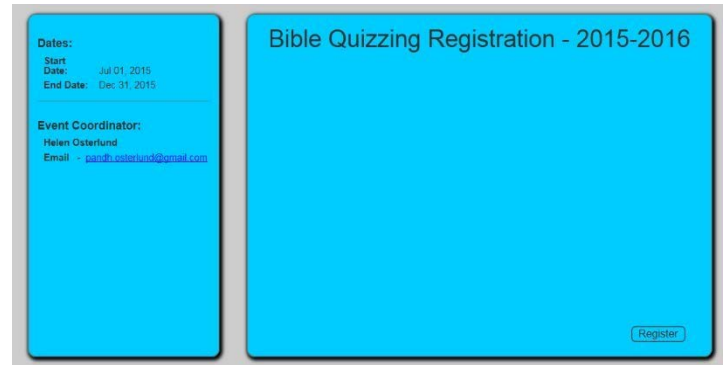


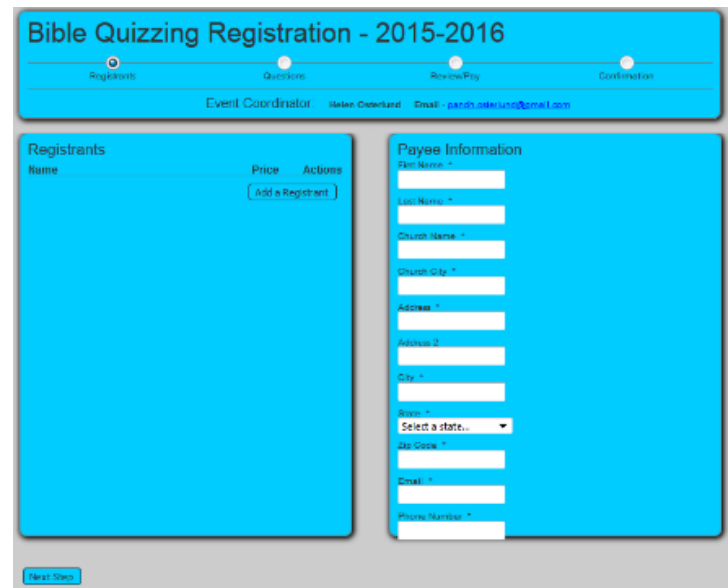
QUIZZING REGISTRATION CHEAT SHEET

<https://secure-q.net/EventQ/Event/Info?OrgID=NWdCM&EventID=1987>

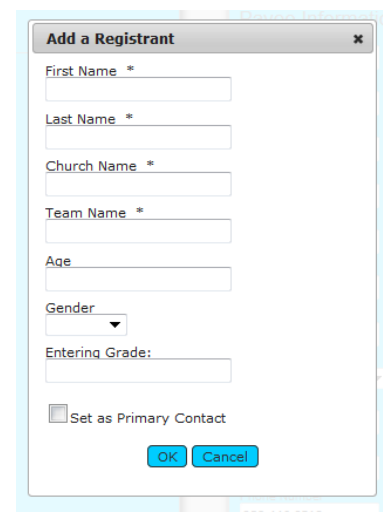
1. This is the event home page – Click on “Register”



2. You will be brought to this page:
The person paying for the registration should complete the “Payee Information”.



3. Next...click on “Add a Registrant” to add the first Quiz Team member’s name and information, then click on “OK” . . . and then continue to do the same for each Quiz Team member.



4. After you add registrants, the page will look like this:

The screenshot shows the 'Bible Quizzing Registration - 2015-2016' interface. At the top, there are four steps: Registrants, Questions, Review/Pay, and Confirmation. Below this, the 'Event Coordinator' is Helen Osterlund. The 'Registrants' section contains a table with one entry: Sam Petersen, priced at \$65.00, with an 'Add a Registrant' button. A message below the table says 'Please add a registrant'. The 'Payee Information' section includes fields for First Name (Debra), Last Name (Petersen), Address (Living Rock Church, 1123 County Road 5), City (rwood Young America), State (Minnesota), Zip Code (55367), Email (herlund@ncd.com), and Phone Number (952-446-9318). A 'Next Step' button is at the bottom.

5. Once the final team member is added, click on "Next Step". This page will come up:

The Coach can check over the names that have been entered to make sure all have been added and can also leave any comments or questions for Helen Osterlund, the Registrar. Once done with this step, click on "Next Step".

The screenshot shows the 'Bible Quizzing Registration - 2015-2016' interface. The 'Registrants' section now lists two entries: Sam Petersen and Ezra Petersen, both at \$65.00. The 'Questionnaire' section is titled 'Sam Petersen' and contains a text area for 'Leave comments for Quizzing Registrar - Helen Osterlund' and a 'Next Registrant' button. 'Previous Step' and 'Next Step' buttons are at the bottom.

6. This page will come up:

On this page, the Coach can add payment information. If the preference is to pay by "eCheck", make sure the following information is available: Checking Account Number and Routing Number.

The screenshot shows the 'Bible Quizzing Registration - 2015-2016' interface. The 'Registrants' section lists Sam Petersen and Ezra Petersen, both at \$65.00. The 'Payment' section shows a total of \$130.00 and options for 'Debit/Credit Card' and 'eCheck'. The 'Billing Address' section includes fields for First Name (Debra), Last Name (Petersen), Address (8860 College View Drive), City (St. Bonifacius), State (Minnesota), and Zip Code (55375). 'Previous Step' and 'Submit' buttons are at the bottom.

7. The Coach will then click on "Submit". A Confirmation e-mail will be sent with the following information:

You have successfully registered for North Central District Bible Quizzing Registration 2015 – 2016.

For each team, please send the following information to Helen Osterlund:

- Church name
- Team name
- Coach name, e-mail address, phone number
- Assistant Coach name, e-mail address, phone number

If you have any questions, please contact Helen Osterlund at pandh.osterlund@gmail.com