

**Please follow the steps for Online Registration for the SRB 2019 – 2020 Rel. Ed. Program:**

**PLEASE NOTE:** If you wish to teach a class, PLEASE contact the Religious Education office **BEFORE** beginning the registration process. Teacher assignments are based upon class availability.

- Fill out the registration form completely, if you leave out a field – it will not allow you to advance to the next page of the form.
- To navigate the site, only click on the Next page OR Previous page, please DO NOT use the back arrows on your browser – your info will be deleted.
- Please make sure you specify a session and grade for EACH child you are registering. The Grade you choose is **the Grade your child will be entering in Sept. 2019**. Each session/grade has a number of available spots, **if the counter has been filled you will not be allowed to choose that session/grade and you will be asked to choose another session.**
- Upon completing the form there will be another screen that asks you to Submit Form and Pay.
- Click on **Submit and Pay** to enter your Debit or Credit card information.  
**PLEASE DO NOT LET FINANCIAL CIRCUMSTANCES PREVENT YOU FROM REGISTERING YOUR CHILD. PLEASE REGISTER YOUR CHILD ONLINE AND THEN CONTACT THE REL. ED. OFFICE.**
- You will receive 3 emails for confirmation from the following email address: [info@parishgiving.org](mailto:info@parishgiving.org) \*please add this address to your address book / contacts to ensure that you will receive these very important confirmation emails. Failure to add this email address could result in these messages being forwarded to Spam / Junk folders.
- The 3 emails you will receive are as follows: 1) initial confirmation that your registration has been received and **to please click on one of the Signup.com links to assign yourself a Volunteer assignment** 2) A copy of your registration form and 3) A confirmation for your tuition payment.
- If you exit the site before volunteering, the following are the links to volunteer on Signup.com (As a participant in the Rel. Ed. program, a parent is required to volunteer at least one time per Rel. Ed. year. Please note that Registrations will not be finalized until we receive a Confirmed assignment for Volunteering). Substitute teachers are in short supply, if you would be interested in covering a class for a teacher who is absent please reference that information in the Comments section of the Registration form.  
Hall Monitor: <https://signup.com/go/wRCWWCX>
- Our provider for Online Registration is John Patrick Publishing (JPP), if you are having trouble navigating the site or have any questions about the online registration please call 866-307-7140.
- **Only submit ONE registration form.** If you believe you have made an error on the form, please email your concern to: [religioused@strobert.com](mailto:religioused@strobert.com).
- Please understand that as a policy we are unable to honor any requests i.e., specific teachers or to be with specific classmates. We appreciate your understanding
- 1<sup>st</sup> Graders or anyone new to the Rel. Ed. program, the Rel. Ed. office requires a copy of the student's Baptismal Certificate (even if your child was baptized at St. Robert's a copy of the certificate is required for their student file). The Certificate can be scanned and emailed, mailed or dropped off at your convenience – as long as we receive it before the 1<sup>st</sup> week of class.
- Click on this link which will bring you directly to the Online Registration form:  
<https://forms.parishgiving.org/form-2598391/>