



Online Registrations

How To Register for a Mission Trip (Youth)

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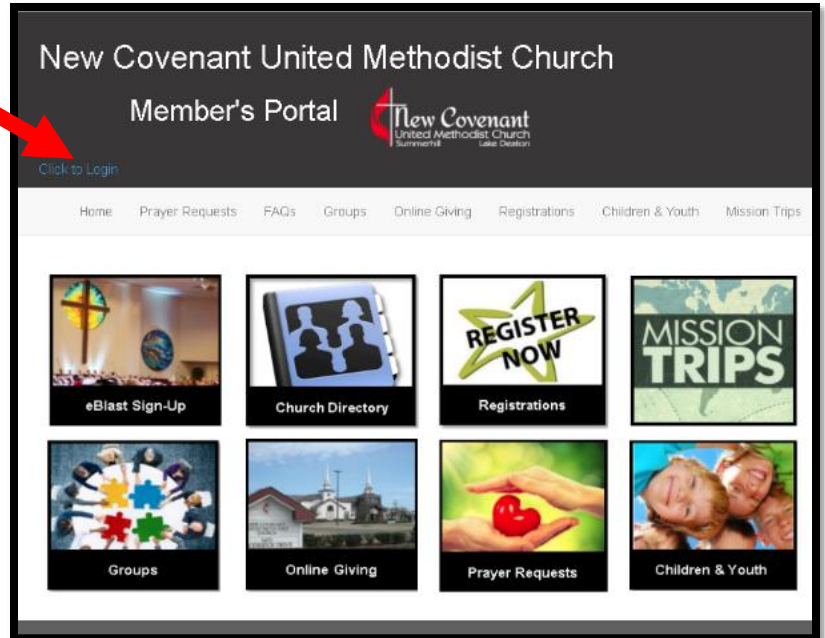
dchadwick@newcovenantumc-fl.org

In order to register for a NCUMC Mission trip, and be able to make payments, you need to have a "Member's Portal" account. You do not have to be a "member" of the church to have an account on the Member's Portal.

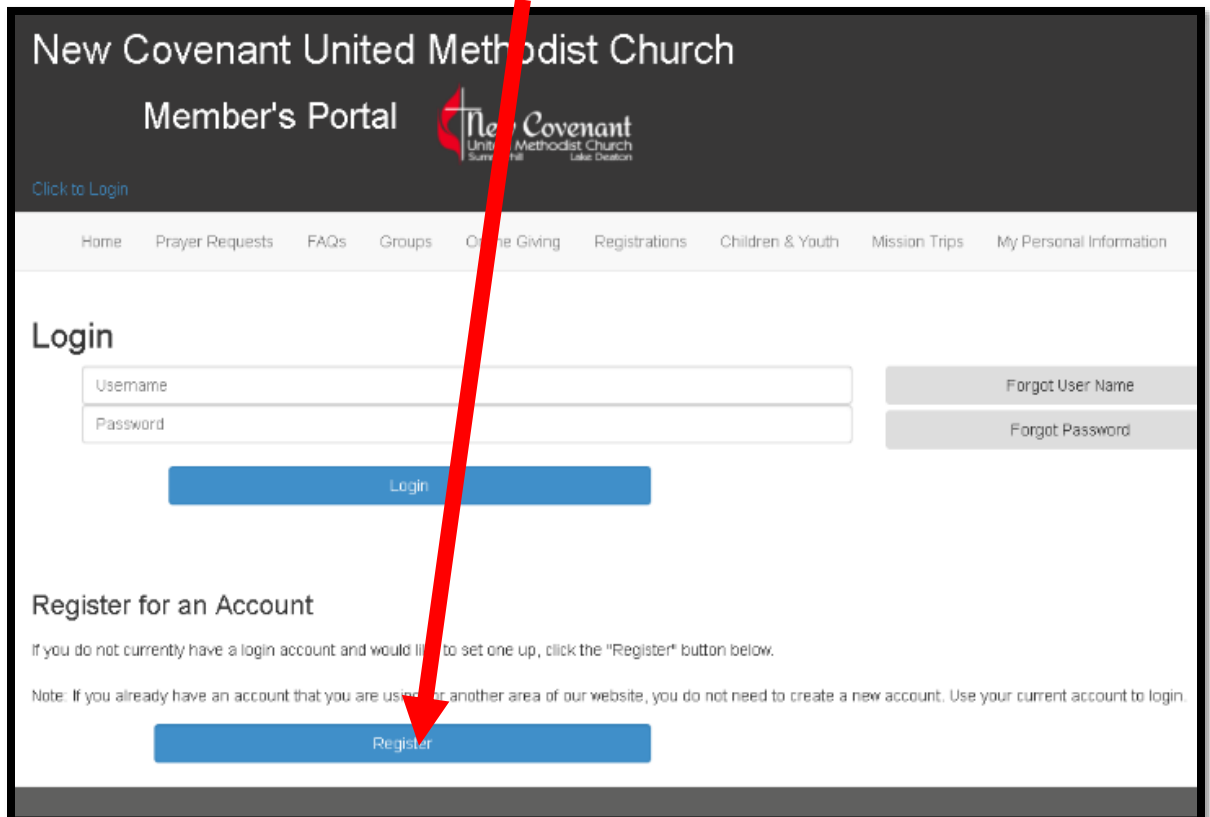
To create an account:

