Winnetka Covenant Church
1200 Hibbard Rd • Wilmette IL 60091 • 847.446.4300

Available Upcoming Events

"**Available Upcoming Events**" is a link found on the WCC Member Portal that connects you to a list of WCC events you can register to attend. Many are FREE events and some have a fee associated with them. Events might include concerts, retreats, choral events, youth h activities, volunteer opportunities, small group events, special classes, book groups, etc.

How to View, Register & Pay for Events

If you already know how to login to the WCC Member Web Portal,

Sign in now and <u>skip</u> to Step 6 of these instructions.

1. Go to the Winnetka Covenant Church ("WCC") web site at <u>www.winnetkacovenant.org</u>.

2. Click on the image of the man-in-the-circle to access the login screen for the WCC member Portal. See the image above where the **RED Arrow** is pointing. After clicking, you should see this WCC Member Portal Login Screen.

3. **If you already have been given your User Name and Password**, enter it now.
    a. In the first space, enter your Email Address or User Name. Your User Name is generally your first name and last name put together in one word with no space. For example, Joe Jones would have a User Name of "JoeJones"
    b. In the second space, enter your Password.
4. **If you have not already been given your User Name and Password**, see the words at the bottom of the screen … "Need a login? Click here" - and then click there! You will be directed to get your initial password. If you have trouble or want to bypass this step, contact Roger Schmitt at rschmitt@arielinvestments.com and he will send you your User Name and initial Password via email.

5. Once you have logged in, you should see a screen similar to the following:
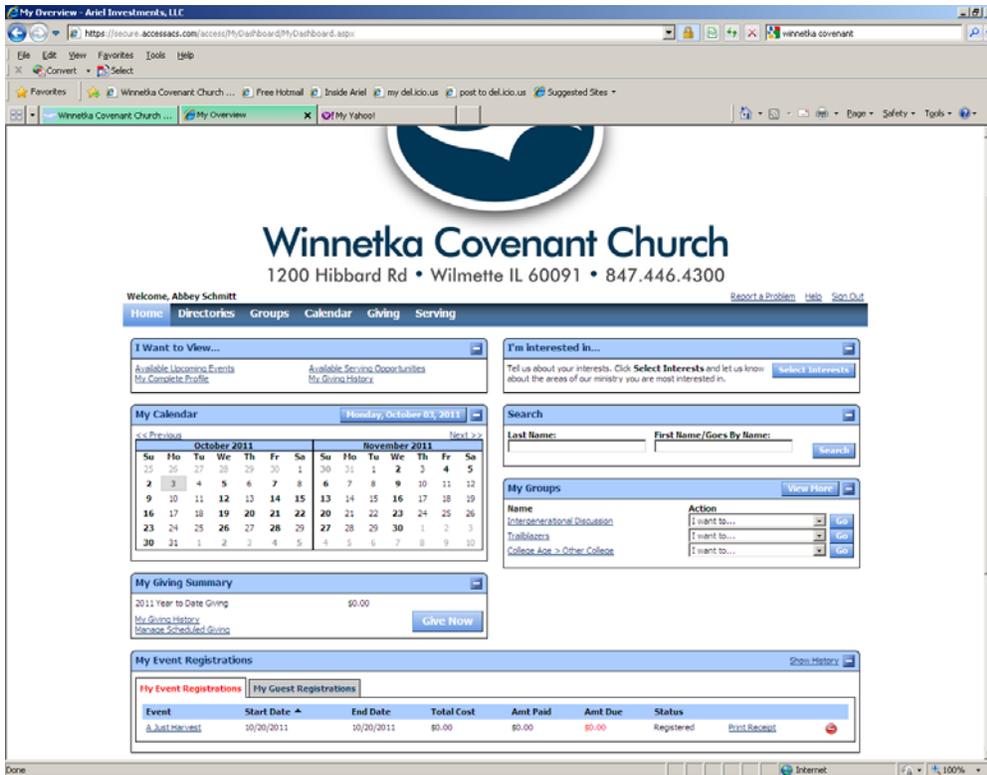
6. Click on the link called "Available Upcoming Events" in the section called "I Want to View"…. A red arrow points to the link in the screen image below.
