

## Online Registration Instructions

*2020-2021*

1. Go to [www.orgsonline.com](http://www.orgsonline.com) from a computer or device.
2. Do you already have an Orgsonline account that you have used for Religious Education Registrations, CYO Sports Registrations or parochial school lunches?
  - If yes, enter your email address and password.
  - If no, click "Create New Account". Use School Code 184SES-IN  
*If you are creating a new account, you will enter children's information here.*
3. In the Religious Ed Registration box, select [Click Here to Access the Registration System](#).
4. Select Form – Choose:
  - [2020-2021 Religious Education Registration](#)
5. On the next screen, select [Submit New Form](#) for your child.
6. Complete the form. You will enter:
  - Family Information
  - Father's Information
  - Mother's Information
  - Step Parent Information if applicable
  - Child's Information
7. Click [Submit](#)
8. After reviewing your summary, you may either:
  - [Revise Form](#) if necessary, or
  - [View Family Forms](#), or
  - [Submit New Form](#) if complete.
9. For additional children and programs, repeat steps 4-8.
10. After submitting all forms, click on [Pay Now](#) in the left hand corner of the screen and proceed to payment. We are set up to take bank account payments only. Credit Card/Debit Card payments are not accepted. [Due to the coronavirus pandemic and financial hardships for many of our families, payment is not necessary at this time.](#)
11. Log Out

### Registration Fees

#### *Religious Education & Youth Ministry (Preschool-Grade 12)*

<b>Early Registration</b> <i>May 4-31, 2020</i>	<b>Regular Registration</b> <i>June 1-August 31, 2020</i>	<b>Late Registration</b> <i>Begins September 1, 2020</i>
\$60.00/child	\$70.00/child	\$80.00/child
\$180.00 Family Maximum	\$210.00 Family Maximum	No Family Maximum

#### *First Reconciliation & First Eucharist Preparation Fees*

*\$80/child*

#### *Confirmation Preparation Retreat Fees*

*\$125/child*