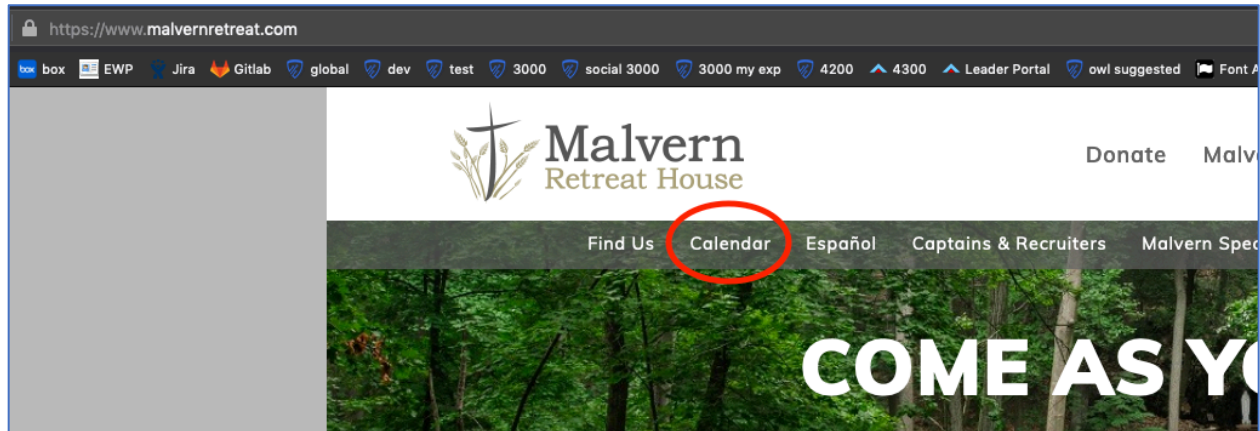


## How to Register Online for the Immaculate Conception Retreat (Dec. 4<sup>th</sup> – 5<sup>th</sup>, 2020)

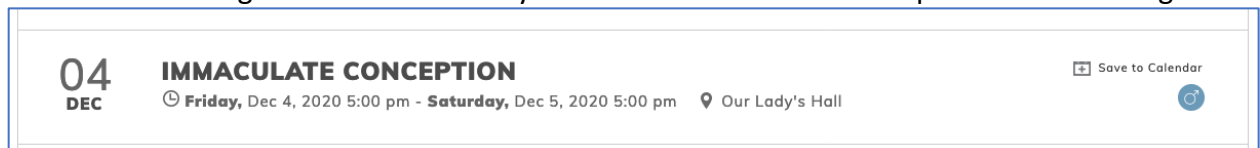
Navigate to the Malvern Retreat House website using this link:

<https://www.malvernretreat.com/>

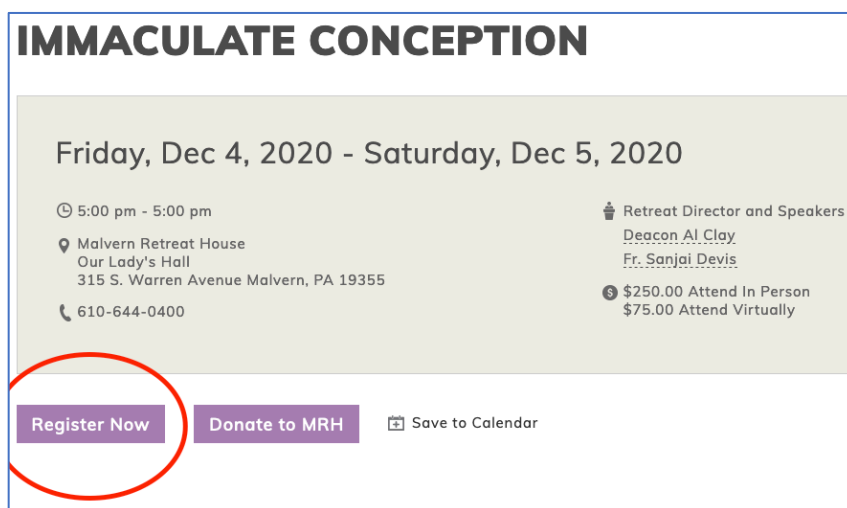
On the home page that appears, click 'Calendar' (circled in red):



