

Introduction

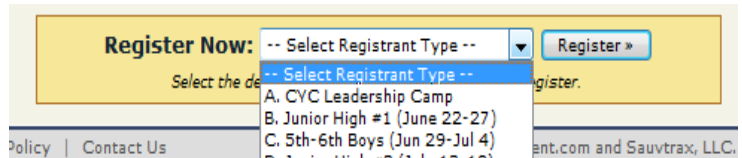
This page will provide an overview of how to register for the Catholic Diocese of Helena's Legendary Lodge Summer Camps that are published on ShowMyEvent.com. Your privacy and security are the highest priority for ShowMyEvent.com. We take great care to protect your information during the registration processes using such things as 128-bit SSL web encryption (the same level used by many banks for online banking) as well as storing your data on secure web servers. Your registration information will never be sold or used for any other purpose than the event that you are registering for.

Getting Started

Using your web browser, you can link to the online registration via the Diocese of Helena's website (<http://www.diocesehelena.org>). From the Diocesan website, click on the Legendary Lodge Online Registration link and it will take you directly to the registration website.

Event Details Page:

This is the details page for the Legendary Lodge Camps. At the bottom of the page you will see a yellow box with a drop down menu. Select the camp that you would like to register for and then click on the Register button.



This will take you to a page that provides 3 options to either login, become a member of ShowMyEvent.com or continue without creating a membership.

NOTE: Why you would want to “Become A Member”? Membership allows you to track your registrations for various events. It also allows multiple members to be added to your user profile, thus reducing some of the work for future events.

New User Page (Only for New Users): This page will allow you to create your user profile within ShowMyEvent. Enter the requested information and click Continue. Be sure to write down your user name and password. You will need these to log into ShowMyEvent in the future.

Registration Pages: The first page will begin your registration for Legendary Lodge. Please fill in all requested information. All fields that are red and bold are required. When finished click Next.

Step 2: Liability Release

Please read through the Liability Release. You **MUST** accept and initial this policy before continuing. Failure to do so will not allow you to continue with your registration. When finished click Next.

Step 3: Confirm Registration

The next page allows you to confirm the information that you have entered. Please review all information and if correct click Next. If you have any mistakes, you may click Previous to go back and fix these errors. Once you click Next from this page, you will no longer be able to edit your registration.

Step 4: Payment Options

The payment page, allows you to pay for your camp registration via Visa, Mastercard, American Express, Discover Card or Paypal. If you pay by credit card, please note: ***The charge for the Legendary Lodge camps will appear on your statement as SHOWMYEVENT COM.*** You may select the “Pay Later” option if you would like to pay only a deposit. However, registrants that choose the “Pay Later” option are considered NOT CONFIRMED until the minimum deposit is received by the Diocese of Helena. If such deposit is NOT received within seven (7) business days of the online registration, the camper will be placed on the Wait List until payment is received at the Diocese. In the meantime, other registrants who do submit their deposit will receive confirmation notices ahead of registrants deferred to the Wait List.

Complete

There are several important features to the Complete page. Take note of your registration number as it will be helpful if you ever need to contact the diocese regarding any of your registrations. **You can print out a copy of the registration by clicking on the “Here” link under the registration number.** Also, if you need to add additional registrations, you may click on the “Enter Another Registrant” link to take you back to the Event Details page and begin the process again.