

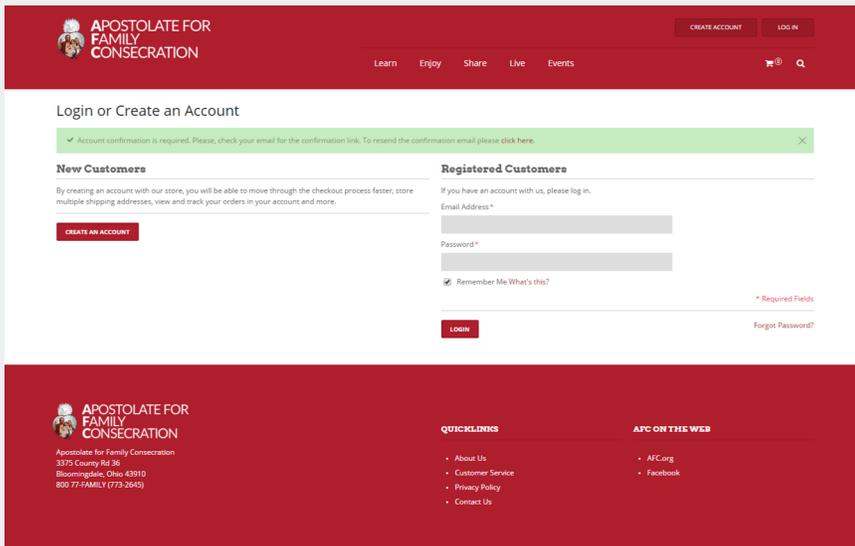
Welcome to **AFC Events Registration!** Before beginning the registration process for an AFC Event, you should log in or create an account at [store.afc.org](https://store.afc.org).

# Log In or Create an Account

When looking at the AFC Store Homepage, you will see a **“Create Account”** and a **“Log In”** button in the top right corner.

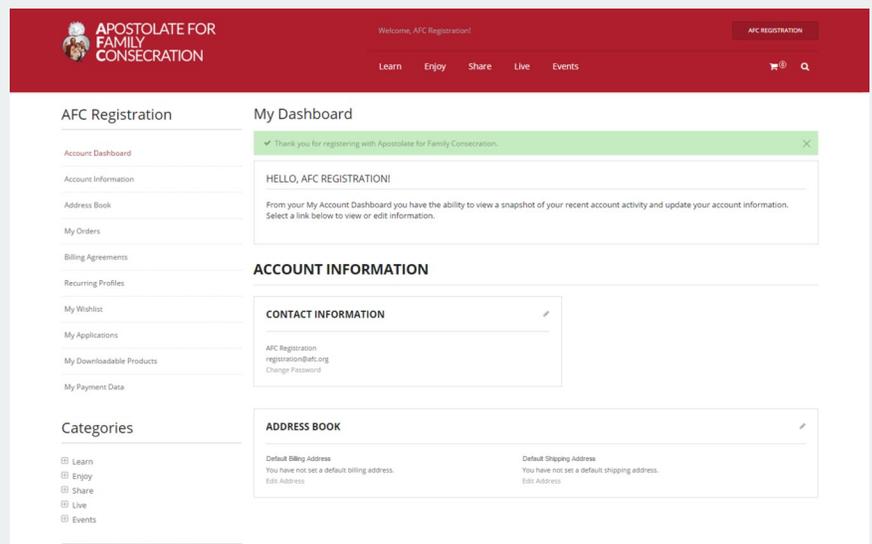
A screenshot of the 'Create an Account' form on the AFC Store website. The form is set against a white background with a red header. The header contains the 'APOSTOLATE FOR FAMILY CONSECRATION' logo on the left and 'CREATE ACCOUNT' and 'LOG IN' buttons on the right. Below the header are navigation links: 'Learn', 'Enjoy', 'Share', 'Live', 'Events', and a search icon. The form itself is titled 'Create an Account' and is divided into two sections: 'PERSONAL INFORMATION' and 'LOGIN INFORMATION'. The 'PERSONAL INFORMATION' section includes fields for 'First Name\*', 'Last Name\*', 'Email Address\*', 'Date of Birth' (with MM, DD, and YYYY sub-fields), and a 'Gender' dropdown menu. The 'LOGIN INFORMATION' section includes fields for 'Password\*' and 'Confirm Password\*', and a checkbox labeled 'Remember Me What's this?'. A red asterisk and the text '\* Required Fields' are located at the bottom right of the form.

