

Online Registration Instructions

Thank you for using our online event registration system. You may want to print these instructions for your reference before beginning the registration. If you have any difficulty with the system or any comments or questions, please do not hesitate to email bkinnaman@episcopalky.org or call (502) 584-7148 or (502) 759-0450 during non-business hours.

1. Return to the page that you downloaded these instructions from and click the link for the event that you desire to register for.
2. The page that loads should look similar to the one below:



AccessACS™

Testing

Episcopal Diocese of Kentucky
Monday, February 25, 2013 from 8:00am to 9:00am

Register for this Event

[Sign In](#) [Create an Account](#)

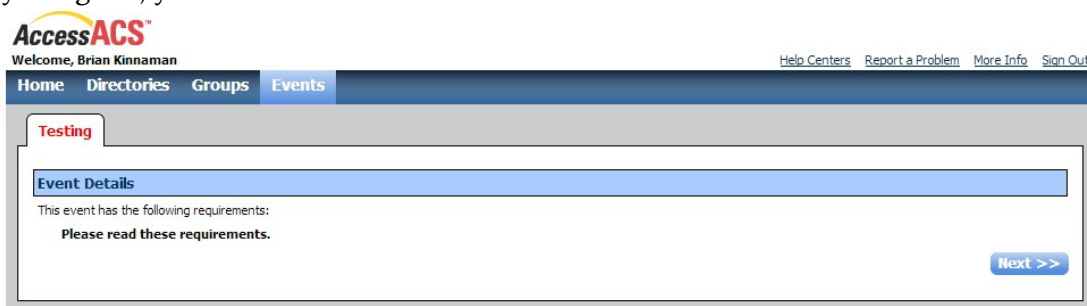
E-mail Address or User Name:

Password:

Remember me [Sign In](#)

Forgot your [password](#) or [user name](#)?

- If you have registered online for an event in the past, you can use the user name and password you used before. **If you have forgotten either your user name or password, you can use the [Forgot your password](#) or [user name](#) links at the bottom of the box on this screen to recover them.**
 - If you have never registered online for an event with us, you can click the Create an Account tab on this page to create one. **NOTE: The verification of age is for the person entering the information, NOT the person whose information is being entered. If you are registering someone under 13, you are checking the box to indicate that YOU are over 13.**
3. Once you sign in, you should see a screen similar to the one below:



AccessACS™
Welcome, Brian Kinnaman

[Help Centers](#) [Report a Problem](#) [More Info](#) [Sign Out](#)

[Home](#) [Directories](#) [Groups](#) [Events](#)

Testing

Event Details

This event has the following requirements:
Please read these requirements.

[Next >>](#)

Read the requirements listed in bold carefully if there are any and click the next button in the bottom right corner to continue with the registration

- The next screen will look similar to the one below:

Select a type of registration for each person on this screen that you would like to register from the drop down menu. If Guest registrations are allowed for the event you are registering for, you can click the blue Add button on this screen to add guests or other family members. Upon clicking this button, the screen will grey out with a box that looks like the one below on it.

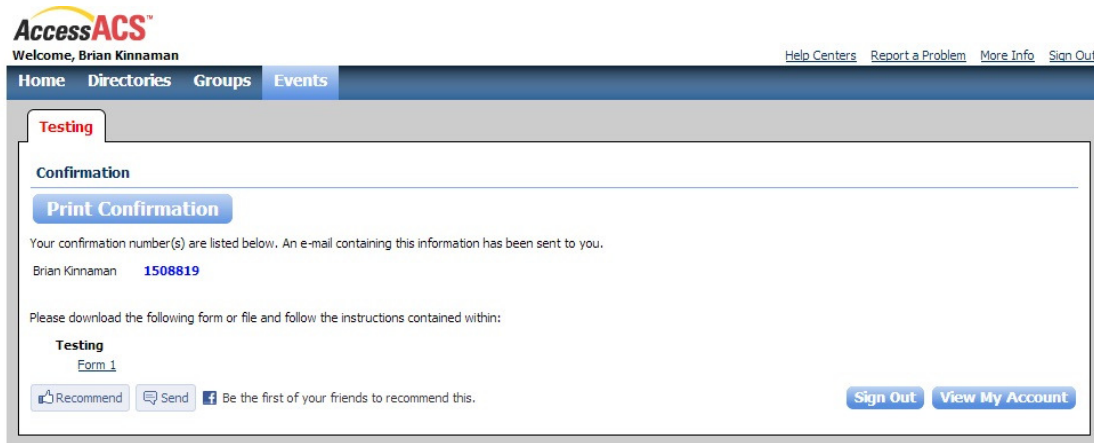
Fill in all the information possible, select a registration type from the drop down and click the Add button to add another person. Once you have added all the people you need to, click the next button to continue with the registration.

- The next screen will contain a series of custom questions, if there are any, that are specific to that event. Answer all of the questions required, and any others if applicable, for all individuals you are registering, then click the next button in the bottom right corner to continue with the registration.
- The next page should look similar to the one below:

Description	Quantity	Cost	Subtotal
Brian Kinnaman Testing	1	\$100.00	\$100.00
		Registrant Total:	\$100.00
		Grand Total:	\$100.00

Make sure all of the people you wanted to register are listed here and the costs are all correct. If they are not, click back to make changes. If everything looks correct, click next to continue.

7. The next screen will look similar to the one below.



This page will give a confirmation number for this registration as well as an option to print a receipt. Also, if there are any important documents that need to be printed or returned, they will also be linked on this page. **Be sure to print all necessary documents before leaving this page as you will not be able to return to it to recover these documents once you leave this page.** Once you have done everything necessary on this page, your registration is complete. You will also receive an e-mail containing your confirmation number after completing the registration.

If at any time during the registration process you require assistance, please do not hesitate to call the Communications Director at (502) 584-7148 or (502) 759-0450 during non-business hours. You can also e-mail Brian Kinnaman at bkinnaman@episcopalky.org for assistance.