1. Go to the Member's Portal:
2. Click on the blue "Click to Login."

ncumcweb.myshelby.org



3. Click on the blue button that says "Register."



4. Fill out the “New Account Request.” Click “Register.”
 Make sure you keep your login information, because you will need it to make payments towards the mission trip.

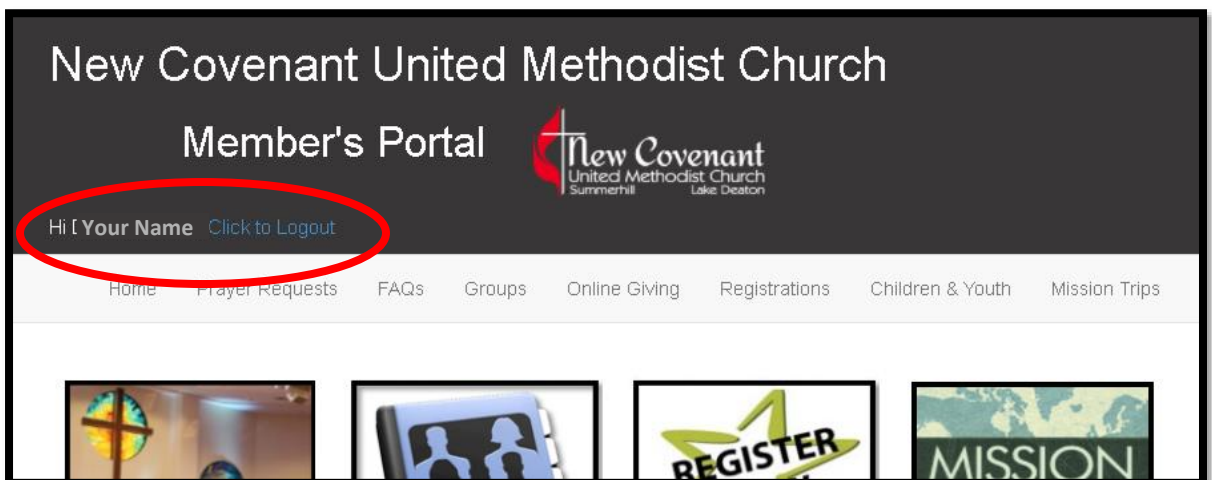
Username: _____
 Password: _____

The screenshot shows the 'New Account Request' form on the church's member portal. The form includes the following fields:

