INSTRUCTIONS FOR REGISTERING ON-LINE FOR VIRTUS

YOU MUST REGISTER ON-LINE TO BE CREDITED FOR THE WORKSHOP

GO TO: www.virtus.org

CLICK: Yellow link labeled "REGISTRATION"

CHOOSE: "DIOCESE OF BROOKLYN"   THEN: SELECT
                     (Many people choose "Archdiocese of New York" — this is incorrect)

CREATE: A User ID and Password you can easily remember
                     (If you do not pre-register an ID and Password, one will be created for you)

CLICK: CONTINUE

SELECT: Choose your parish from the drop down menu ("Saint Columba")

CLICK: CONTINUE   THEN: CLICK: "YES" (if you are associated with another
                     parish/organization) or "NO"

SELECT: Choose the role that applies to your ministry
                     (Catechists and Coaches — Select Volunteer and add title in box)

ANSWER: Questions   THEN: CLICK: CONTINUE

If you are pre-registering:
CLICK: "No - Have you already attended,…"

SELECT: From the list of upcoming sessions (Choose the session that you want to
                     attend by clicking on the circle)

If you are registering after attending:
CHOOSE: From the drop down menu the session you attended (Choose the session you
                     attended)

CLICK: Complete Registration

You will receive a message thanking you for completing the registration process.