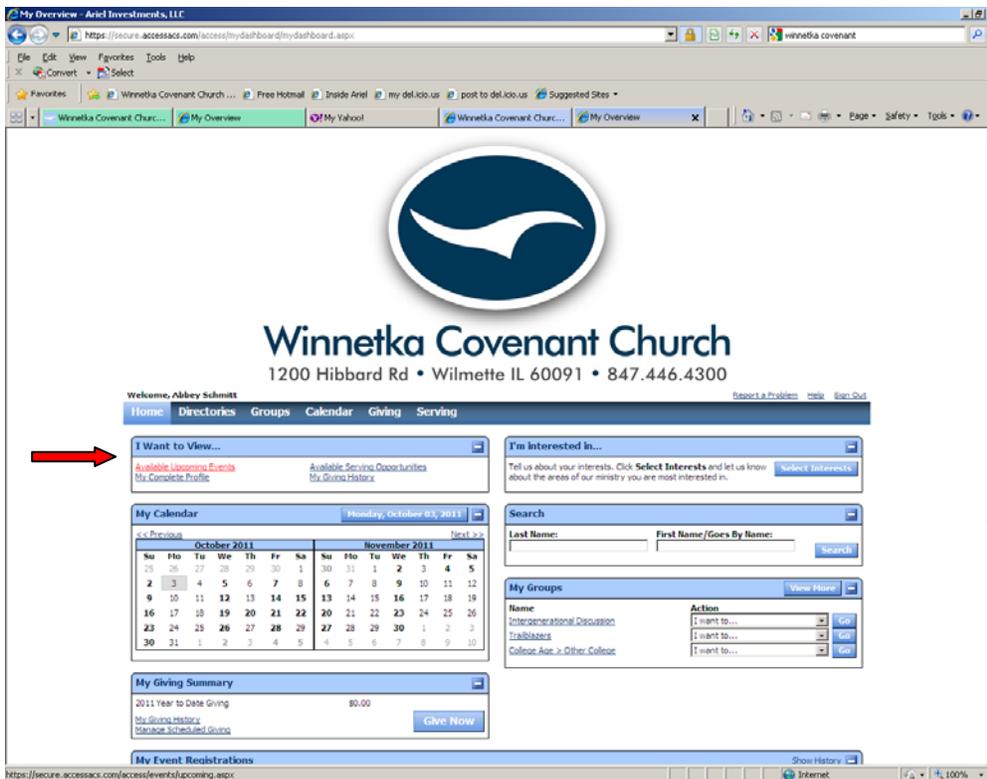
7. Clicking on this link takes you to a screen similar to the one below.
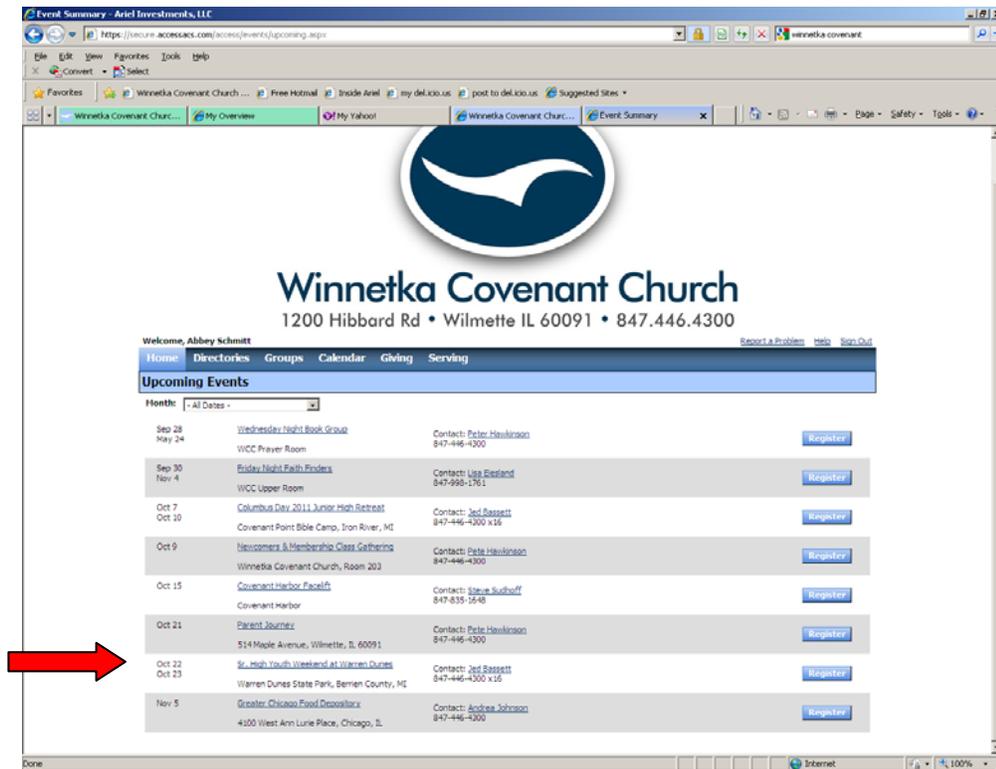
8. Assume you are interested in registering for the "Sr. High Youth Weekend at Warren Dunes." To learn more details about the event, click on the event link itself and you will see a screen similar to the one below.
