

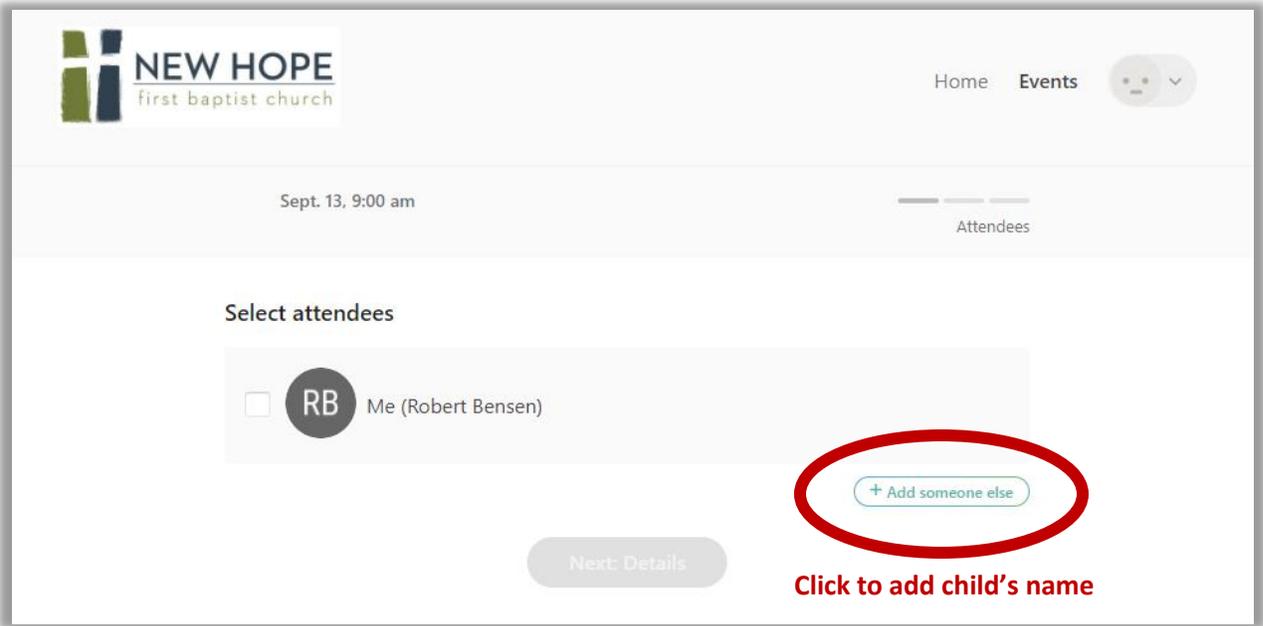


## Steps for FIRST TIME RSVP for Childcare/Kids Worship

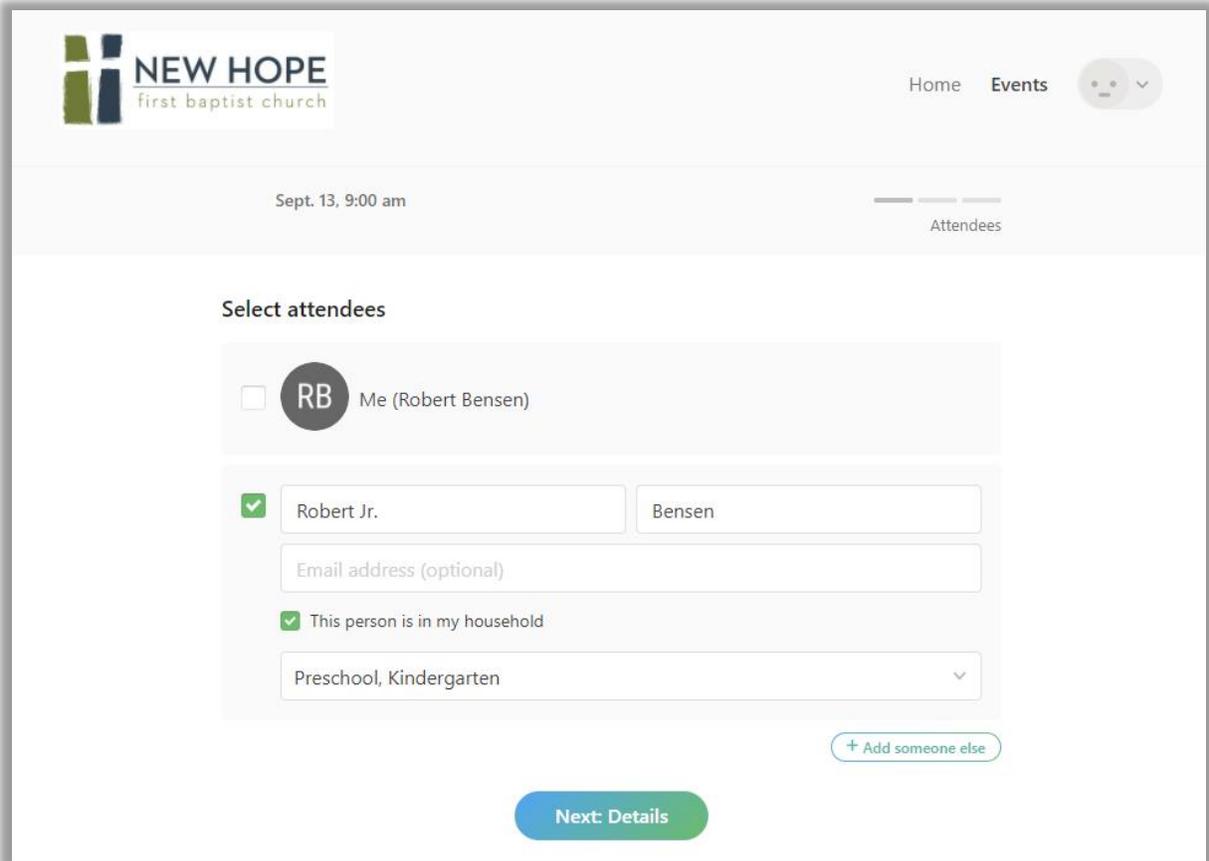
1. Go to [discovernewhope.churchcenter.com/login](http://discovernewhope.churchcenter.com/login)
2. Enter a mobile phone number, click "Next"; enter a primary email address, click "Next".