If this is your first time on the AFC Store website, you will need to create an account. Simply fill out your personal information, create a password, and click **“Submit.”**



Once you submit your new account, you will be directed to this screen. The green bar confirms that your account was created, and that you were sent an email from customer.service@afc.org. The subject will be “**Account confirmation for ‘Your Name,’**” and there will be a blue button that says “**Confirm Account.**” Once you click that button, it will bring you back to this screen to log in.

After logging in to your account, you will be directed to the **My Dashboard** page. This is where you will be able to see a summary of your account activity in the future. Now that you have logged in, you are ready to start the registration process. Start by clicking on “Events” near the top of the screen or typing [store.afc.org/events](https://store.afc.org/events) into your address bar. Once there, you will be able to click on the link to the Holy Family Fest that you would like to attend.



# Step-by-Step

# Events Registration

# Guide

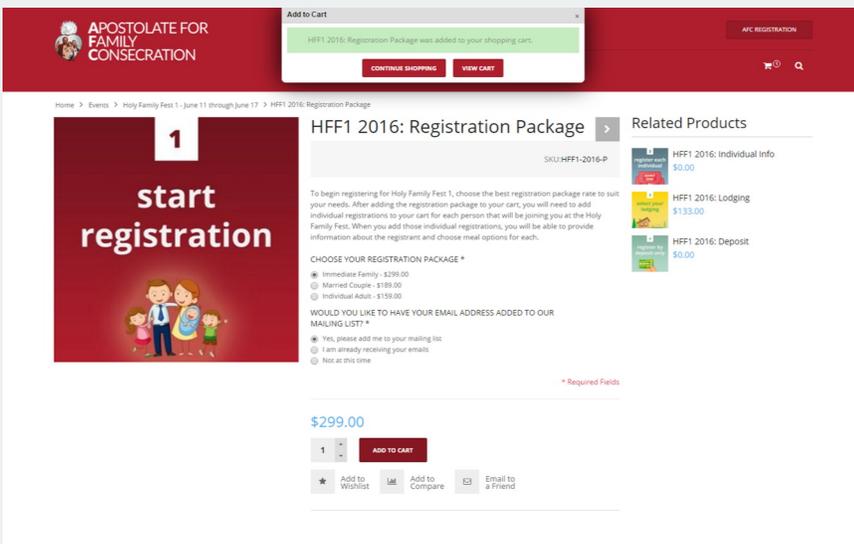
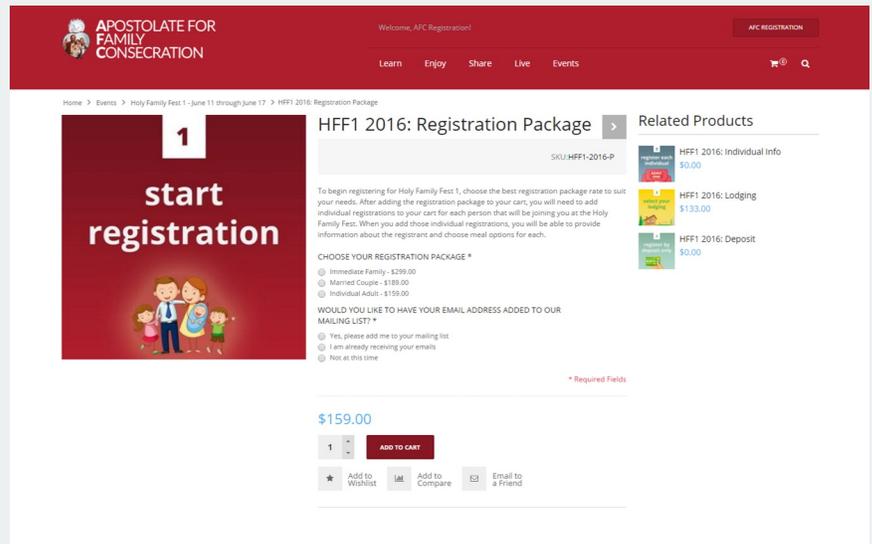


## Landing Page

Each Holy Family Fest has its own landing page, listing the four main products you may add to your cart to complete your registration: **Registration Package, Individual Info, Lodging, and Deposit.**

## Step #1: Registration Package

The first step in Holy Family Fest registration is to choose a **Registration Package**. Select whether you are registering as a Family, Couple or Individual, then click **“Add to Cart”** to complete Step 1.



