

# 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, on the online registration log in page you have the option of requesting that the password be resent to the e-mail on record. We do not have a record of your church's password.

**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?** For Youth Convention you can simply assign a number to each registration rather than typing in each name. For Advance and Winter Retreat you must enter each individual name. Please note: the registration program will not accept the same name or number twice. Groups of 100 or more cannot register online and must register by mail.

**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).