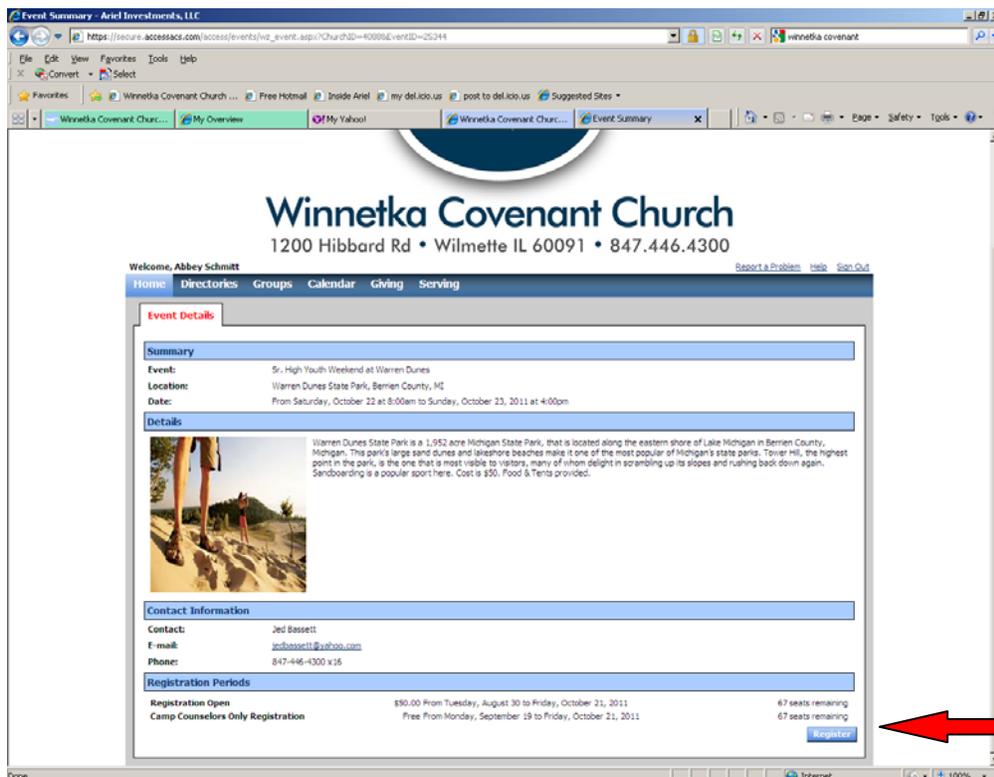
9. To register for the event, click the blue Register button in the lower right hand corner of the screen. You will then be directed to a screen that looks similar to the one below.
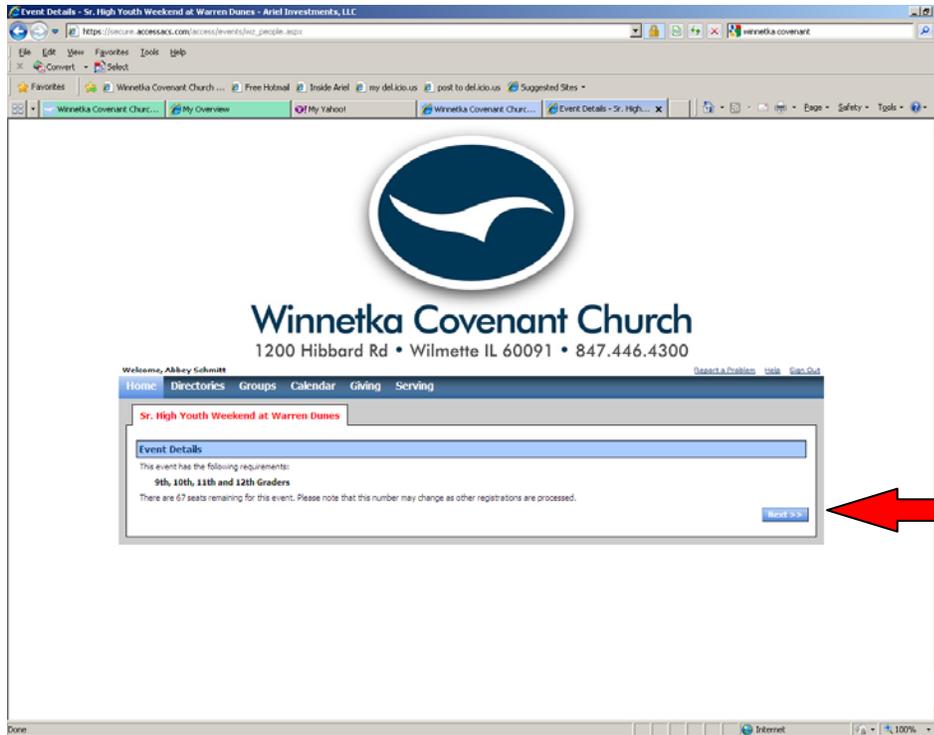
10. Note the event restrictions – this one is for 9-12 graders only. Then, click the Next>> button. See a screen similar to the one below.