A screenshot of the New Hope church website's login page. The page has a white background with a light gray header. In the top left corner is the church's logo. In the top right corner are the links "Home", "Events", and "Log in". The main content area is centered and contains the text: "To get started, enter your mobile number. We'll send you a code you can use to log in." Below this is a text input field containing the number "888-555-1212". Underneath the input field is a smaller text box that says "By continuing, you agree to Planning Center's Terms of Service and Privacy Policy." Below that is a green "Next" button. At the bottom of the form area, there is a link that says "Use email address instead".

3. You will receive a 6-digit code via text. Enter the code on your page. Complete your profile by adding your name.
4. Click "Events", then select the date of the Sunday you want Childcare/Kids Worship. **Read the important information about what to expect on Sundays, as well as what you should do before you arrive that Sunday.**
5. Click "Register".
6. The next screen will ask you to select attendees. Click the button that reads "+ Add Someone Else". Add the name of the first child you are registering for Childcare/Kids Worship.



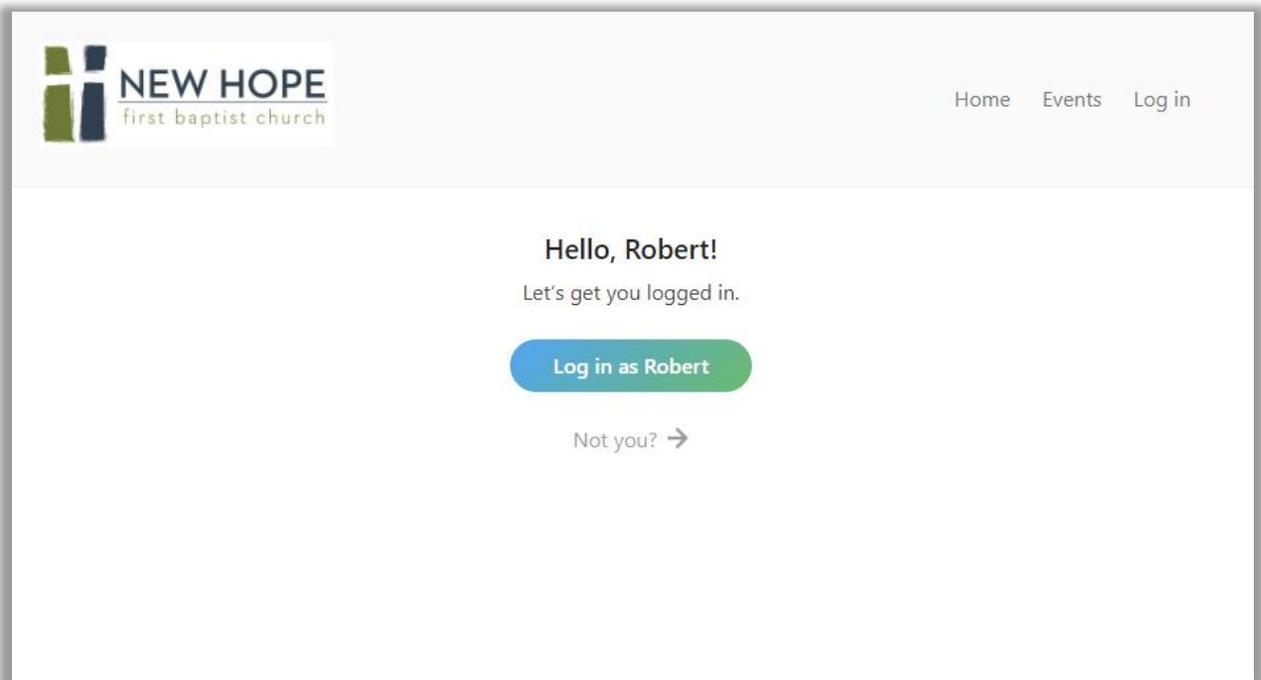
Checkmark the box that reads, "This person is in my household". By doing this, next time you login to RSVP, these names will automatically appear.



