

Register for an event

Register yourself and your family for a community event: choose who's coming, send the request or confirm, pay if needed and cancel if you change your mind.

3 min · Available · 2026-09-26

Before you begin

- ✓ Sign in and open the event from the community you follow.
- ✓ Registration must be open: the event has not started, is not paused and the deadline has not passed.

1 STEP 1 OF 4 · 30 S

Open the event

Open the event from the Events section. The main button depends on the event: **Sign up** for direct registration, **Request a spot** when parish approval is needed, **Join the waitlist** when spots are gone.

Events with approval

If "This event requires parish approval" appears, your registration stays pending until the staff approve it.



Fig. 1 The button tells you how registration works for this event.

2 STEP 2 OF 4 · 1 MIN

Choose who's coming

In **Who's coming?** select yourself and the family members attending (you are already selected). With **Add an external guest** you can add someone outside your family, if the event allows it. Then select **Continue**.

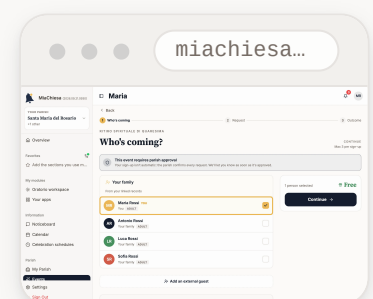


Fig. 2 Select everyone who is attending.

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STEP 3 OF 4 · 1 MIN

Send or confirm

If approval is needed, write an optional message and select **Send request: Request sent** appears. For a free event select **Confirm registration**.

For a paid event the summary offers **Pay now** (card, immediately) or, if allowed, **Pay in person** at the office.

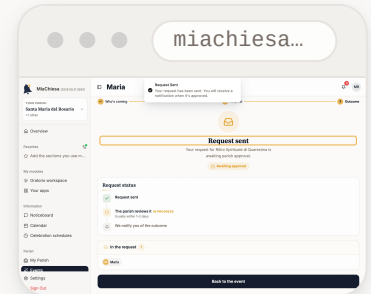


Fig. 3 You will get a notification when the request is approved.

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Check the status or cancel

With **Back to the event** you see the status: **Awaiting approval** or a confirmed registration. If you change your mind use **Cancel the request** (or **Cancel** when confirmed): it acts immediately.

Refunds

For an event paid online and refundable, cancelling starts the refund (5–10 business days). If the event offers no refunds, the registration is cancelled without repayment.

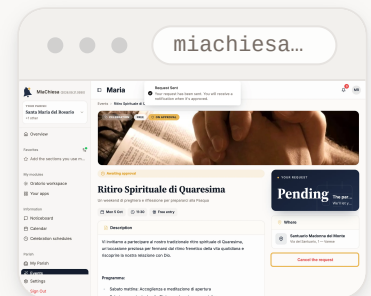


Fig. 4 The request status is always visible on the event page.

What you have achieved

✓ Your registration (or request) is recorded and visible on the event page.

✓ You will get a notification when the staff approve the request.

Troubleshooting

I see "Registrations closed"



The registration deadline has passed. Contact the parish office if you need to.

I see "Event Full"



There are no spots left. If the event has a waitlist, use [Join the waitlist](#).

I can't cancel



After the registration deadline you can no longer cancel from the app: contact the parish office.

I see "Select at least one person"



In the [Who's coming?](#) step choose at least one person before continuing.