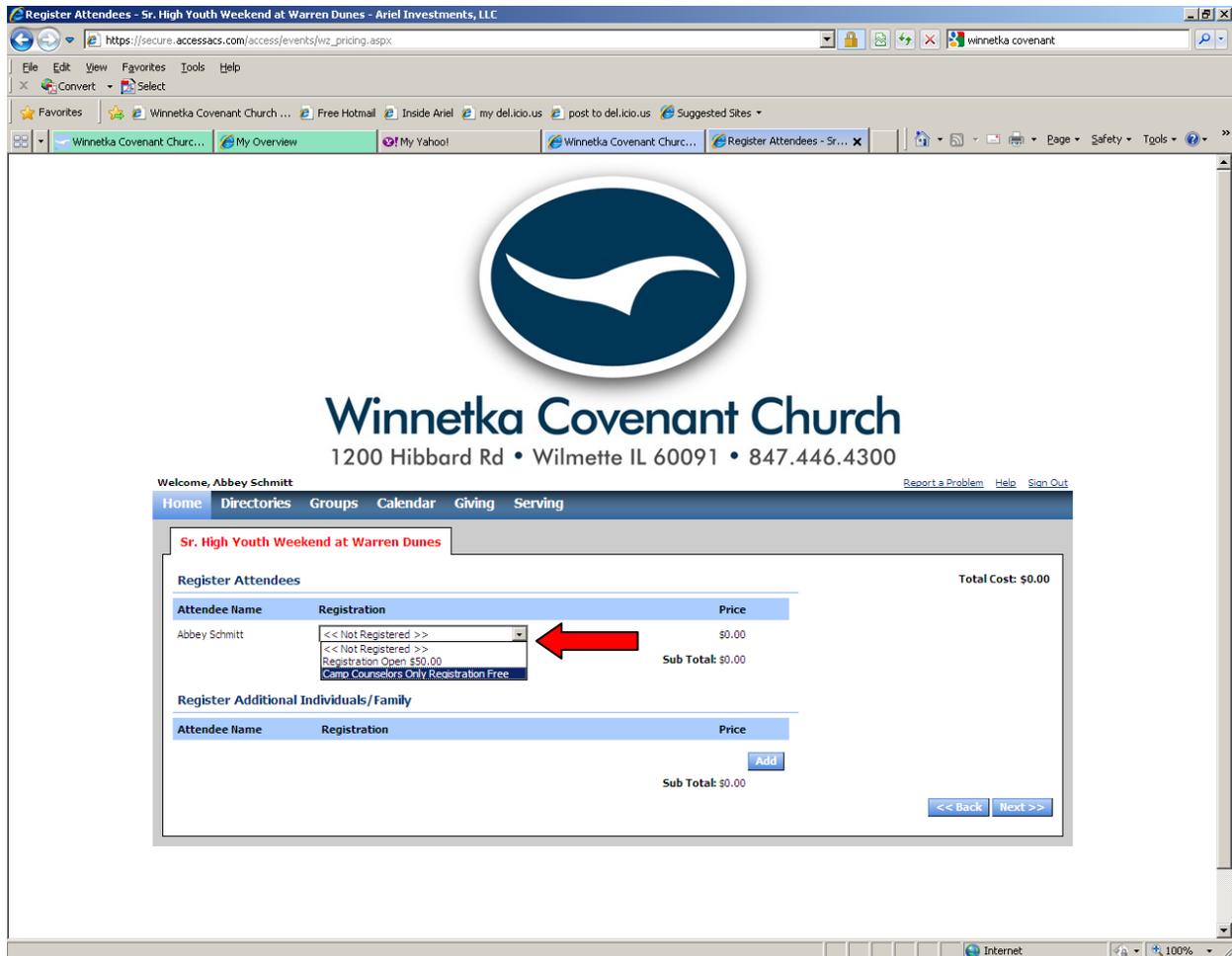
11. Look for the person's name you want to register and click the drop down box to the right of their name. Select the registration option that best fits your needs. (There usually is only one ….or maybe two in the case of an early and late registration period.) In this case, I select the "Registration Open $50.00" option.
