

ONLINE REGISTRATION INSTRUCTIONS

VERY IMPORTANT: Each group is required to register as a group under their church's name. Please do not register under your own name.

DO I NEED A PASSWORD? Yes, to register online, you must have your church's password.

WHAT HAPPENS IF I LOSE MY PASSWORD? If you lose your church's password, you have the option of requesting that the password be resent to the e-mail on record.

WHAT PAYMENT FORMS DO YOU ACCEPT? We accept Visa, Mastercard, and Discover. Important Note: All credit card receipts will be sent to the e-mail address on file with the church's record.

DO I HAVE TO ENTER NAMES? Yes, for Advance and Winter Retreat you must enter each individual name. For Youth Convention you can simply assign a number to each registration rather than typing in each name. Please note: the registration program will not accept the same name twice.

CAN I REGISTER ADDITIONS ONLINE? No, a church is only able to do their first registration online. Any additions must be made through mail-in registration accompanied by a **church check**.

CAN I VIEW MY REGISTRATION ONLINE? Yes, once you register, you can view your registration online.

IS ONLINE REGISTRATION OFFERED FOR ALL YOUTH EVENTS? No. Online registration is not currently available for Youth Camp or PK/MK Retreat.

HOW DO I GET TO THE ONLINE REGISTRATION PAGE? [Click here](#) to get to the "My PennDel" page. Once there, select "Registrations" and then please use your churches log in information (please do not create a new log in under your own name).

HELP! I CAN'T FIGURE THIS OUT? If you have questions, please feel free to contact Carissa via email at carissa@penndel.org or by calling 717.795.5921 between 8:15–4:00 M-F.