

Instructions for UUWomenspirit event registration

For event registration, we use She Meets, our own custom online registration. As you register, if you need more detail or if you encounter a problem, contact Christine Grewcock, UUWomenspirit registrar, at registrar@uuwomenspirit.org (best way) or at 864-420-4803.

NOTE: On any forms, fields with an asterisk are required fields.

Go to uuwomenspirit.org. If you already have an account, click **Log In** on the upper right. Enter your email address and password. Click the **Log In** button. If you don't have an account, click the **Sign Up** button in the middle of the page. Enter the information and click the **Submit** button.

IMPORTANT. You must have already paid your membership dues for the current calendar year to access the member prices. If you have not paid your dues and want the member rate, click the **Join UUWomenspirit** button. If you can't remember whether you have paid, click the **Check Membership** button.

Click the **Start Registration** button to begin the registration process.

1. Click the button for each step in order.
2. Step 1: Click the **Registration Form** button.
3. The Registration Form has 3 pages. Click the **Next** button until you reach the last page. Then click the **Submit and return to registration** button.
 - a. Roommates must put each other on their forms. You can also use the roommate box to request a specific cabin number.
 - b. Filling in Details on food allergies or other dietary needs is not required, but will be helpful for The Mountain kitchen staff.
 - c. **TIP:** Once you have submitted the registration form, you cannot make changes. If you need to make changes, contact the Registrar.
4. Step 2: Click either the **Member Rates** button or the **Non-Member Rates** button.
5. Click the **Add to Cart** button for the program(s) you want to attend. Read the Note below for more information about the bunkhouse option. If you are attending both Institute and Gathering, you must select the same lodging option for both programs. When you have finished, click the **Return to registration page** button.
 - a. **NOTE:** There is now an option for a reduced rate (\$20/night discount) for bunkhouses. A bunkhouse has 1 bedroom with 2 regular twin beds. The main area of the cabin has 4 sets of bunk beds. 2 bunk sets are built-in with wood platforms and 2 bunk sets are free-standing metal frames. Some bunk beds have regular mattresses, but be prepared for thin plastic covered mattresses. There is one bathroom with toilet and shower; there is a double sink in the main cabin area.
 - b. **TIP:** As you add each item, a mini-cart will slide out (if you are on a desktop) and the counter beside the Cart icon on the upper right of the screen will increment. If you click the **View Cart** at this point, you will end up on the Cart page where you can checkout. Just click the **Return to registration page** button and select the current step again if you weren't finished or select the next step to continue with registration.
6. Step 3: Click the **Select options** button.
7. Click the **Add to Cart** button to select items. This is where you choose single occupancy (room by yourself, if available) for an extra fee for each program (Institute or Gathering). You can select a quantity to donate amounts other than the 4 choices shown to the Scholarship Fund. When you have finished, click the **Return to registration page** button.

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8. Step 4: Click the **Select track and workshops** button.
9. Repeat the steps below for each track or workshop. You sign up for one track or workshop at a time.
 - a. Use the tabs across the top to select Institute Tracks, Gathering Full-Day Workshops, Gathering AM Workshops, or Gathering PM Workshops.
 - b. Click the **View to sign up** button on the row with your choice.
 - c. If you want to sign up, click the **This is the one I want** button.
 - d. Enter your name and click the **Sign me up!** button. The phone number field is optional. If the email address is wrong and you can't edit it, just leave it (this is a known issue). You will receive an email confirming that you signed up for this track or workshop.
 - e. Click the **Return to list of tracks and workshops** button.
 - f. **TIP:** If you need to change your track or workshop, click the arrow next to your name on upper right of screen (click 3 bars first on phone) and select My Workshops or contact the Registrar.
10. Click the **Return to registration page** button.

STOP!

If you are eligible for a **credit** (Track Leader, Workshop Leader, Chaplain, PC, CoCo), or if you received a **scholarship**, you need a discount code to apply during checkout. If you do not have this code, get it before you continue. When you come back, you can pick up registration with Step 5; there is no need to start over.

11. Step 5: Click the **Checkout and Pay** button.
 - a. If you have a discount code, click the **Click if you received a code** link, enter your code in the box, and click **Apply**.

IMPORTANT. You cannot apply for a scholarship during registration. You must apply for the scholarship using the application on the website before the deadline to be considered. Go to uuwomenspirit.org and select Events->Scholarship on the menu.

12. Review your cart and make any changes.
 - a. **TIP:** Make sure everything you want is in the cart. Sometimes the **Add to Cart** button is sensitive.
 - b. **TIP:** if something is missing from your cart, you can just return to the step where you add it; you don't need to repeat the other steps that you have already done. For example, if you just have Institute in your cart and want to add Gathering, return to step 2. If you decide you want to add a t-shirt, return to step 3.
13. When you are ready to checkout, click the **Checkout** button.
14. Enter your address and credit card information and click the **Place Order** button.
15. On the Thank You page, click the **Return to registration page** button. You will receive an email listing what you ordered.
 - a. **TIP:** The registration email will have the subject line "Thank you for shopping with us." Likewise, you might see a reference to your order. This is the language that the Wix app uses; it means your registration.
16. **Congratulations! You are now registered.** You will receive a confirmation email with your track and workshop assignments and other information about 2 weeks before the event.

TIP: If you decide after checking out and paying that you really want something else, like coming a day early to enjoy The Mountain or getting a fabulous t-shirt, you don't have to repeat the entire registration process. Go to the registration page with the steps and select the step for what you want, add the item(s) to the cart, and checkout!