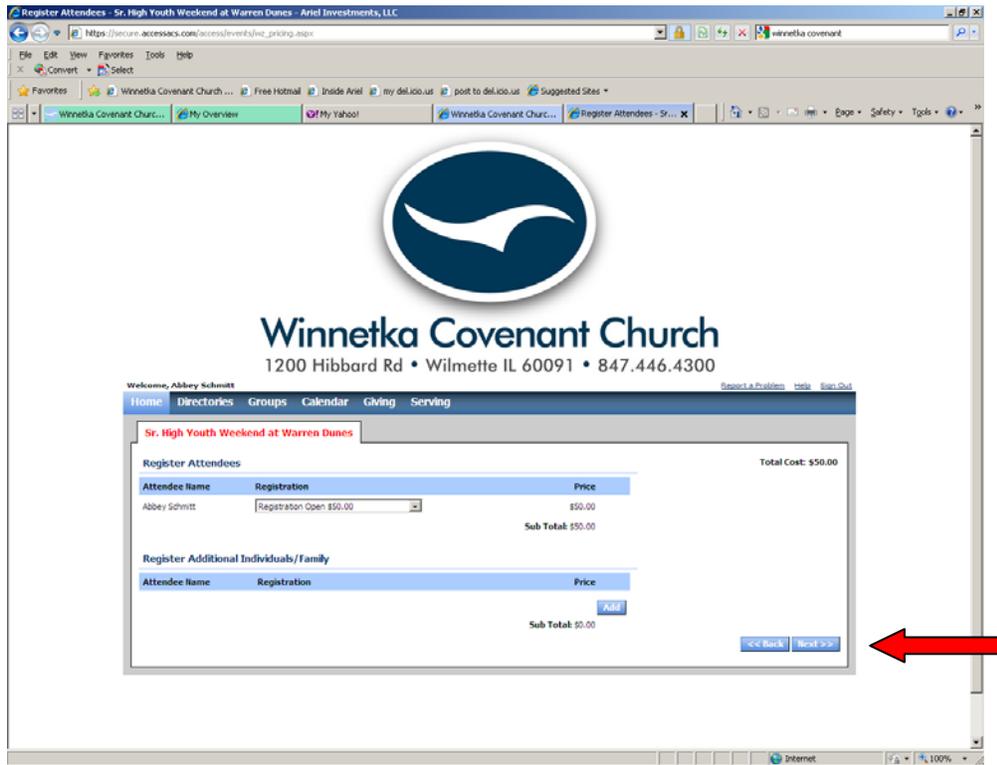
12. Click the Next>> button above and see the screen below.
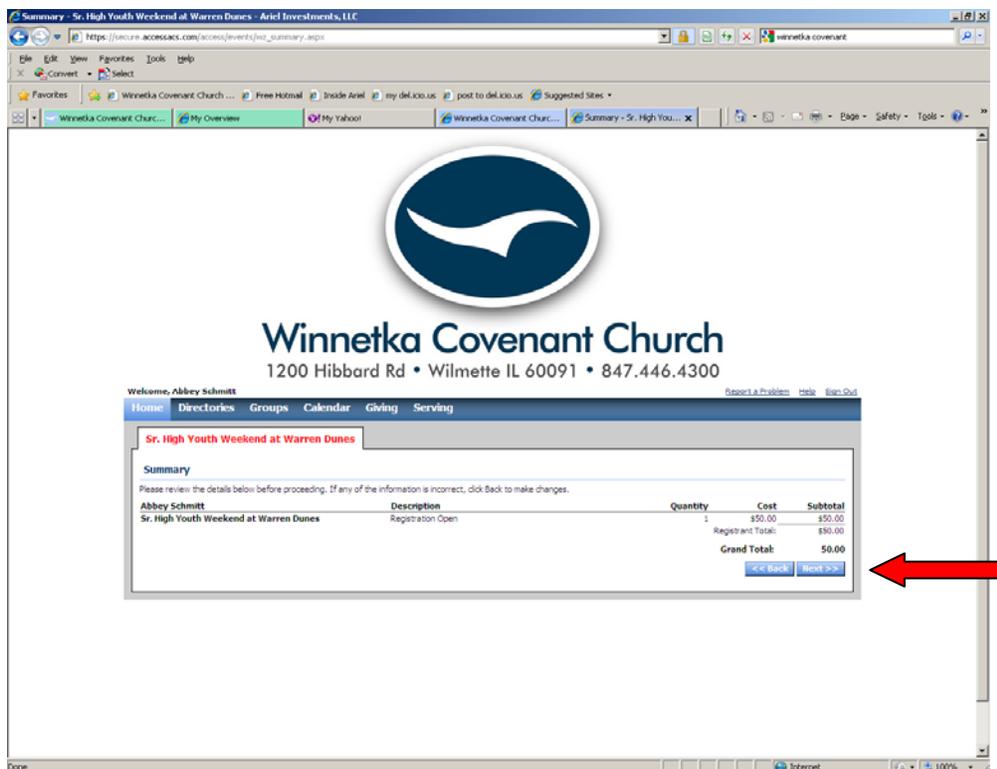
13. If you agree, Click the Next>> button above and see the screen below. At this time, we only accept payment via your checking account. Make sure your contact information is correct – and then enter two very important numbers.
   a. Your 9-digit **Bank Routing Number**.
   b. Your **Account Number**.

