

How to Register for ServeFest 2020

1. Go to 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



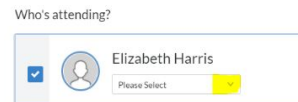
- a. Enter your email and click NEXT
- b. In a new window, go to your email and retrieve the CODE
- c. Return to the PlanningCenter/churchcenter window and input the CODE in the space requested and click NEXT

OR

- a. Enter your phone # that is connected to your account
- b. Enter the numeric code texted to you click NEXT

- 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 (for each person).

- 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 (Link for t-shirt purchase will appear later in the 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 birth date

6. **Add Ons** button

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 by clicking on the button



7. **Questions**

- a. Some projects have REQUIRED questions attached to them. Please answer appropriately
- b. If you are purchasing a NEW t-shirt, please indicate that you have done so. The link will be provided here and at: fbceugene.com/servefest
(All t-shirt purchases are through a third-party vendor. This vendor will: provide you with your choice of size and color of shirt; render the monetary transaction; and mail your purchase directly to you.)


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

Repeat until all registrations are completed then click



9. You may **Review your registration/s**

There are no monetary transactions required for registration

- a. Click 
- b. You should receive an automated email verifying your registration to your specified project. Please go to that email to fill out the Liability Form and submit it.

FOR ANY ASSISTANCE, CONTACT jenq@fbceugene.com