Once your **Registration Package** is added to the cart, you can click the **“Continue Shopping”** link.

You may continue on to the next step by either clicking the **Right Arrow** next to **“Registration Package”** near the top of the page, or by selecting **“Individual Info”** from the **Related Products** section in the side panel.

## Step #2: Individual Info

The second step in Holy Family Fest registration is to provide information about each individual that will be attending the event.

Home > Events > Holy Family Fest 1 - June 11 through June 17 > HFF1 2016: Individual Info

### HFF1 2016: Individual Info

SKU:HFF1-2016-R

Complete the options below to add an individual registration for Holy Family Fest 1. When registering a family, immediate family (husband, wife, and children) are included free of charge. All extended and non-family have an additional registration cost.

FAMILY OR EXTENDED/NON-FAMILY? \*

Immediate Family  
 Extended or Non-Family

\* Required Fields

\$0.00

1 ADD TO CART

Add to Wishlist Add to Compare Email to a Friend

DESCRIPTION

register each individual

Complete the options below to add an individual registration for Holy Family Fest 1. When registering a family, immediate family (husband, wife, and children) are included free of charge. All extended and non-family have an additional registration cost.

HFF1 2016: Deposit \$0.00

FAMILY OR EXTENDED/NON-FAMILY? \*

Immediate Family  
 Extended or Non-Family

ADULT OR CHILD? (AT THE TIME OF THE EVENT) \*

Adult (18 or Older)  
 Child (17 or Younger)

GENDER \*

Male  
 Female

FIRST NAME \*

John

NAME-TAG NAME (IF DIFFERENT THAN "FIRST NAME") \*

Same As First Name

LAST NAME \*

Doe

RELATIONSHIP \*

Father/Husband

DATE OF BIRTH \*

01 01 1975

DINNER PLAN \*

No Dinner Plan  
 Regular Adult Dinner Plan (11 or Older) - \$60.00  
 Gluten-Free Adult Dinner Plan (11 or Older) - \$75.00

\* Required Fields

\$60.00

1 ADD TO CART

Add to Wishlist Add to Compare Email to a Friend

For each individual registration, you will need to:

- Let us know if they are **Immediate Family** or **Extended or Non-Family**.
- Let us know whether the registrant is an **Adult** or **Child**.
- Let us know whether the registrant is **Male** or **Female**.
- Provide us with a **First Name, Name-Tag Name** (if applicable), **Last Name, Relationship**, and **Date of Birth**.
- Let us know which **Dinner Plan** the registrant would like or select **No Dinner Plan**.

After you have provided all the registration information, click "**Add to Cart**" to complete registration for that individual.

**\*To add another individual, repeat the previous steps. All fields will reset after beginning a new individual.\***

Once each individual in your family is registered, you may continue on to the next step: "**Lodging**."

**\*If you are completing this before January 11th, you may now log out. Your shopping cart will save, and you can log back in on or after January 11th to complete your registration.\***

Home > Events > Holy Family Fest 1 - June 11 through June 17 > HFF1 2016: Individual Info

Add to Cart

HFF1 2016: Individual Info was added to your shopping cart.

CONTINUE SHOPPING VIEW CART

### HFF1 2016: Individual Info

SKU:HFF1-2016-R

Complete the options below to add an individual registration for Holy Family Fest 1. When registering a family, immediate family (husband, wife, and children) are included free of charge. All extended and non-family have an additional registration cost.