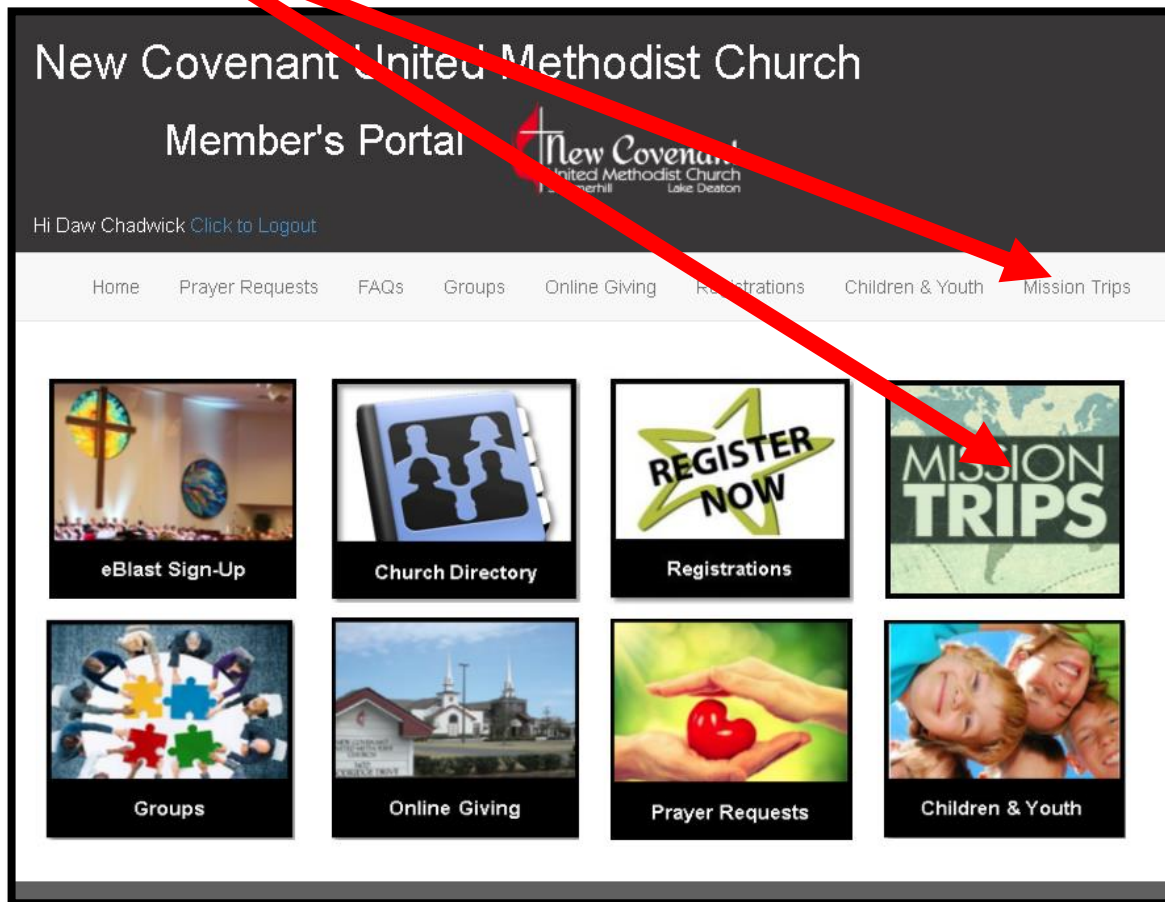
- First Name
- Last Name
- Email
- Home Phone
- Work Phone
- Cell Phone
- Street Address
- City
- State (dropdown menu)
- Zip Code
- Country (dropdown menu, currently set to United States)
- Birth Date (calendar icon)
- Marital Status (dropdown menu, currently set to Unknown)
- Gender (dropdown menu)
- Desired Login ID
- Password
- Verify Password

There is an 'Enable SMS' checkbox and a blue 'Register' button at the bottom of the form.

5. Check that you are logged in. At the top of the screen, the “Click to Login” should now read “Hi _____ Click to Logout.”



