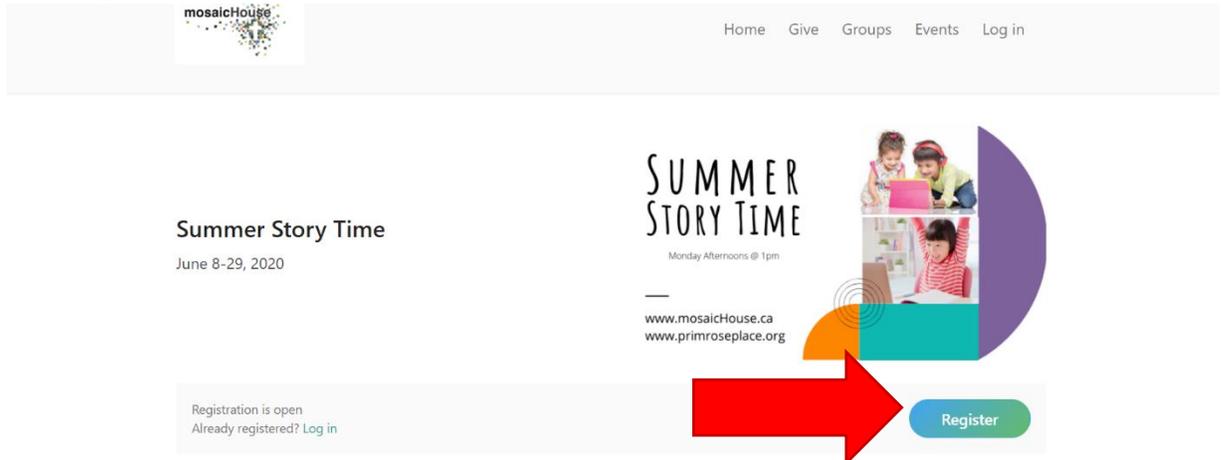
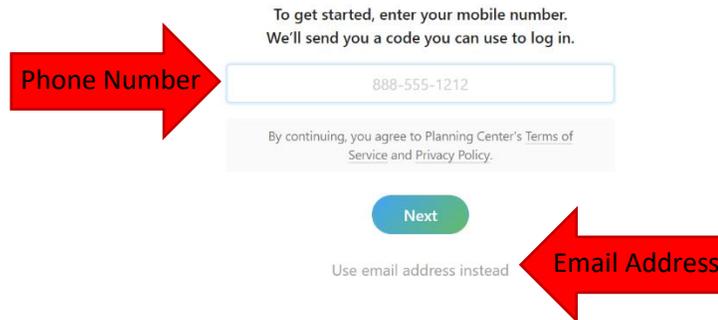


mosaicHouse Event Registration Tutorial

1. Open the link that was provided to you for the event
2. Click Register



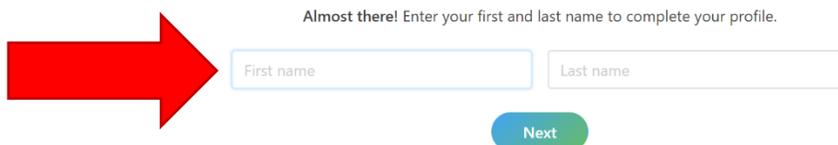
3. Enter your phone number in the box, or click "use email address instead" if you'd rather use email. A code will be sent to the phone number or email you provide to verify your account.



4. Enter the code that was sent to your phone or email.



5. Fill in your first and last name.



6. If you used your phone number, you will still have to enter your email address here.

To send you notices about your account, we also need your email address.

name@email.com

By continuing, you agree to Planning Center's Terms of Service and Privacy Policy.

Next

7. **A) If you are the only one attending the event:** check the box beside your name. Depending on the event, there may be a dropdown menu to select what category of participant you are. Select the one that applies and click “Next: Details.”

Select attendees

JD Me (John Doe)

Please Select

Parent

Child

+ Add someone else

Next: Details

Check Box

Dropdown menu

Next: Details

B) If you are signing up other people: Click “Add Someone Else”

Select attendees

JD Me (John Doe)

+ Add someone else

Next: Details

Fill in their name, email if they have one, and select the relevant participant category from the dropdown menu. Please check the box if this is a member of your family.

DO NOT click “Next: Details” until you have added all the people you are signing up for the event.

If you are signing up more people, click “Add Someone Else” again and repeat this step until everyone’s info has been entered.

Check the box beside the names of everyone who will be participating in this event.

Click “Next: Details” once you’ve completed all this.

JD Me (John Doe)
 Please Select

Susy Doe
 Email address (optional)
 This person is in my household
 Child

Jack Doe
 Email address (optional)
 This person is in my household
 Child

[+ Add someone else](#)

Check box if part of your household (points to household checkbox)
Check boxes for who is participating (points to participation checkboxes)
Fill in personal details (points to name and email fields)
Dropdown menu (points to relationship dropdown)
Add Someone Else (points to '+ Add someone else' button)

8. Fill in the personal info and contact info for each participant as prompted.

JD John Doe
 Parent

Personal information

Address
 Home street address
 city province postal code
[Delete](#)
[+ Add address](#)

Phone number
 Mobile 2508761630
[Delete](#)
[+ Add phone number](#)

Email address
 Home danripper3@hotmail.com
[Delete](#)
[+ Add email address](#)

[Continue to Susy](#)

- Review the registration info. If it all looks good, click *“Complete Registration.”*

Review your registration

 John Doe Parent	Edit Remove
 Susy Doe Child	Edit Remove
 Jack Doe Child	Edit Remove

[Complete registration](#)

- Congratulations – you are all signed up! You’ll receive an email confirming your registration shortly.