FAMILY OR EXTENDED/NON-FAMILY? \*

Immediate Family  
 Extended or Non-Family

ADULT OR CHILD? (AT THE TIME OF THE EVENT) \*

Adult (18 or Older)  
 Child (17 or Younger)

GENDER \*

Male  
 Female

FIRST NAME \*

John

NAME-TAG NAME (IF DIFFERENT THAN "FIRST NAME") \*

Same As First Name

LAST NAME \*

Doe

RELATIONSHIP \*

Father/Husband

DATE OF BIRTH \*

01 01 1975

DINNER PLAN \*

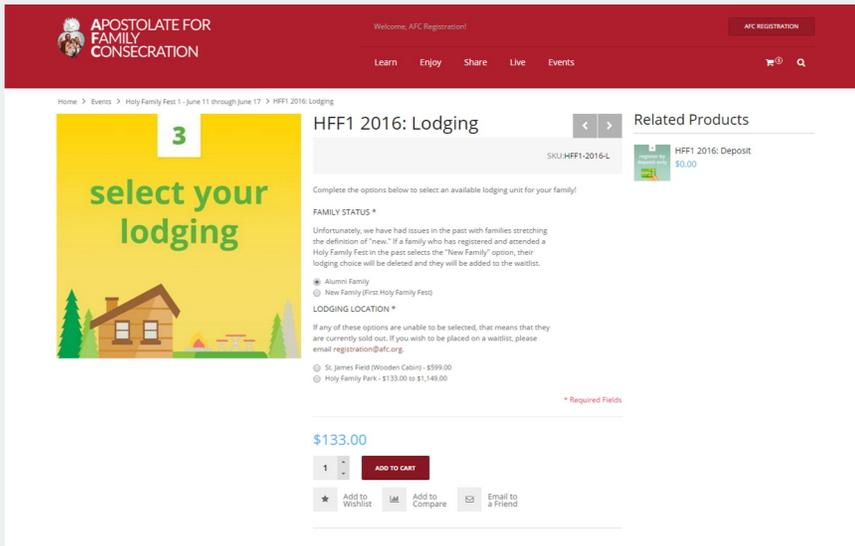
No Dinner Plan  
 Regular Adult Dinner Plan (11 or Older) - \$60.00  
 Gluten-Free Adult Dinner Plan (11 or Older) - \$75.00

\* Required Fields

\$60.00

1 ADD TO CART

Add to Wishlist Add to Compare Email to a Friend



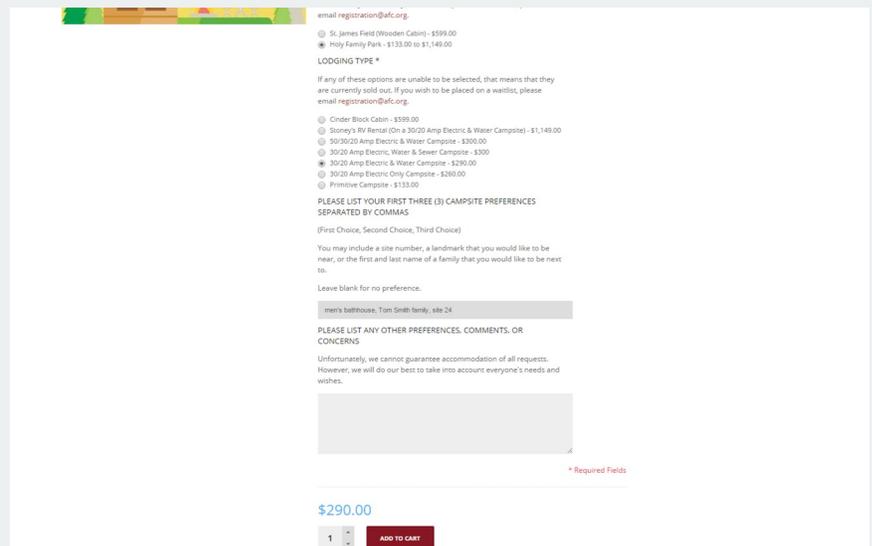
## Step #3: Lodging

To add a lodging options, make your way to the **Lodging** product. Here you will let us know if you are an **Alumni Family** (have been to a Holy Family Fest before) or a **New Family** (first time at a Holy Family Fest).

At this point, you will be able to select to stay in a wooden cabin at **St. James Field** or one of the options at **Holy Family Park**. As you can see, I chose to stay at **Holy Family Park** at an **Electric & Water Campsite**.