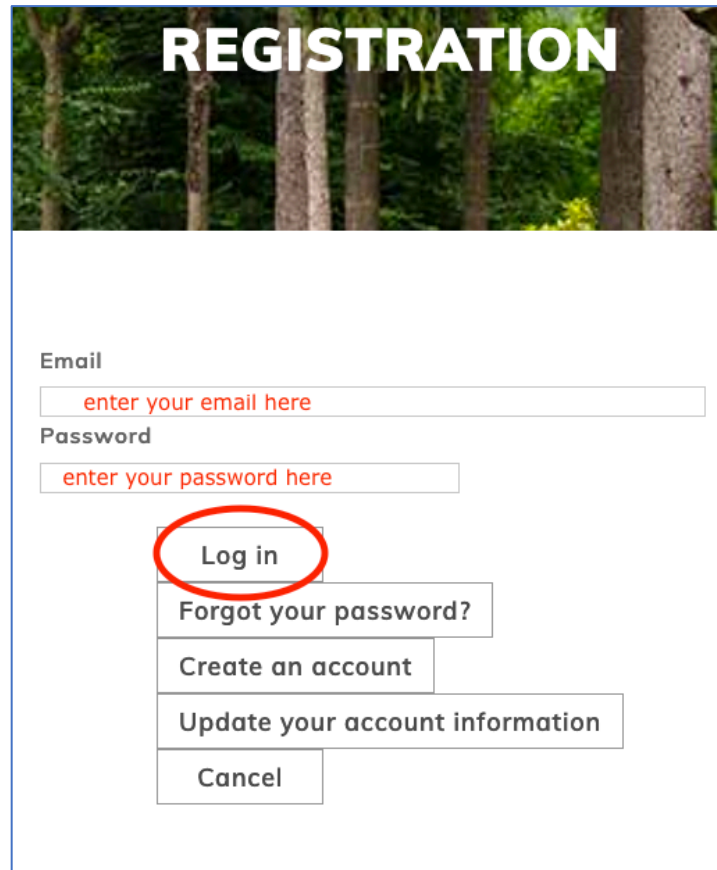
Scroll down through the Calendar until you see the Immaculate Conception Retreat listing:



Click on the above listing and you will be taken to the following page. Click 'Register Now' to proceed (circled in red):



Enter your Malvern Retreat House email and password and click the 'Log in' button. If you have forgotten your password, you can click the 'Forgot Password' button and your password will be sent to the email they have on file for you. If you have never created an account or no longer have access to it, click 'Create an account'. Once you have created an account, start again from the top of this document.

A screenshot of a web registration form. The top of the form has a header image of a forest with the word "REGISTRATION" in large white letters. Below the header, there are two input fields: "Email" and "Password". The "Email" field has a red placeholder text "enter your email here". The "Password" field has a red placeholder text "enter your password here". Below the input fields, there are five buttons stacked vertically: "Log in", "Forgot your password?", "Create an account", "Update your account information", and "Cancel". The "Log in" button is circled in red.

# REGISTRATION

Email

Password

Log in

Forgot your password?

Create an account

Update your account information

Cancel

Once you have logged in, proceed to the next page.

By default, some fields may be already filled out. If needed, select the options that apply to you. The following image contains detailed instructions. When finished, click 'Register for the Retreat' at the bottom.

**REGISTRATION**

**Register for the Immaculate Conception retreat being held from 12/4/2020 thru 12/5/2020.**  
**The price is \$250.00 per person with a minimum deposit of \$50.00.**  
**The price to participate Virtually is \$75.00 with a minimum deposit of \$50.00.**

☒ I'd like to attend the retreat in-person at the retreat house  
☐ I'd like to participate in the retreat virtually

☒ I want to register myself  
☐ I want to register myself and other(s)

☒ Pay the Full Amount   
☐ Pay a Different Amount

If you choose to pay a different amount, click the button to the left of 'Pay a Different Amount' and enter a number with no dollar sign:

Special Requests (Room etc..) Dietary Requirements (Restrictions)

Enter any special requests here (optional) Enter any dietary requirements here (optional)

I want to:

On the payment page, enter your payment method and all other information:

### Registration Information:

Retreat Title: Immaculate Conception  
Event Dates: 12/4/2020 - 12/5/2020  
Description: Traditional Men's Weekend Retreat

**Payment Amount: \$125.00**

**I am making a single (one-time) payment.**

### Payment Options\*

☒ Credit Card or Check/Debit Card ☐ Bank Account Transfer (ACH)

Card Number

CVV2



Expiration Month

Year



### Your Information \*

Prefix

Now, click 'Review Your Payment' at the bottom of the page:

**Review Your Payment >>**

On the final page, review your information and check the boxes circled in red:

☐ An email confirmation will be sent to: [red circle] @outlook.com. I have reviewed my email address and it is correct as displayed here. [red circle]

☐ By checking this box, I confirm my authorization of a Single\One-time Payment in the amount of \$ [red circle] to be charged to my Discover card on 11/08/2020 as specified by my entry of the information above. [red circle]

**Your registration is not complete until you are returned to the Malvern Retreat House website. Please be patient.**

**Submit Your Payment >>** [red circle]

Click 'Submit Your Payment'. Indicate your answer(s) to the following prompt:

**May we ask what led you to register for this retreat?**

(Please check all that apply)

☐ Recruiter Invitation (Please select the Confirmed Recruiter ) -> (If Recruiter name was not listed, please identify name) [Unassigned] [dropdown arrow]

☐ Parish Visit or Bulletin (Please indicate what parish) ==> [text box]

☐ Website [text box]

☐ Social Media [text box]

☐ Brochure/Flyer [text box]

☐ Other =====> [text box]

**Finished** [red circle]

**IMPORTANT:** Click 'Finished' to complete your registration. You have successfully registered for the Retreat.