

Creating an account

1. Go to engagaministries.us
2. Scroll down to find the appropriate location and click **“Register Now”**
3. Find **“I DO NOT have an account”**
4. Click **“Create an Account”**
5. Leave the selected account type on **“Individual/Family”**
6. As the parent/guardian of the student, fill in the primary contact information
7. The additional contact is for the child attending engage, change the **“This Person Is”** box to **“child”** and fill in information for your child (even if they are 18-year-old seniors, they need to be put into the system as a child)
8. Check the box that says **“the contact information is the same as the primary contact”**
9. The system defaults the username as the email address you entered, if you’d like to change the username uncheck the box that says **“Use E-mail Address”** then create a password and click **“Create Account”**

Registering/ Making a Reservation

1. Once you have successfully created your account, you are ready to register!
2. Under **“Make an individual reservation for”** click your child’s name, **please do not register yourself unless you are going as a counselor**
3. On the next screen, find the appropriate location and click the box next to it and click register
4. It is important to confirm your child’s information on this page and click **Next**
5. You will then be asked to fill out an Engage Participant Medical Information Form, Medication information, and Engage Release Waiver it is important to provide your electronic signature on these forms before clicking **Next**
6. After completing these forms, you will be taken to a screen that says, **“Your order is not yet complete,”** on this page click **“Proceed to Checkout”**

Payment options

1. **Sponsorship code:** If you are paying a certain amount of money to the church instead of online, the church is responsible for giving you a code. This code transfers the amount due from your account to the church account since they are collecting the money.
 - a. If you have the sponsorship code, on the **My Cart** screen click **“Add gift certificate or promotional code”**
 - b. Enter your code in the box below it and be sure to click **“Add Code”**
 - c. **It is VERY important to click the box next to your reservation on the next screen, if you do not do this, the code will not go through.** After clicking the box next to the amount due, click **“Claim Sponsorship”**
 - d. The next screen should show that the sponsorship code did indeed work for the amount that it is supposed to cover. If it covers the full amount, click **“Complete Order,”** if you still have a portion to pay continue to make a payment.
2. **Online payment:** This option is for the churches who are not collecting the money from the parents, making it a responsibility of the parent to pay the balance online. To make this payment:
 - a. On the **My Cart** screen, click **“Proceed to Payment”** and you will be given two options:
 - i. Pay items in full
 1. Once you click this, the next screen will give you payment method options, choose the appropriate option
 2. If paying with a credit card, the next screen will give you the options to make a full payment now or make a payment on a certain date
 3. Check the appropriate option for you, put your credit card information in and then click **“Submit/ Schedule payment”** and your reservation should be all set!
 - ii. Payment options

1. You will be prompted on the next page to pay in full or set up a payment plan
2. When paying in full, you just put the credit card information in and click **“Process Order”**
3. If you choose to set up a payment plan, you’ll be expected to pay the \$50 non-refundable fee immediately and will be responsible for paying the rest or using a sponsorship code before their week of Engage starts
4. Once setting up the appropriate option it will bring up a prompt for credit card information (which will only be charged the \$50 for now) and you will then click **“Process Order”**

**CONGRATULATIONS YOU HAVE SUCCESSFULLY REGISTERED FOR
ENGAGE!**



For any questions regarding
this process, please email
registration@engageministries.us