Once you select which type of lodging you would like, there is a spot to let us know your preferences as to which specific cabin or campsite you would like.

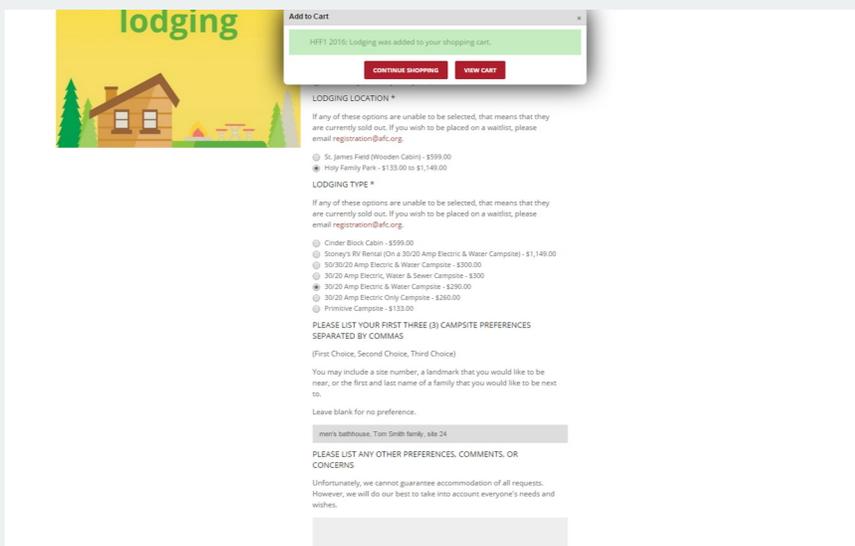
\*If you are unable to click on the radio button of a specific **Lodging Type**, that lodging type is sold out. Please see **Page 8** for additional instructions.\*



After you have completed all required fields, you can click **"Add to Cart."**

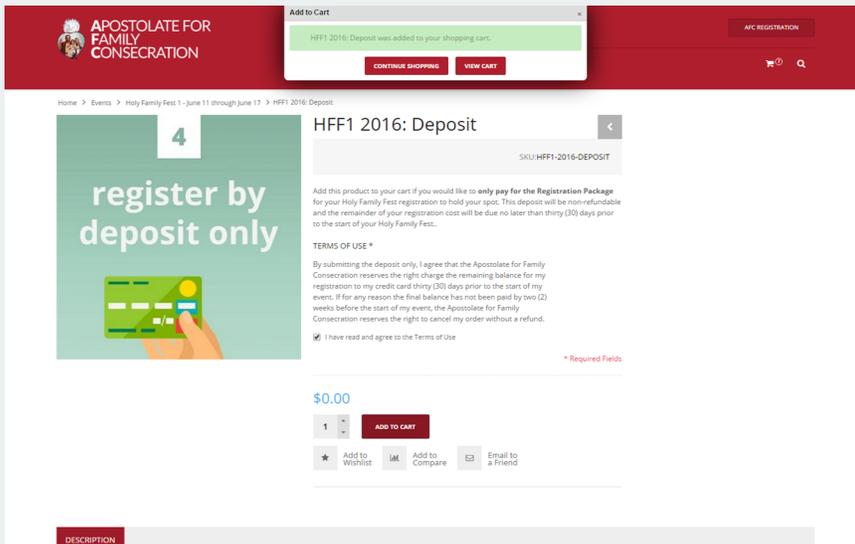
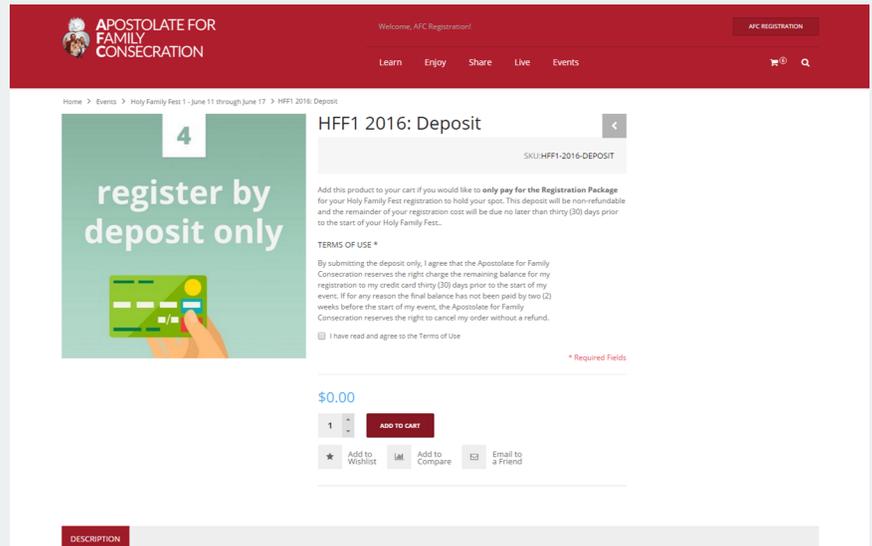
If you wish to pay your entire balance, you may click **"View Cart"** in the pop up box.