These are very important to get exactly correct – *a bad checking account number will result in a $5 fee to the church.* Here is a diagram of a check and where the numbers are located.
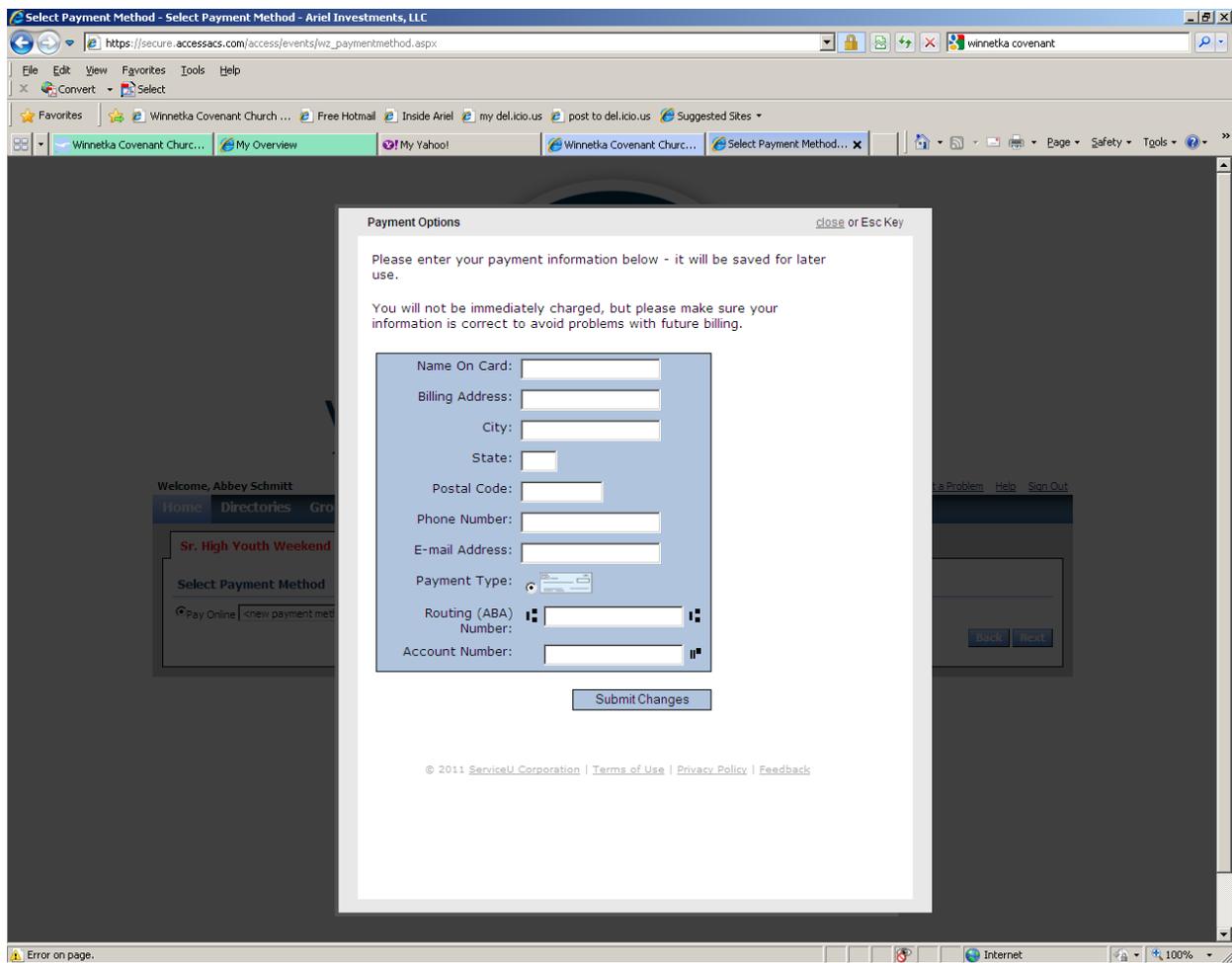
14. When you have entered and checked that the information is correct, click the "Submit Changes" button. Then, you will see the screen below.
