22	Tai Chi Pier 2	Contact: Pastor Pam 515-964-4348	Register
Sep 9 Apr 6	6th-8th grade choir Pier 2	Contact: David Fandrich 515-964-4348	Register
Sep 9 May 18	3rd-5th grade choir 200 B	Contact: Krista Gerth 515-964-4348	Register
Sep 9 May 18	K-2nd grade choir 202 - Music Room	Contact: David Fandrich 515-964-4348	Register
Sep 9 Mar 30	Church School Wednesday	Contact: Bryanne Hensley 515-964-4348	Register
Sep 13 May 22	Church School	Contact: Bryanne Hensley 515-964-4348	Register
Sep 15 Nov 3	Peace After Divorce Lighthouse	Contact: Pastor Pam 515-964-4348	Register
Sep 27	Peace Group	Contact: Pastor Pam 515-964-4348	Register
Sep 28 Oct 6	Growth in Giving Gathering Fellowship Hall	Contact: Sara Rademacher 515-964-4348	Register

Choose the one that you want and click register.

Holy Trinity logo

Welcome, Sara Rademacher

Home Directories Groups Events Giving Serving Reports Statistics Admin

Upcoming Events

Month: All Dates Department: All Departments

Date	Event	Contact	Register
Sep 8 Dec 22	Tai Chi Pier 2	Contact: Pastor Pam 515-964-4348	Register
Sep 9 Apr 6	4th-8th grade choir Pier 2	Contact: David Fiedrich 515-964-4348	Register
Sep 9 May 18	3rd-5th grade choir 200 B	Contact: Krista Gerth 515-964-4348	Register
Sep 9 May 18	K-2nd grade choir 202 - Music Room	Contact: David Fiedrich 515-964-4348	Register
Sep 9 Mar 30	Church School Wednesday	Contact: Bryanne Hershey 515-964-4348	Register
Sep 13 May 22	Church School	Contact: Bryanne Hershey 515-964-4348	Register
Sep 15 Nov 3	Peace After Divorce Lighthouse	Contact: Pastor Pam 515-964-4348	Register
Sep 27	Prayer Group	Contact: Pastor Pam 515-964-4348	Register
Sep 28 Oct 6	Growth in Giving Gathering Fellowship Hall	Contact: Sara Rademacher 515-964-4348	Register

The next page displays the entire family.

Holy Trinity logo

Welcome, Sara Rademacher

Home Directories Groups Events Giving Serving Reports Statistics Admin

### K-2nd grade choir [hide details](#)

Occurs Wednesday of every week from 5:30 PM to 6:00 PM beginning 9/9/2015 and ending after 31 occurrences

#### Register Attendees

Attendee Name	Registration
Chad (Chad) Rademacher <a href="#">edit</a>	<< Not Registered >>
Ethan (Ethan) Rademacher <a href="#">edit</a>	<< Not Registered >>
Lillie (Lillie) Rademacher <a href="#">edit</a>	<< Not Registered >>
Sara (Sara) Rademacher <a href="#">edit</a>	<< Not Registered >>

[Next >>](#)

Each family member will be displayed and have a drop down menu by their names. Select the family member that you wish to register for the event and click next.

Holy Trinity logo

Welcome, Sara Rademacher

Home Directories Groups Events Giving Serving Reports Statistics Admin

### K-2nd grade choir [hide details](#)

Occurs Wednesday of every week from 5:30 PM to 6:00 PM beginning 9/9/2015 and ending after 31 occurrences

#### Register Attendees

Attendee Name	Registration
Chad (Chad) Rademacher <a href="#">edit</a>	<< Not Registered >>
Ethan (Ethan) Rademacher <a href="#">edit</a>	<< Not Registered >> K-2nd grade choir
Lillie (Lillie) Rademacher <a href="#">edit</a>	<< Not Registered >>
Sara (Sara) Rademacher <a href="#">edit</a>	<< Not Registered >>

[Next >>](#)

The next page will be the confirmation that you have successfully registered for the event.