If you wish to only pay for the **Registration Package** now in order to hold your **Lodging**, click **"Continue Shopping"** and move on to the next product: **"Deposit."**



## Step #4: Deposit (Optional)

If you would like to secure your registration with a non-refundable deposit, and pay the remaining balance by thirty (30) days before the start of your Holy Family Fest, you may do so by adding the **Deposit** to your cart.

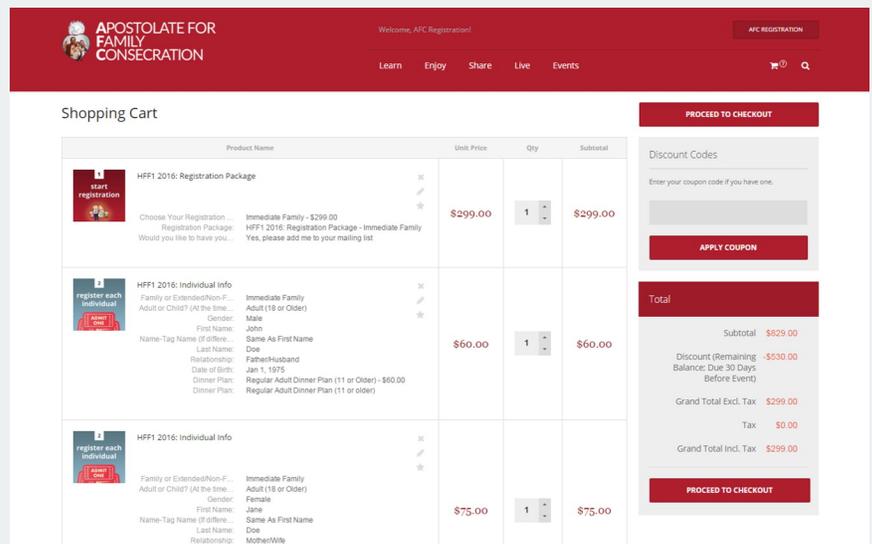


After reading the **Terms of Use** and checking the box saying that you have “read and agree to the Terms of Use,” you can continue by clicking “**Add to Cart.**” When the pop up box appears, click “**View Cart**” in order to proceed to the **Checkout.**

Here you will be able to see your **Registration Package**, each person’s **Individual Info**, your selected **Lodging**, and the **Deposit** (if applicable).

If you are using the **Deposit** option, you will notice that everything but the price of your **Registration Package** has been discounted off for now.

If all of the information is correct and complete, click “**Proceed to Checkout.**”



If you did not log in to your account at the start of the registration process, you will need to do so now. For any questions, please see **Pages 1 & 2**.

The first step in checking out is to enter your **Billing Information**. Make sure to enter the address that is linked to the credit or debit card that you will be using. Once all required fields are filled, click **“Continue.”**

The next screen will require your **Payment Information**. You will need to enter your **Card Type, Card Number, Expiration Date, and Verification Code**.

The last screen is your **Order Review**. This will be your last chance to look over your order, make sure that everyone is registered, double check your lodging, and ensure that everything in your registration is for the same Holy Family Fest (**HFF**). Once you have reviewed your registration, click **“Place Order”** at the bottom of the screen. Once you place your order, you will be redirected to a **Confirmation Page** as well as receive a **New Order** email.

