

Online Registration



Go to the Youth Events portion of the Diocesan Website: <https://catholicdos.org/youth-event-directory>

Click on the event that you would like to register for.

The online registration link will generally be at the bottom of the page.

CREATE ACCOUNT

You will have the option to either Login or Create an account. If this is your first time registering for an event, you will need to create an account.

REGISTER HERE

Login to my account

Login

Create Account

You will be prompted to create a password and submit an email address.

*** Save this password! You will want to reference it next you register for an online event with us***

REGISTRATION PROCESS

Once your account is created, you will need to enter a parish code and choose a registration type. The parish code is unique to your parish and lets us know which group you will be signed up with. Adults are considered anyone over the age of 18.

Parish Code



Get this code from your home parish.

Registration Type

- Parent registering their child(ren)
- Adult registering themselves

Parents Registering their Child(ren) will have the option to add a second parent/ guardian

The next step is to enter emergency contact info as well as information about individuals who may or may not pick up the youth. Only one emergency contact is needed, but we prefer if two are listed. This information will be used for any additional child (ren) registered.

Personal information specific to each participant is entered on the next page.

EVENT SPECIFIC INFORMATION

Please read all of the event details at this point. It will give you information such as date, cost, and start and end times. Please contact your parish if you have any questions!

MEDICATION CONSENT FORM

This form is required for all youth who will be taking medication during the duration of the event. Please read the instructions provided for how to bring medications to events.

Once you have agreed to the medication consent form, you will have the option to list any allergies and medications. Current medication = only ones taken during the duration of the event.

Please submit a copy of proof of insurance by taking a picture and uploading on the next portion of the registration form.

Upload a copy of the front side of your insurance card

Upload Card

○
 No file selected.

PERMISSIONS & AGREEMENTS

Event Permission: A parent or guardian is required to accept the terms and conditions listed.

Code of Conduct: This portion must be signed by both the parent/guardian and the youth. The first page is for the parent/ guardian. After the signature has been accepted, the youth will have the option to sign as well. They do not have to be done at the same time, as you will have the option to come back in and sign later. However, once signed it is locked.

Participant Signature

Agree and Go to Next Step >>

I Disagree ○



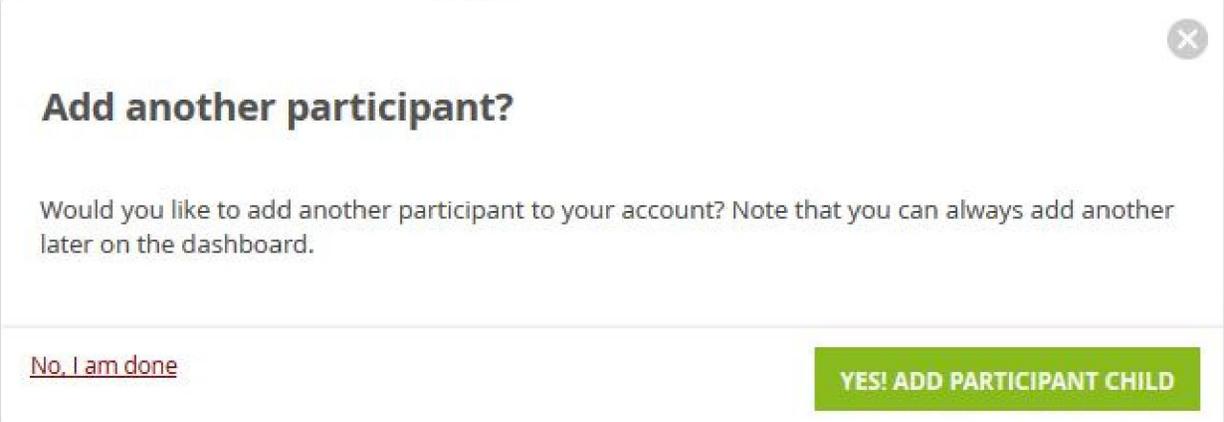
You must click the accept button in order to move on from this form. You could also skip this step for now

PAYMENT:

Depending on the type of event, the payment process will change. For adult only events we will accept credit card payments. For events involving youth, we ask that you contact your parish regarding costs as some parishes have fundraising options available. Any balance should be paid to your parish.

ADDING ANOTHER CHILD

After a final confirmation page, you will have the option to add another participant.



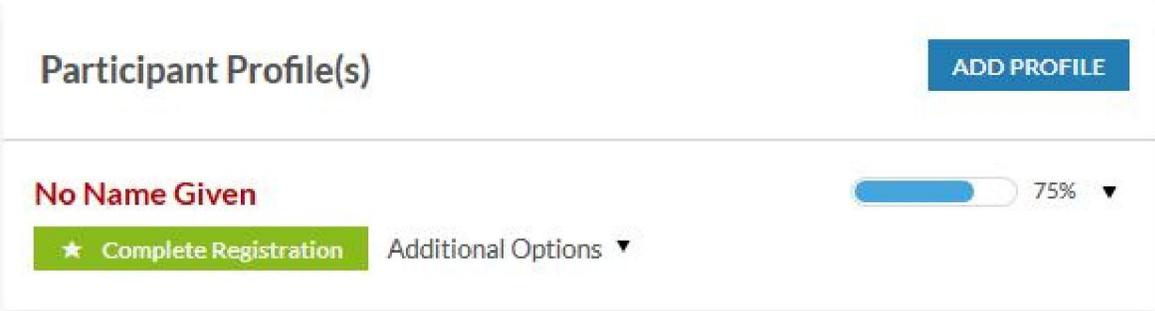
Add another participant?

Would you like to add another participant to your account? Note that you can always add another later on the dashboard.

[No, I am done](#) **YES! ADD PARTICIPANT CHILD**

If you choose “No, I am done” you will be directed to your dashboard where you can see who is currently registered for events.

You will be alerted here if you skipped any steps during the process that will need to be completed. This can be done by clicking on the green “complete registration” button.



Participant Profile(s) **ADD PROFILE**

No Name Given 75% ▼

★ Complete Registration Additional Options ▼

Clicking on the dropdown arrow next to the status bar will also show what still needs to be done.



50% ▼

- Participant Information
- Program Selection
- Medication Consent
- Medical Information
- Event Permission
- Code of Conduct
- Code of Conduct - Child
- Confirm Selection

Make sure that you Log out once you're done!



Test First Name Test Last Name (Dashboard | Settings |  Logout)
