

Potomac Youth Fine Arts Online Registration Tutorial

FIRST STEP: E-mail info@potomacyouth.com for your e-mail and password if you do not have one.

Once you receive your e-mail and password follow these directions:

- 1.) Go to: <http://potomacyouth.com/events/fine-arts>
- 2.) Click on [Register Here](#)
- 3.) Enter your [e-mail address](#) and [password](#) and click the Log In button.

The screenshot shows the 'Fine Arts Festival Registration' website. On the left is a 'Log In' sidebar with fields for 'email address' and 'password' (with an example 'eg. 123-1234') and a 'Log In' button. The main content area has a 'Welcome' header and a message: 'Welcome to the Potomac Youth Ministries Fine Arts Festival Registration page. As you register for the Fine Arts Festival, you will want to complete the following steps:'. A bulleted list follows: 'Log in to the online registration tool on the left', 'Add Individuals and categories through the Individuals tab.', 'Add Groups and the individuals in those groups through the groups tab.', 'Proceed to checkout where you will be prompted to enter your payment information.', and 'Log out.'. Below the list, it says: 'You can log back into the system and make changes to your registrations up until your payment has been processed internally. Once your payment has been processed, you will need to contact the district office regarding any changes to your registration.'

- 4.) Enter your student's names separated by a comma, when you have added all students click the Enter Students button.

The screenshot shows the 'Fine Arts Festival Registration' website. On the left is a 'Registration Details' sidebar with a table showing 'Individuals: 0', 'Groups: 0', and 'Unassigned: 0'. Below the table are 'Total:', a 'Check Out' button, 'Log Out', and 'Save Changes'. The main content area has three buttons: 'Enter Individuals', 'Add Categories', and 'Assign to Groups'. Below these buttons is a message: 'Please enter your students names separated by either a comma, the enter key, or a semi-colon.' A text input field contains the text 'Ben Engle, John May, Dave Freeland'. Below the input field is an 'Enter Students' button.

5.) Once you have entered your students, the next step is to enter the categories they will be participating in.

- a.) Click on the person's name, and pick the category and click the Add Category button. (Do this for every category the student is registering for)
- b.) If you pick the wrong category and need to remove it, click on the individual category and click the Remove button once.
- c.) Repeat this process for every student, and then move to step 6

Fine Arts Festival Registration

Registration Details

Individuals:	4
Groups:	0
Unassigned:	0

Total: \$128.00

Log Out

Save Changes

Enter Individuals Add Categories Assign to Groups

Fine Arts Festival Registrants

- Ben Engle (\$32.00)
- Dave Freeland (\$32.00)
- Etc.. (\$32.00)
- John May (\$32.00)

Click on an individual on the left, select a category from the list below and then click the [Add Category] button below.

Art Division -- Graphic Design

To add an individual that is not currently listed on the page, select a category from above, enter the individual's name in the textbox below and then click the [Add Individual & Category] button below.

At any time, you may remove a category or an individual by selecting the appropriate item and clicking the Remove button below.

Fine Arts Festival Registration

Registration Details

Individuals:	3
Groups:	0
Unassigned:	1

Total: \$126.00

Log Out

Save Changes

Enter Individuals Add Categories Assign to Groups

Fine Arts Festival Registrants

- Ben Engle (\$62.00)
 - Flash Fiction
 - Rap Group
- Dave Freeland (\$32.00)
- John May (\$32.00)

Click on an individual on the left, select a category from the list below and then click the [Add Category] button below.

Vocal Division -- Rap Group

To add an individual that is not currently listed on the page, select a category from above, enter the individual's name in the textbox below and then click the [Add Individual & Category] button below.

At any time, you may remove a category or an individual by selecting the appropriate item and clicking the Remove button below.

6.) If you have students that are registered in a group, you must assign them to a group.

Exp. Ben Engle, Dave Freeland, and John May are all in Rap Group

- a. Click on Rap Group under Ben Engle and then click the Assign to Groups button.

Fine Arts Festival Registration

Registration Details

Individuals:	3
Groups:	0
Unassigned:	3

Total: \$186.00

Enter Individuals Add Categories Assign to Groups

Fine Arts Festival Registrants

- Ben Engle (\$62.00)
 - Flash Fiction
 - Rap Group**
- Dave Freeland (\$62.00)
 - Worship Dance, Solo
 - Rap Group
- John May (\$62.00)
 - Rap Group
 - Songwriting

Click on an individual on the left, select a category from the list below and then click the [Add Category] button below.