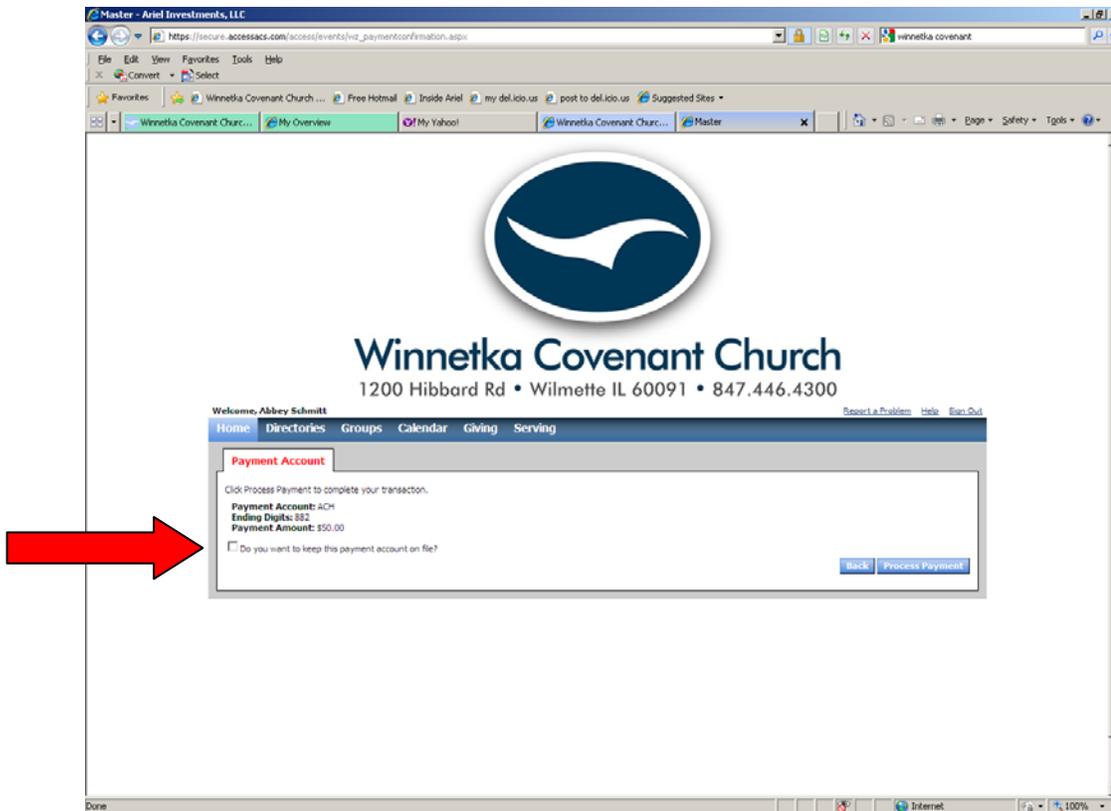

15. If you want the system to securely save the checking account information you just entered (*so you never have to key it in again!*), check the box marked with the red arrow above. You will then see the screen below to give a name to the checking account information you