

# All Souls Calendar and Event Registration

In myAllSouls you can view and register for upcoming events.


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## To register for an event

1. On the Home page, in the **I Want to View** section, click **Available Registrations**. The Upcoming Events page displays.
  - a. You can filter by month by selecting the month the event occurs from the drop down box next to **Month:**.
2. Click **Register** next to event you'd like to register for.
  - a. **To register yourself and family members:** Select the registration option from the drop down menu under **Registration** next to your name. Repeat this step to register additional family members.
  - b. **To register addition individuals (not listed in your family):** Click **Add** and enter the information requested. Click **Add**
3. Follow the prompts to complete registration.
4. Under **Choose contact e-mails for this registration**, select any additional e-mails to receive confirmation details.
  - a. To add another contact, click **Add Another E-Mail**. Enter that contact's e-mail address, then click **Add**. When you finish adding contacts, click **Next**.
5. The Summary page displays the names of all registrants, total number of individuals you registered, event name, event subtotal, amount due to complete registration, grand total, and amount due today. Confirm this information, then click **Next**.
6. If the event has costs associated with it, the Select Payment Method page displays. You can pay for events using a credit card or debit card. Select your payment method, then click **Next**.
7. When the confirmation page displays, the registration process is complete.
  - a. You will receive a confirmation e-mail, or you can click **Print Confirmation** to print your confirmation information.
  - b. If the event organizer provided any forms or documents for the event, they also display on this page. To download a file, click the name of the file.

## To cancel your registration for an event

1. On the Home page, in the **My Registrations** section, click **Cancel** , then click **OK** to confirm.
2. The status changes to one of the following:
  - **Balance Due** - Displays if any money is owed.
  - **Paid in Full** - Displays if there is no owed for the event registration.
  - **Refund Due** - Displays if a refund is due.
  - **Ineligible for Refund** - Displays if the refund date is past the refund deadline date.
  - **Partially Refunded** - Displays if only a part of the refund has been made.
  - **Refunded** - Displays when the refund process is complete.

## To edit your event registration

1. On the My Overview page, under **My Registrations**, click on the registration you want to edit.
2. On the **Registration Details** tab, click **Register**.
3. The event's details and registration options display. Make any necessary changes to your registration, then click **Next**.
4. When you finish, **Your registration is complete** displays. To print a receipt that includes your updated event information, click **Print Confirmation**.

## To view the calendar

1. Point to **Events**, and click **Calendar**.
2. Under **Calendars**, select which calendars to view, then click **Go**.
3. Use the **Month**, **Week**, **Day**, and **List** buttons to customize the calendar's display. You can also navigate to previous or future months.
4. To view more information about an event, click the event's name in the calendar, then click **View More Details**.
  - a. If the event requires registration, you can register for that event on this page by selecting **Register**.
5. To print the calendar, click **Print**.