The screenshot shows the Holy Trinity website's confirmation page for a "K-2nd grade choir" event. The page features the Holy Trinity logo at the top left and a navigation menu with links for Home, Directories, Groups, Events, Giving, Serving, Reports, Statistics, and Admin. The main content area displays a congratulatory message: "Congratulations! Your online registration process is complete." Below this, there is a "Print Confirmation" button and a note stating that an e-mail containing registration information has been sent to "syrader@centurylink.net". The e-mail confirmation numbers are listed as "Ethan (Ethan) Rademacher 3362721". At the bottom of the page, there are buttons for "Recommend", "Share", "Sign Up to see what your friends recommend", "Sign Out", and "View My Account".

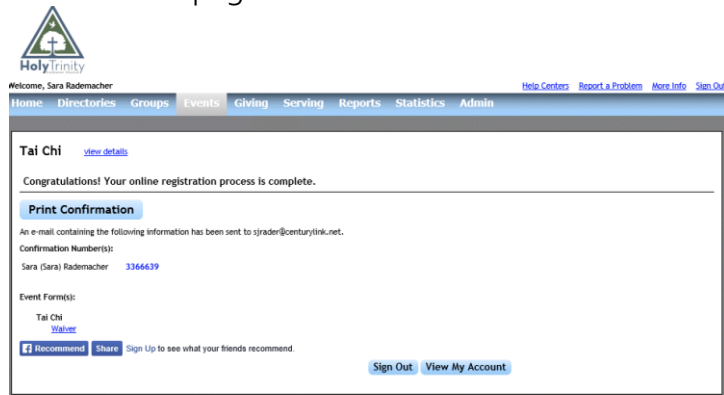
Of course there are other opportunities to register for activities that require a payment for resources that will be used during the class. Start from the home page.

The screenshot shows the Holy Trinity website's home page. It features the Holy Trinity logo and a navigation menu with links for Home, Directories, Groups, Events, Giving, Serving, Reports, Statistics, and Admin. The main content area is divided into several sections: "I Want to View..." with links for "Available Registrations", "My Connections", "My Giving History", and "Leaders' Connections"; "My Calendar" for "Friday, September 11, 2015" showing a calendar grid with a highlighted date; "My Giving Summary" with a "Give Now" button; "Search" with fields for "Last Name" and "First Name/Goes By Name"; "My Groups" with a "Create Small Group" button; and "My Activities" with a list of activities including "Affirmation of Eastern Leaders - Finish 2015", "Auction - auction", and "School Grades - ADULT", each with a "Go" button.

Follow the same steps as above. Once you have selected which family member is registering for an event and have clicked next, it will bring you to the payment screen.

The screenshot shows the Holy Trinity website's payment screen for a "Tai Chi" event. The page features the Holy Trinity logo and a navigation menu with links for Home, Directories, Groups, Events, Giving, Serving, Reports, Statistics, and Admin. The main content area displays the "Select Payment Method" section, which includes options for "Pay in Person / by Mail" and "Pay Online". The "Pay Online" option is selected. Below this, there are fields for "Account Type" (Credit/Debit Card), "Account Number", "Expiration Date" (09/2015), "Name on Card" (Sara Rademacher), "Billing Address Line 1", "Billing Address Line 2", "Billing City" (Ankeny), "Billing State" (Iowa), "Billing Postal Code" (50023-6810), and "Email Address". There are also icons for VISA, MasterCard, Discover, and American Express. At the bottom of the page, there are buttons for "<< Back" and "Next >>".

Enter your payment information and click next. The next screen will be the payment confirmation page.



There are ways to register without first going into your account. If there is a link in an article that you are reading in one of the numerous publications that are sent out on a weekly basis, just click the link. You will be asked to login. If the system doesn't recognize your email call the church office to verify which email is on file with the church. Once you are logged in the process is much the same except you will already be at that event. As always please let the office know if you have any questions.