Vocal Division -- Songwriting

To add an individual that is not currently listed on the page, select a category from above, enter the individual's name in the textbox below and then click the [Add Individual & Category] button below.

At any time, you may remove a category or an individual by selecting the appropriate item and clicking the Remove button below.

b.

Fine Arts Festival Registration

Registration Details

Individuals:	3
Groups:	0
Unassigned:	3

Total: \$186.00

Enter Individuals Add Categories Assign to Groups

Fine Arts Festival Groups

For each group you add, select the group type, enter a group name and then click Add Group. You add students to a group by making sure the group is selected on the left, checking off the students registered for this type of group and clicking the Add Individual button.

Add Group

Group Type:

Group Name:

Add Student

At any time, you may remove a group or an individual by selecting the appropriate item and clicking the Remove button below.

- c. Click on the Group Type dropdown, pick Rap Group
- d. Type in Group Name
- e. Click on the Add Group button

Fine Arts Festival Registration

Registration Details

Individuals:	3
Groups:	1
Unassigned:	3

Total: \$186.00

Log Out

Save Changes

Enter Individuals
Add Categories
Assign to Groups

Fine Arts Festival Groups

- ! Rap Group (Brothers from Another Mother)
 - Min Registrants: 2

For each group you add, select the group type, enter a group name and then click Add Group. You add students to a group by making sure the group is selected on the left, checking off the students registered for this type of group and clicking the Add Individual button.

Add Group

Group Type:

▼

Group Name:

Add Student

At any time, you may remove a group or an individual by selecting the appropriate item and clicking the Remove button below.

f. Click on the Name of the group.

Fine Arts Festival Registration

Registration Details

Enter Individuals Add Categories Assign to Groups

Individuals: 3
Groups: 1
Unassigned: 3

Total: \$186.00
Check Out

Log Out
Save Changes

Fine Arts Festival Groups

[-] **Rap Group (Brothers from Another Mother)**
Min Registrants: 2

For each group you add, select the group type, enter a group name and then click Add Group. You add students to a group by making sure the group is selected on the left, checking off the students registered for this type of group and clicking the Add Individual button.

Add Group

Group Type: Rap Group
Group Name:
Add Group

Add Student

Ben Engle
 Dave Freeland
 John May
Add Individual

At any time, you may remove a group or an individual by selecting the appropriate item and clicking the Remove button below.

Remove

g. Click the box next to the name of each student in the group. (on the right)

Fine Arts Festival Registration

Registration Details

Enter Individuals Add Categories Assign to Groups

Individuals: 3
Groups: 1
Unassigned: 3

Total: \$186.00
Check Out

Log Out
Save Changes

Fine Arts Festival Groups

[-] **Rap Group (Brothers from Another Mother)**
Min Registrants: 2

For each group you add, select the group type, enter a group name and then click Add Group. You add students to a group by making sure the group is selected on the left, checking off the students registered for this type of group and clicking the Add Individual button.

Add Group

Group Type: Rap Group
Group Name:
Add Group

Add Student

Ben Engle
 Dave Freeland
 John May
Add Individual

At any time, you may remove a group or an individual by selecting the appropriate item and clicking the Remove button below.

Remove

- h. Click the Add Individual button. This will complete your group
(You must repeat this process for every group category.)

Fine Arts Festival Registration

Registration Details

Individuals:	3
Groups:	1
Unassigned:	2

Total: \$186.00

[Log Out](#)

[Save Changes](#)

Enter Individuals Add Categories Assign to Groups

Fine Arts Festival Groups

- ✓ **Rap Group (Brothers from Another Mother)**
 - Ben Engle
 - Dave Freeland
 - John May

For each group you add, select the group type, enter a group name and then click Add Group. You add students to a group by making sure the group is selected on the left, checking off the students registered for this type of group and clicking the Add Individual button.

Add Group

Group Type:
Rap Group

Group Name:

All students have been registered for this group. Please select a different group on the left or add new students in the Categories tab.

At any time, you may remove a group or an individual by selecting the appropriate item and clicking the Remove button below.

- i. To do this for another group click on the Add Categories tab, Pick the next student that is in a different group and start the group process over.

****SONGWRITING/WORSHIP DANCE SOLO ARE CONSIDERED A GROUP EVENT, EVEN IF THERE IS ONLY ONE PARTICIPANT.**

7. The Final step is to click the Check Out button.

(If there are students with unassigned groups it will pop up an error message. Find the group and add it.)

