

## Instructions for UUWomenspirit online registration

As you register, if you need more detail or if you encounter a problem, contact Linda Sterner, UUWomenspirit registrar, at [registrar@uuwomenspirit.org](mailto:registrar@uuwomenspirit.org) or at 336-407-5622.

NOTE: Throughout the registration forms, fields with an asterisk and the name in red are required fields. When you fill the field, the name will turn from red to black.

1. Go to [themountainrlc.org](http://themountainrlc.org) (or click the link in the instructions on the [uuwomenspirit.org](http://uuwomenspirit.org) website)
2. Click the **Registration Portal** button on the Welcome to The Mountain home page.
3. A new window will open with the title *Camper Account Login Page*.
  - a. If you have attended any event at The Mountain since 2012 event, you already have a username (**do not create a new one!**). Enter your Username and Password. Click the **Login** button. If you don't remember your Username contact Linda Sterner. If you don't remember your password you can click on reset password button.
  - b. If you have never attended a UUWomenspirit event or you last attended before Fall 2012, click the **Create New Account** button. Click the **Save/Next** button until you get back to the Dashboard.
4. You will see the Dashboard, which contains all your pertinent data.
5. Click on a tab (Personal, Address, Phones, Emails) to check your information and make any changes.
6. In the *Enrollment* section, click the **Add New Program** button.
7. Click the **Save/Next** button.
8. *Get Program Classifications* page: Click **Other Retreats** (or nothing). Click the **Save/Next** button.
9. *Registration Selections* page: Scroll down to the UUWomenspirit event. Select your choice of Institute and Gathering, Institute only, or Gathering only. Click the **Save/Next** button.
10. *Program Add-On Selections* page: Here you **MUST** choose the member OR non-member program fee, you can also make a donation to the scholarship fund, select event t-shirts or other merchandise, request a private room IF AVAILABLE, and add additional nights (Tue, Thu, or Sun). Click the **Save/Next** button.

**IMPORTANT.** You must choose the **MEMBER program fee to receive the member rate**. You can no longer pay dues during registration. If you have not paid your dues and want the member rate, go to [uuwomenspirit.org](http://uuwomenspirit.org) and click Join. If you are not sure whether you paid your dues this year, contact Linda Sterner, Membership Coordinator, at [membership@uuwomenspirit.org](mailto:membership@uuwomenspirit.org). If you choose not to become a member you should select the Non-member program fee only.

11. *Required forms for Registration* page: There are links to forms on this page. Click the link and enter the information on the form.
  - a. *UUWomenspirit General Info*: Check all appropriate boxes to answer questions. Click the **Save/Next** button to return to the *Required forms for Registration* page.
  - b. *UUWomenspirit Track Selection*: If attending the Institute, select a first and second choice Track. Click the **Save/Next** button to return to the *Required forms for Registration* page.
  - c. *UUWomenspirit Gathering Workshop Selection*: If attending the Gathering, select a first and second choice for a morning and an afternoon workshop. If you select an all-day workshop for the morning, select the same workshop for the afternoon. Click the **Save/Next** button to return to the *Required forms for Registration* page.
  - d. *Housing Options*:
    - i. Click the arrow and select your housing choice. Note that if you skip this page, you will be assigned whatever housing is available. Click the **Save/Next** button.
    - ii. Provide specific room request or mobility needs. Click the **Save/Next** button to return to the *Required forms for Registration* page

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- e. *Dietary Preferences*: The only required item on this page is Food Allergies & Dietary Preferences. If you have none, make sure you check the **None** box. Filling in other information will be helpful for The Mountain staff. Click the **Save/Next** button to return to the *Required forms for Registration* page.
  12. *Cabin Mate Requests* page: Enter the first and last name of any desired cabin mates. Leave the Cabin Mate Parent Email box blank. Click the **Save/Next** button.
  13. *Request Discount(s)* page: If you are eligible for a credit (Track Leader, Workshop Leader, Chaplain, PC,.CoCo), check the appropriate box. If you have applied for a scholarship choose request scholarship.
- IMPORTANT.** You must still apply for the scholarship through the UUWomenspirit website before the deadline to be considered, go to [uuwomenspirit.org](http://uuwomenspirit.org)
14. *What would you like to do?* page: Click the **View Dashboard** button.
  15. When asked if you have a Transfer code, just check no. Click the **Save/Next** button.
  16. In the *Financial* section, click the **Make Payment** button. If you want to review your selections, click the **View Transactions** button.
    - a. If the amount is correct and you are ready to pay, click the **Payment Options** tab.
    - b. Review the *Payment Summary* section. Click the circle next to your payment method.
    - c. Enter information in the **Details** section. Click the **Save/Next** button.

NOTE: If you choose Credit Card or eCheck, your registration will be complete right now. If you choose Mail-In Check, your information, including your Track/Workshop choices, will not be processed until the check arrives at The Mountain, which means it is possible that your track or workshop might be full.
  17. *Payment Acknowledgement* page: You will see the message "Thank you for your registration! Your online payment has been received."
  18. **Congratulations! You are now registered.** You will receive a confirmation email with your track and workshop assignments about 2 weeks before the event.