just provided. I called it "Citi Checking Account."
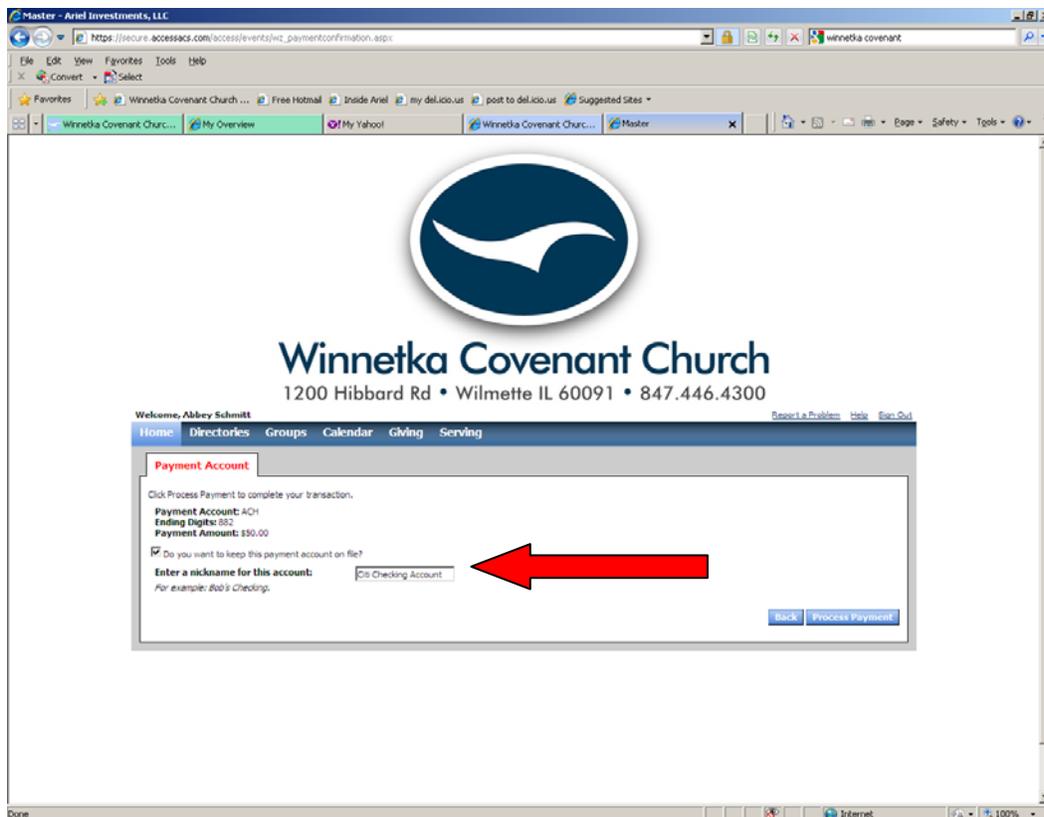
16. Now, click the Process Payment button to complete the transaction.
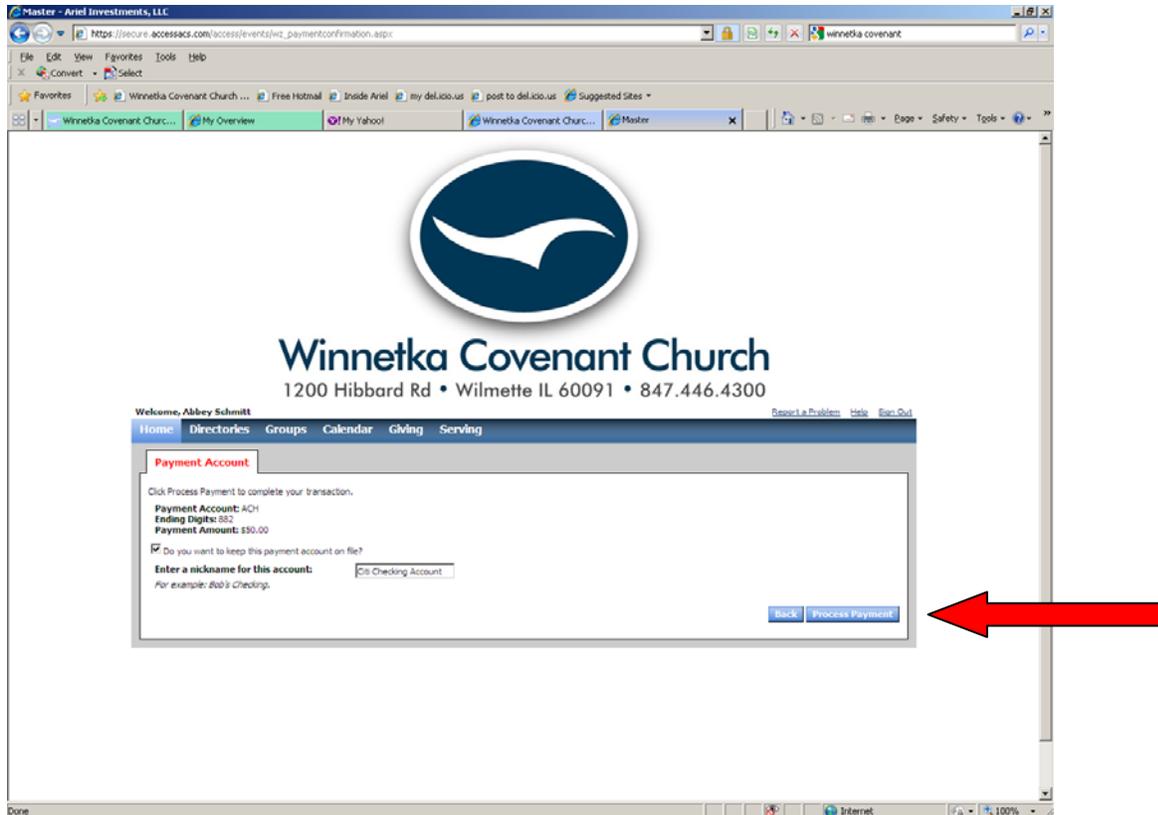
17. You can either print the receipt … or wait for the email receipt to come to your email address.

All Finished!