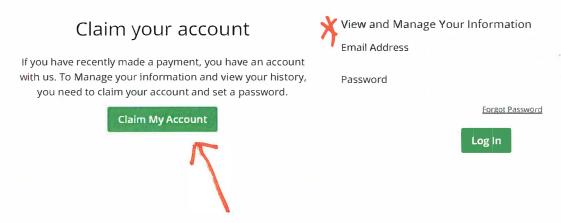
How to create an account:

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:



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 <u>Forgot Password</u> 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.



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.



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.

Personal Information Registrations Logout

Choose View Details to look at your registration.

Date	Name	Billed Amount	
4/3/2023	Synod School 23	§xxx.xx	View Details