

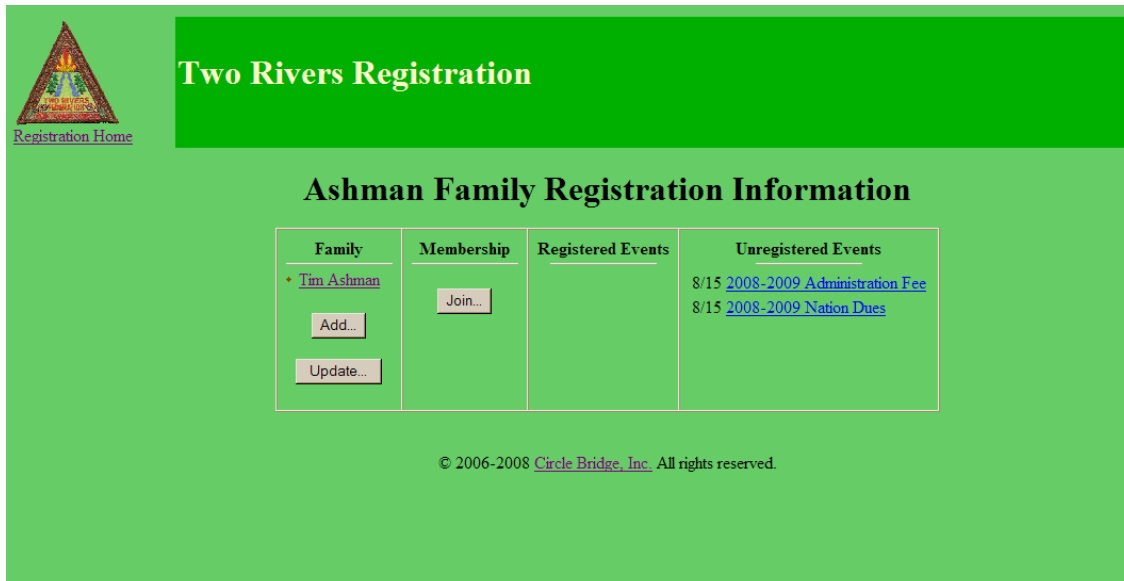
Web Registration Sign Up for Two Rivers Federation

1. Go to www.tworiversfederation.org click on Registration link on Left side
2. A New Pops up, Choose Create Login:



The screenshot shows the 'Two Rivers Registration' website. At the top left is a logo with the text 'Registration Home'. A banner at the top right contains the text 'FedEx Tracking - FedEx Shipping - FedEx Web Site http://www.fedex.com/us/'. The main heading is 'Two Rivers Registration'. Below this is a welcome message: 'Welcome to the Two Rivers registration web site!'. The page is divided into three sections: 'Already have a family login?' with fields for 'Login:' and 'Password:', a 'Remember me' checkbox, and a 'Login' button; 'New family?' with a 'Create Login' button; and 'Forgot your login or password?' with a 'Get Password' button. At the bottom, it says '© 2006-2008 Circle Bridge, Inc. All rights reserved.'

3. **Very Important!** A Parent's Information must be entered first. This will be the account that is the master account for the family. Fill in all the fields.
4. Email address is very important has it will be used by the system to contact family's of events.
5. Date formats for all Date fields are yyyy-mm-dd
6. Click on Save at the bottom, and then login with your username and password you just created.
7. At the Registration Information Screen, Click on Add:



The screenshot shows the 'Two Rivers Registration' website with the heading 'Two Rivers Registration'. Below this is the 'Ashman Family Registration Information' screen. It features a table with four columns: 'Family', 'Membership', 'Registered Events', and 'Unregistered Events'. The 'Family' column lists 'Tim Ashman' with 'Add...' and 'Update...' buttons. The 'Membership' column has a 'Join...' button. The 'Unregistered Events' column lists two events: '8/15 2008-2009 Administration Fee' and '8/15 2008-2009 Nation Dues'. At the bottom, it says '© 2006-2008 Circle Bridge, Inc. All rights reserved.'

8. Add your Child and click on Save at the bottom, Repeat for has many people intend to sign up for the programs.
9. When done with adding people, click on Join under membership.
10. Click on Search by Name button and click on the name. You may have to do this a couple of times if you are in more than one program.
11. Check the user who needs to added to the group then click on Save.

12. You will be back at the Registration Information Screen; you will notice some more events have been added to the right side.

Two Rivers Registration

Ashman Family Registration Information

Family	Membership	Registered Events	Unregistered Events
<ul style="list-style-type: none"> • Tim Ashman <p>Add...</p> <p>Update...</p>	<ul style="list-style-type: none"> • Federation Officers <p>Join...</p>		<ul style="list-style-type: none"> 8/15 2008-2009 Administration Fee 8/15 2008-2009 Nation Dues 10/16 October Federation Meeting 1/15 January Federation Meeting 4/16 April Federation Meeting

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13. Now you can sign up for your groups events. Click on the Event link and then choose in your family who will attend.
14. If you have to pay for the event, it will display an Add to Cart button. Click on it to add to your shopping cart.
15. Now back at the Registration Info Screen:

Two Rivers Registration

Ashman Family Registration Information

Family	Membership	Registered Events	Unregistered Events
<ul style="list-style-type: none"> • Tim Ashman <p>Add...</p> <p>Update...</p>	<ul style="list-style-type: none"> • Federation Officers <p>Join...</p>	<ul style="list-style-type: none"> 10/16 October Federation Meeting <p>Shopping Cart Items</p> <ul style="list-style-type: none"> 8/15 2008-2009 Administration Fee <p>Shopping Cart</p>	<ul style="list-style-type: none"> 8/15 2008-2009 Nation Dues 1/15 January Federation Meeting 4/16 April Federation Meeting

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16. You now have to pay for the events that require fees. The Administration Fee and Nation Dues are required to be purchased before any other event can be registered for.
17. Click on Shopping Cart button when done adding all your events you want to sign up for and pay for.
18. First time only! You have to accept the Liability Wavier-Alcohol Policy- Internet image usage wavier. Click on the YMCA Waiver link and if you agree type in your name in the bock and click on I Agree. If you do not sign it you cannot go any further in the process.
19. Now a PayPal link will appear on the page. Click on it to pay via PayPal. If you are going to bring a check or pay in cash, **Stop Here!**
20. Follow the PayPal prompts to pay online. When done you will be emailed a receipt of the transaction. EChecks require user to create a PayPal account and will take 3 days to process.