

Please follow the steps for Online Registration for the SRB 2018 – 2019 Rel. Ed. Program:

PLEASE NOTE: If you wish to teach a class, PLEASE contact the Religious Education office **BEFORE** beginning the registration process. Teacher assignments are based upon class availability.

- Fill out the registration form completely, if you leave out a field – it will not allow you to advance to the next page of the form.
- To navigate the site, only click on the Next page OR Previous page, please DO NOT use the back arrows on your browser – your info will be deleted.
- Please make sure you specify a session and grade for EACH child you are registering. The Grade you choose is the Grade your child will be entering in Sept. 2018. Each session/grade has a number of available spots, if the counter has been filled you will not be allowed to choose that session/grade and you will be asked to choose another session.
- Upon completing the form there will be another screen that asks you to Submit Form and Pay. Click on **Submit and Pay** to enter your Debit or Credit card information. Please do not let financial circumstances prevent you from registering your child. Please register your child online and then contact the Rel. Ed. office.
- You will receive 3 emails for confirmation from the following email address: info@parishgiving.org *please add this address to your address book / contacts to ensure that you will receive these very important confirmation emails. Failure to add this email address could result in these messages being forwarded to Spam / Junk folders.
- The 3 emails you will receive are as follows: 1) initial confirmation that your registration has been received and to **please click on one of the Signup.com links to assign yourself a Volunteer assignment** 2) A copy of your registration form and 3) A confirmation for your tuition payment.
- If you exit the site before volunteering, the following are the links to volunteer on Signup.com (As a participant in the Rel. Ed. program, a parent is required to volunteer at least one time per Rel. Ed. year. Please note that Registrations will not be finalized until we receive a Confirmed assignment for Volunteering). Substitute teachers are in short supply, if you would be interested in covering a class for a teacher who is absent please reference that information in the Comments section of the Registration form.
Hall Monitor: <http://signup.com/login/entry/84701812025013206>
Clerical/Office Help: <http://signup.com/login/entry/775770280092>
- Our provider for Online Registration is John Patrick Publishing (JPP), if you are having trouble navigating the site or have any questions about the online registration please call 866-307-7140.
- Only submit ONE registration form. If you believe you have made an error on the form, please email your concern to: religioused@strobert.com.
- Please understand that as a policy we are unable to honor any requests i.e., specific teachers or to be with specific classmates. We appreciate your understanding
- 1st Graders or anyone new to the Rel. Ed. program, the Rel. Ed. office requires a copy of the student's Baptismal Certificate (even if your child was baptized at St. Robert's a copy of the certificate is required for their student file). The Certificate can be scanned and emailed, mailed or dropped off at your convenience – as long as we receive it before the 1st week of class.
- Click on this link which will bring you directly to the Online Registration form:
<https://forms.parishgiving.org/form-2598391/>