7. Click the drop-down box and select the class that corresponds with the child's age/grade
8. If you are registering more than one child, click the "+Add Someone Else" button again and enter the second child's information.
9. Once all children are added, click "Next: Details" and provide a phone, email and allergy information for each child. Then click "Next: Review".
10. Make sure all information is correct, including date for Childcare/Kids Worship, child's name and class. Click "Complete registration". You have now successfully reserved your child(ren)'s place!
11. CANCELLATION: If something comes up and your child is unable to attend for their reserved Sunday, please cancel their reservation; this will help make room for other kids on Sunday. To cancel, open your confirmation email, scroll to the bottom and click "cancel online".

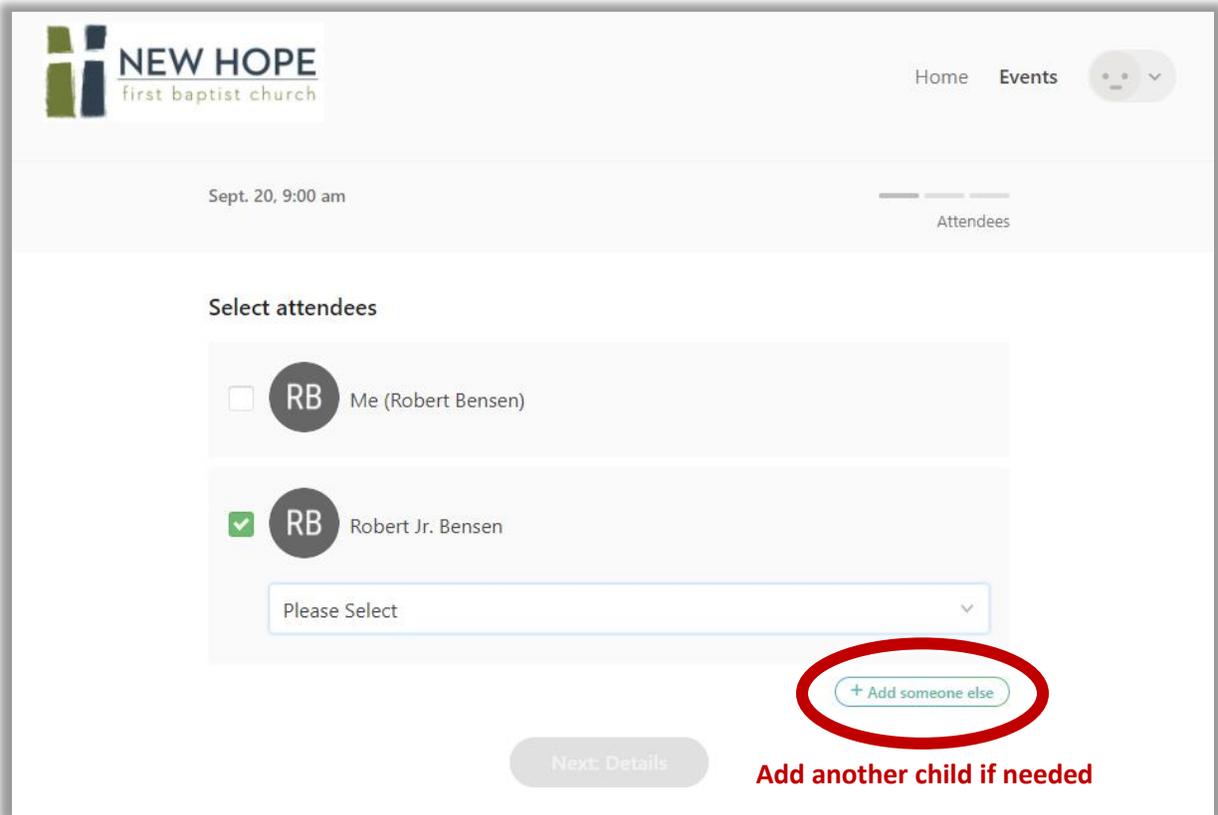
## Steps for RETURNING to RSVP for Childcare/Kids Worship

1. Go to [discovernewhope.churchcenter.com/login](http://discovernewhope.churchcenter.com/login)
2. Enter a mobile phone number, click “Next”. You will receive a 6-digit code via text. Enter the code on your page.
3. The system should recognize your phone number if you previously set-up a profile. Click “Log in as [your name]”



4. Click “Events”, then select the date of the Sunday you want Childcare/Kids Worship. Read the important information about what to expect on Sundays, as well as what you should do before you arrive that Sunday.
5. Click “Register”.
6. The next screen will ask you to select attendees. Checkmark the box of the child’s name you want to RSVP for. Use the drop-down box to select the class.

You can also add a new child on this screen by clicking the “+Add someone else” button.



Click "Next: Details".

7. Confirm the phone and email, then add details about any known allergies. Click "Next: Review".

8. Make sure all information is correct, including date for Childcare/Kids Worship, child's name and class. Click "Complete registration". You have now successfully reserved your child(ren)'s place!