**Global Missions Online Registration**

**Account Set-up/Sign-in**

1. Go to [www.caraway.org](http://www.caraway.org), and click on **Register for Your Event** (located middle of screen)

2. Click – **Continue to Registration**

3. Maximize your screen the whole time you are online (**Save/Next** buttons are on the bottom of page /scroll

 down to bottom of screen if necessary)

4. **If you are a New User** you must create a new account – **Only one family member needs an account**

 a). Fill in all required fields (password must be 8-14 characters) Click – **Save/Next**

 b). Attendee Personal Information – fill in required fields. Click **- Save/Next**

 c). Attendee Address – fill in required fields. Click – **Save/Next**

 d). Attendee Phone – Fill in required info. (If you do not have a home phone, just enter the same #

 twice) **Your account has been created.** Click – **Save/Next**

5. **If you already have an account** – Fill in your Username and Password. Click **LOGIN**

**Event Registration**

1. Once you sign in or create a new account – your personal dashboard page comes up.

Under **Enrollment** – Click **Add New Event**

1. Enter your GHRID which is **GM2017**. Click- **Save/Next**
2. Check box – **Global Missions 2017 July Retreat**. Click – **Save/Next**
3. **Choose your package** – Base it on the number of nights staying and the number of people in your family who will be attending. You may sign up for more than one package if your whole family will not be here all the same time frame. Click **Save/Next**
4. Forms page comes up – Required forms will be emailed to you after you register. Click **Save/Next**
5. Click – **View Dashboard**  You are now on your dashboard page. **On this page do not add or remove any attendees.**
6. Click – **Make Payment** in the Financial Section of your dashboard page.
7. Choose if you will be making the **minimum deposit** or if you will be **paying in full**. If you choose to pay in full and the full amount shows over $600, click – **Other Payment** and enter $600. $600 is the maximum full payment. You are **NOT** registered unless you at least make the minimum deposit amount. However, payment in full will be required 2 weeks before your event.
8. Enter your payment information. **We do not accept e-checks**.
9. Once you click **Save/Next,** you are completely registered and a receipt will be sent to your email.
10. If you only paid the minimum, you must go back on your account and pay in full by July 9, 2017.

If you need to make a change, you can do so at any time.

1. Log into your account
2. On your dashboard, you can change your package.

 To change a package- click- **Packages** under the Enrollment section

 1. Un-check your previous package. Check a new package and click **SAVE**

 2. If after your changes, the cost is more than you have already paid, Click – **Make a Payment**

in the finance section on your dashboard.

 3. If after your changes, the cost is less than you have already paid, you must call Caraway’s office at 336-629-2374, to receive a manual refund. You will not receive a refund after July 9, 2017.

*If you need help with on-line registration, call Caraway – 336-629-2374; Monday-Friday 8:30am-4:00pm EST*