

How to Register for ServeFest

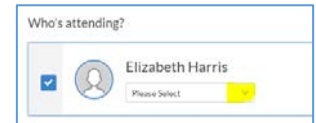
1. Go to fbceugene.com/servefest
 - a. find a project
 - b. Click on “Choose this Project”

2. Click 

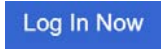
- a. Enter your email address.
 - o If you are not already in our database, enter your email address then click **Continue**.
 - o Enter your name and click **Continue**.
 - o **Go to # 3**

OR

- a. If you are already in our database, this will take you to the *Who’s Attending?* page and your name will display.
- b. Put a check next to your name
- c. If you have no one else to register, then click next and **go to #4**

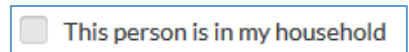
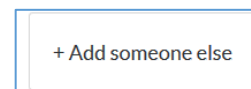


OR

- d. If you have more people to register, click **Add Someone Else**
- e. Click “**EMAIL MY LOGIN LINK** . You will be sent an email with a link you will use to complete your registration
- f. Open the email from First Baptist Church, click on the  link to complete the registration.

3. Your name will display in the *Who’s Attending* page.

- a. Put a check next to your name.
- b. Click the **+** sign to add more people, fill in their name (repeat if you have more people to register).
- c. Check **this person is in my household** if appropriate.
- d. Click **Next**



4. click the **Please Select** arrow to choose the T-shirt size for each person
 - a. Click **Next**
 - b. Complete the contact Info for each person you registered.

NOTE - phone number, birthdate and gender are required so our Site Leaders know who is coming and how to contact you.

NOTE –Registration Cost will show your selections.

REGISTRATION COST	
\$ 14	
John Doe T-SHIRT ADULT M	\$7
Mary Doe T-SHIRT ADULT M	\$7
Total	\$14

5. If you wish to donate to ServeFest, click “**Add Ons**” button



- a. check Donations box
- b. Select the amount you wish to donate and the amount will be added to your registration costs.

6. Click **Next** to take you to the *Contact Info* page for each person you registered.
Repeat until all registrations are completed then click **Next**

OR

- 7.** On the *Review your registration* page
- a. add your credit card information
 - b. then click “**Finish and Pay \$\$\$**”

COSTS		
John Doe	\$7	
Mary Doe	\$7	
Subtotal	\$14	
Balance	\$14	
<input type="text" value="card number"/>		
<input type="text" value="mm"/>	<input type="text" value="yy"/>	<input type="text" value="cvc"/>
Finish and Pay \$14.00		