- Your Church information will be automatically filled in.
- Click Pay with Paypal.

Fine Arts Festival Registration

Check Out

Thank you for registering online. If you are ready to complete the checkout process, please confirm the church information requested below and enter your credit card information. Once you have clicked the checkout button below, **you will not be able to make any changes to your registration** information online. To go back and make changes to your registrations, [click here](#).

Church Information

Church: All Generations Church

Address: 101 Valentine Circle

City: Yorktown State: VA Zip Code: 23692

Phone: 258-5083

Fine Arts Contact:

Email Address: don@itcrossing.com

Note: After completing payment, please complete your checkout by clicking a link similar to the link highlighted below. Clicking this link will redirect you to the final receipt page where a copy of your receipt will be sent via email.

Thanks for your order

✔ PayPal, you just completed your payment.

Your transaction ID for this payment is: 595362859846525R.

We'll send a confirmation email to paypalbuyer@itcrossing.com.

[Return to PayPal Business's Test Store](#)

[Go to PayPal account overview](#)

[Add funds from your bank](#)

Pay with PayPal

Total: \$94.00

This will take you to paypal. If you have a paypal account you can log in and pay. If you don't have a paypal account underneath where it says pay with paypal there is an option to pay with a debit or credit card, or paypal credit.

Click on there and enter your payment information. You can pay by paypal, or click on Pay with a debit or credit card, or Paypal credit.

Potomac District Council

Your order summary

Descriptions	Amount
PYMFAF Invoice Item price: \$94.00 Quantity: 1	\$94.00
Item total	\$94.00
Total \$94.00 USD	

PayPal Purchase Protection
on eligible purchases | [See details](#)
Shop around the world with confidence

Choose a way to pay

▼ **Pay with my PayPal account** **PayPal**

Log in to your account to complete the purchase

Email

PayPal password

This is a private computer. [What's this?](#)

[Log in](#)

[Forgot email or password?](#)

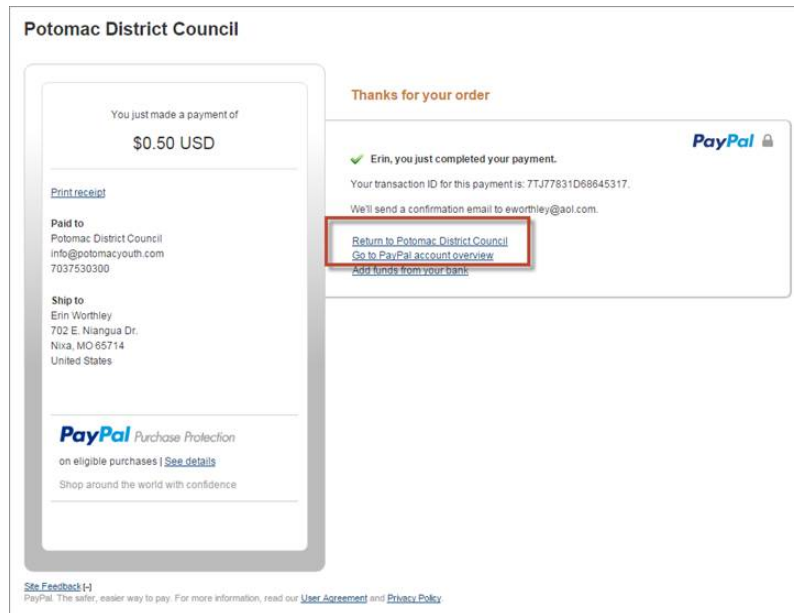
► **Pay with a debit or credit card, or PayPal Credit**
(Optional) Join PayPal for faster future checkout

[Cancel and return to Potomac District Council.](#)

[Site Feedback](#)

PayPal. The safer, easier way to pay. For more information, read our [User Agreement](#) and [Privacy Policy](#).

8. Once payment is completed, PayPal will show a screen like the following:



The user will need to click the link highlighted above to return to the site and view their receipt. The receipt page is also where the email confirmation is sent.

9. Once the user has completed the process, they'll no longer be able to make changes to their registrations or checkout again.

Check over each participant's categories. If there are mistakes, please E-mail us at info@potomacyouth.com

IF YOU WANT TO ADD ENTRIES ON DIFFERENT DAYS, ENTER THE STUDENT AND CLICK ON THE SAVE CHANGES BUTTON ON THE LEFT.

ONCE YOU CHECKOUT YOU CANNOT GO BACK IN THE SYSTEM AND MAKE EDITS.