

Highpoint Baptist Church  
2012 Single and Marriage Retreat  
February 24, 2012  
Perdido Beach Resort

Instructions for Registering Online Through E-Giving

1. Go to the Highpoint Baptist Church website, [www.highpointbc.org](http://www.highpointbc.org).
2. Once you are on the website look for "RETREAT REGISTRATION (Click Here)". Click on "RETREAT REGISTRATION (Click Here)" and you will be taken to the E-Giving Login" screen. You will see the words, "E-Giving Login" screen near the top of top of the screen.
3. Scroll to the bottom of the screen and on the left hand side you will see "View Event Calendar", click on "View Event Calendar".
4. You will be taken to a page entitled "Event Calendar". Scroll to the bottom of the page and on the left hand side you will see "2012 Single and Marriage Retreat (Details) AND "Register for this Event". Click on "Register for this Event".
5. The next page is "Register For Event". You will see the heading, "2012 Singles and Marriage Retreat on 2/24/2012 6:00 PM" and immediately below it, "Available registration options:" You are ready to start registrating for the retreat.
  - a. First, tell us **how many are attending**. Next to "2012 Singles and Marriage Retreat, enter the number of adults attending. If you are bringing children, you will enter their ages later. The cost per adult to attend the retreat is \$100.00 per adult, **this DOES NOT include the cost of the room.**
  - b. Under "**Name**" enter your first and last name. For couples, please enter the first name of each individual (for example, Bill and Ann Happy).
  - c. Under "**Email address**", enter your email address so that we stay in contact with you.
  - d. Under "**Street**", enter your street address.
  - e. Under "**City**", enter your city.
  - f. Under "**State**" select your state. You will have to use the "down arrow" to open the states and then select your state.
  - g. Under "**Zip**", enter your zip code.
  - h. Under "**Telephone**", enter your telephone number starting with your area code.
  - i. Under "**Comments**", you can enter comments. This is optional.
  - j. Under "**Number of children you will be leaving in child care**" enter the number of children you will be leaving in child care. If you are not leaving any children, leave "0" in the box.
  - k. Under "**Names and ages of children you will be leaving in child care**" enter the name(s) and age(s) of any child(ren) you will be leaving in child care. If you are not leaving a child(ren), leave "0" in the box

- l. Under "**Items available for purchase with this registration**", please select T-shirt sizes for the adults paying the registration fee. The cost of the T-shirts is included in the registration fee.
- m. Click "Continue" at the bottom of the screen. This will take you to the "Payment Information" screen.
- n. At the top of the page you will see your registration summary information, if it is correct complete the payment information. If it is not correct, go back and make the necessary corrections.
- o. Under "**Name on Card**", enter the name listed on the credit card you are using to make the payment.
- p. Under "**Number**", enter the credit car number.
- q. Under "**Exp Date**", enter the expiration date of the credit card. Use the arrows to select the month and year.
- r. Under "**Billing Address**", enter your billing address.
- s. Under "**Address**", enter your street address.
- t. Under "**City**", enter your city.
- u. Under "**State**", enter your state using the arrow to select your state.
- v. Under "**Zip**", enter your zip code.
- w. Once you confirm everything is correct, click on "**I authorize this transaction**" and your registration is complete.