

# How to Register for ServeFest 2019

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1. Go to [fbceugene.com/servefest](http://fbceugene.com/servefest)

- a. Click on button CHOOSE PROJECT & REGISTER
- b. Click on the project you wish to serve on  
You use the back arrow to return to the full listing of projects

2. Click



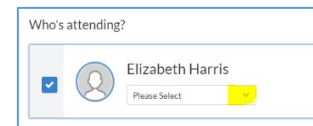
- a. Enter your email and click NEXT
- b. In a new window, go to your email and retrieve the CODE (Or retrieve from your phone)
- c. Return to the PlanningCenter/churchcenter window and input the CODE in the space requested and click NEXT

OR

- a. Enter your phone # that is connected to your account
- b. Enter the numeric code texted to you
- c. Choose your name and click REGISTER FOR AN EVENT
- d. Choose the drop-down menu "All Categories" and click on SERVEFEST
- e. Choose your project and click the REGISTER button again

- If you are NOT already in our database, the system should ask you to set up a **Profile**
  - Input the information requested
  - Click the box next to your name on the **Attendees** page
  - **Go to # 3**
- If you are already in our database, this will take you to the **Attendees** page and your name will display
  - Put a check next to your name (and check any names in your household that are registering for this SAME project)

○ **Go to #3**



OR

- If you are already logged in to PLANNING CENTER ONLINE, you will be sent to the **Attendees** page and your name will display
  - Put a check next to your name (and check any names in your household that are registering for this SAME project)

○ **Go to #3**

3. You may also add other people to this registration on the **Attendees** page


- a. Click the  to add more people

Fill in their name (repeat if you have more people to register)

b. Check if appropriate

 This person is in my household

**4.** Choose **Attendee** type.

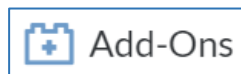
- a. A drop-down menu will appear below each name selected:  
**REGULAR** means the attender will wear a Servefest t-shirt from past years  
**NEW** means the attender will buy a new t-shirt (Size options will be available later in the registration process.)
- b. Choose an Attendee type for each person selected (checked)
- c. Click 

**5.** On the **Details** page, please review your personal Information

- a. Complete any personal information requested  
Some Projects have age stipulations and require your birthdate

**6.** **Add Ons** button

a. If you wish to donate to Servefest



- Check Donations box
- Select the amount you wish to donate and the amount will be added to your registration costs  
NOTE: Donations are also accepted through [fbceugene.com/servefest](http://fbceugene.com/servefest) by clicking on the button



b. If you chose to buy a **NEW** t-shirt, click the “T-shirt” button and choose your size

**7.** **Questions**

- a. Some projects have REQUIRED questions attached to them. Please answer appropriately

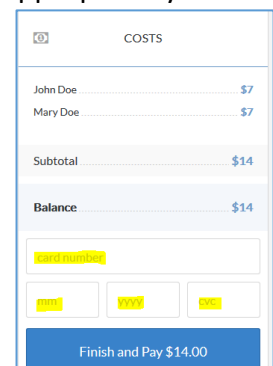
**8.** Click CONTINUE to take you to the **Details** page for each person you registered

Repeat until all registrations are completed then click



**9.** On the **Payment** page

- a. Add your credit card information
- b. Then click



COSTS		
John Doe	\$7	
Mary Doe	\$7	
Subtotal	\$14	
Balance	\$14	
Card number		
name	exp	cvv
Finish and Pay \$14.00		

- c. You should receive an email receipt for your transaction and an automated email verifying your registration to your specified project

**FOR ANY ASSISTANCE, CONTACT [jenq@fbceugene.com](mailto:jenq@fbceugene.com)**