Item	Quantity	Price	Total
<b>ORDER TOTAL</b>			
Regular Child Dinner Plan (10 or Younger) - \$45.00			
Dinner Plan:			
Regular Child Dinner Plan (10 or Younger)			
<b>HFFI 2016 Lodging</b>			
Family Status:			
Adult Family			
Lodging Location:			
Holy Family Park - \$233.00 to \$2,499.00			
Lodging Type:			
90/20 Amp Electric & Water Campsite - \$590.00			
Lodging Type:			
Holy Family Park: 90/20 Amp Electric & Water Campsite			
Please List Your First Three (3) Campsite Preferences Separated by commas:			
men's bathroom, Tom Smith family, site 24			
		\$290.00	\$290.00
<b>HFFI 2016 Deposit</b>			
Terms of Use:			
I have read and agree to the Terms of Use		\$0.00	\$0.00
Subtotal			\$829.00
Discount (Remaining Balance; Due 30 Days Before Event)			-\$530.00
Grand Total Excl. Tax			\$299.00
Tax			\$0.00
Grand Total Incl. Tax			\$299.00

Forgot an item? Edit Your Cart **PLACE ORDER**

# Sold-Out Lodging & HFF Waitlist

If, when you are completing the **Lodging** product, you cannot click on the radio button of the **Lodging Type** that you are trying to select, then that lodging type is sold out. If this happens, you may select a different option or click on the link to [registration@afc.org](mailto:registration@afc.org) in order to send us an email letting us know that you would like to be placed on a waitlist.

When you click on this link, a pre-typed email will open in your default email service. The subject line will already be filled out and the basic part of the body will be completed for you. You will only need to replace what is in parenthesis with which lodging you would like to be placed on a waitlist for and your first and last name.

Once we receive your email, we will place you on the applicable waitlist in order of requests received.

After you send the email, make sure that everything is saved in your **Shopping Cart** and then log out of your account. If your desired lodging becomes available, you will be able to log back in to your account and complete your registration.



# Frequently Asked Questions

## **Who counts as “Immediate Family?”**

An **Immediate Family** consists of a father, mother, and any children or dependents. Grandparents, cousins, and children who have families of their own do not count as **Immediate Family**. They would need to be added as **Extended / Non-Family** or registered under a separate registration with their own **Registration Package**. Any extended or non-family children under the age of 18 will need to have a parent fill out a “Child Release Form.”

## **After I add one of my family members to the shopping cart, all of his/her information is still there. Did the information submit? What do I do to add someone else?**

Yes, as long as a confirmation appeared at the top of the screen, that information was added to the cart. To add another person, you can just click the applicable radio button for the first question and everything will reset.

## **We are sharing a cabin with another family. Should we all go under the same registration?**

No, we ask that each family be under their own registration. Only one family would need to purchase the cabin, and the other family can indicate that they do not need their own lodging in the **Lodging** product.

## **We have a very large family. Would we be allowed to reserve two cabins so that we are more comfortable?**

Due to the high number of families that register each year and the limited number of cabins, only one cabin is allowed per family. There is room next to the cabins for a tent and we would more than happy to place your family on a waitlist for a second cabin. If any cabins are still available as your fest draws nearer, we will contact you and will be allowed to purchase a second cabin.

# Frequently Asked Questions

## **What is your payment policy?**

A non-refundable deposit in the amount of your **Registration Package** is due immediately upon registration. Though we do not require full payment at the time of registration, it is greatly appreciated. If you are not able to pay the entire amount up front, the remainder of your balance is due no later than thirty (30) days before the start of your Holy Family Fest. This payment must be made all at once and cannot be broken up between different dates or different credit cards.

## **What is your refund / cancellation policy?**

Cancellation which occurs thirty (30) days or more before the start of your Holy Family Fest will receive a full refund minus the non-refundable deposit amount. Cancellation which occurs within the thirty (30) day mark but more than two weeks before your Fest will receive a refund of 50% of your total (for registrations where the total is twice as much or more than the cost of the **Registration Package**) or your total minus the non-refundable deposit amount (for registrations where the total is less than twice the cost of the **Registration Package**). No refunds will be given within two weeks of the start of your Fest. Payments lost due to cancellation are non-transferable.