6. Click on Mission Trips. You can click on the tab in the menu, or on the icon on the home page.



7. Notice that on this page there are a few "Informational" buttons.

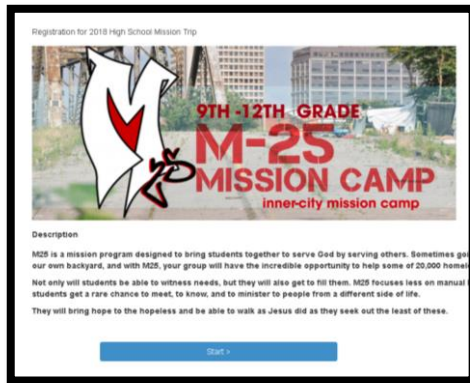
Mission Trips

2018 Mission Trips Information Sheet CLICK HERE	2018 Mission Trips Scholarship Application CLICK HERE <small>Download Application</small>
2018 Mission Trips How to Register for a Mission Trip CLICK HERE <small>HANDOUT</small>	2018 Mission Trips How to Make a Payment on a Mission Trip CLICK HERE <small>HANDOUT</small>

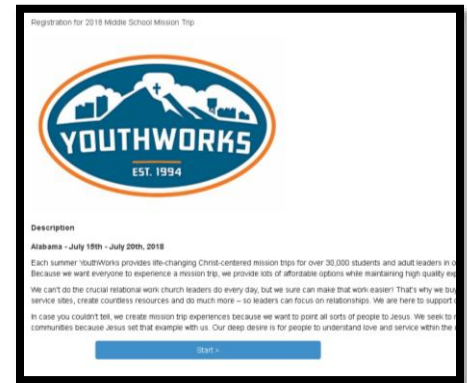
Important
You must be logged in to register for a Mission Trip. Please check that you are logged in. If you choose a mission trip, and are not logged in, you will be redirected to the login screen. You will also be given an option to register for a new account, if you do not have one.

2018 Mission Trip High School June 24 th - June 30 th CLICK HERE	2018 Mission Trip Middle School July 15 th - July 20 th CLICK HERE
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- Click on the Mission Trip you are registering for. The next screen will have a little information about the mission program. Click on Start.



OR



- Select how many children you are registering for this trip. Click continue.

OR

- Complete the registration form. Make sure that the child's name appears in the name fields.
- Be sure to answer YES or NO to the 3 Authorizations at the bottom of the page (Photo/Video, Bus, and Medical).
- Type your full name into the electronic signature box.
- Select or De-Select the Payments you would like to make (you can select more than one). If you wish to pay in full, then make sure all 5 boxes are selected.
- Click Continue. (If you are registering more than one child, then when you click continue you will be taken to a new registration page to fill out for that child.)

15. On the next screen, confirm that the amount you wish to pay is shown correctly in the Total Due. In the “Payment Method” dropdown box, click on the down arrow, and click on “Add New Payment Method.”

We gladly accept the following forms of payment.

VISA MasterCard

eCheck DISCOVER NETWORK

Registration Summary

will be registered for

Individual 1:

First Name

Last Name

Email

	Cost
Payment #1	\$51.75
Payment #2	\$51.75
Payment #3	\$51.75
Payment #4	\$51.75
Payment #5	\$51.75
Total Cost for	\$258.75

Total Due: \$258.75

Payment Method

Select Payment Method ▼

--- Add New Payment Method ---

Confirmation Email Address

Enter the email address below that you'd like to be sent to.

16. A pop-up window will appear. Complete all the fields.

Add New Payment Type [X]

Payment Method Nickname [] ?

Debit / Credit Card Bank Account

Debit / Credit Card Information

Street Address [] ?

Zip / Postal Code [] ?

Card Number [] ?

Security Code [] ?

Expiration Date [January] [2018]

[Save] [Cancel]

Payment Method Nickname: Can be anything you choose; VISA, MASTERCARD, SunTrust Account, Debit, Bill's Card, Sue's Credit Card, etc.

Select to use a "Debit/Credit Card" or have an ACH on your "Bank Account."

Make sure your address matches what is on record for you at the bank/financial institution.

17. Click on Save. Wait for the page to refresh to show your "Payment Method Nickname" in the "Payment Method" dropdown.

18. Confirm that your email address is correct. This is where your email confirmation will be sent.

19. Click next. Only click next once. It can take up to 15/20 seconds for the payment to process, so wait for the registration success screen.