

How to create an account:

After you register for Synod School you will receive an email confirmation. At the bottom of the message is the opportunity to create an account. We highly recommend that you do this. With an account you will be able to make a change to a reservation, add a registrant, and make a credit card payment.

Click on [Set Up Account Now](#)

You will be taken to a page that looks like this:

Claim your account

If you have recently made a payment, you have an account with us. To Manage your information and view your history, you need to claim your account and set a password.

[Claim My Account](#)



View and Manage Your Information

Email Address

Password

[Forgot Password](#)

[Log In](#)



To set up an account click on the Claim My Account button.



If you have an account from a previous year, this is where you can log in. Click on [Forgot Password](#) if you need to create a new password.

Finish setting up your account

Claim Your Account

To get started, enter the email you most likely used on your last transaction. We'll email you a link to make sure you are you.

[Send Me The Link](#)

How it Works

To gain access to your account and view your historical data, enter the email you used on your last transaction. We'll email you a link to make sure you are you. Clicking on that link will claim your account and you will be asked to create a password. After that you can log in anytime in the future with your email address and password.



An Email Is On Its Way

- ▶ We sent an email to ____@____.____. If this email has an account with us, you'll find a link that you can click on to confirm your identity.

The links expires in 24 hours, so be sure to click it soon.

Go check your email!

You have claimed your account. Now you have the options of looking at your Personal Information or your Registrations.



Choose View Details to look at your registration.

Date	Name	Billed Amount	
4/3/2023	<u>Synod School 23</u>	<u>\$xxx.xx</u>	<u>View Details</u>