How to use StMM Online Registration

1) Go to www.stmm.net. Click on the 'church site' on the left side of the page

2) Put your cursor over 'religious ed' on the top of the page. A drop down menu will pop up, click on any of the links for Elementary, Middle School, or High School.

3) On the right side of the page you'll see the heading, 'StMM Program Registration"

4) You'll see a screen asking for an email/username and password. You have to create an account in order to login. Click on "Need a log in? Click Here". If you used the online registration process in previous years you can use the same password you created. If you do not remember your password, then you'll need to reset your password through the system prompts.

You must be a registered parishioner in order to use this online system.

5) A text box that says, "Account Sign In" pops up. Here is where you have to enter your email address and first and last name. **IMPORTANT:** You must enter your first and last name exactly as it is in our parish database. For example, I go by 'Liz' but in the parish database I am 'Elizabeth'. You may have to try each parent name before you get a match as well. If you do not get a match, please email Liz(The Way & Confirmation families) or Janine(EDGE or Apostello families). We will look you up in the database and figure out what the problem is. ***Please do not email/call the church office***. Please email us at liz.sams@gmail.com or Janine.mcgann@gmail.com

6) Once a match is made, an email will be sent to your email address with a link to click on which will let you set your password. Please record your username and password somewhere in case you need it again at a later time. We will not have access to that information.

7) You will be prompted to sign in with your new username and password. Please sign in.

8) Your home screen will pop up. At the top left you'll see, 'I want to see……Available Registrations'. Please click on that.

9) You will see all of the available registrations for the 2017-2018 school year.
To the right of each form is a blue button that says, 'Register'. Please read the event description carefully so you make sure you are signing up for the correct one.
Please click on the form you wish to use.

10) All of your family members listed in the church database will pop up. Please click on the Drop down menu next to your child and click on what program you are registering them for. Click on 'next' in the bottom right of the screen.

11) Please fill out the questions on the next screen in full. Click 'Next" on lower right of the screen.

12) Click on the full payment for that program. Click, "Next"

IMPORTANT: you must pay in full when using the online registration system. If you are unable to pay in full then you must contact either Liz or Janine and get put on a payment schedule that works for your family & budget. Nobody is ever turned away from our programs due to a lack of funds.

13) The next screen is your payment summary screen. Please click, 'Next'

14) The next screen is when you enter the payment information. At this point in time we are only accepting payments electronically through checking accounts. Due to service fees, we cannot accept credit card payments at this time. Please take a check and enter your requested information and click, 'Next' to submit your payment. Congratulations! You've completed your online registration for youth ministry for the 2017-2017 school year. You can print a confirmation from this last screen and an email will be sent to the email address you used with a confirmation as well. If you do not receive that confirmation email then your registration did not go through.