

## Step by step Instructions for online registration.

No need to CREATE ANOTHER USERNAME if you attended a Mountain Program since May 2012.

There are “Forgot Username” and “Forgot Password” links on the login screen. Triggered by your email address.

The link below will take you to the login screen

<http://mountaincenters.org/pages/registration.php>

1. Enter your user name and password, click <NEXT>
2. The next page contains all your pertinent data. It is called The Dashboard.

The screenshot shows a web browser window titled "Online Registration Home Page - Google Chrome" with the URL "cwngui.campwise.com/apps/onlineereg/pages/MainDashboard.html". The page features a header with "The Mountain" logo and "RETREAT AND LEARNING CENTER, INC.". Below the header is a message bar that says "Click to View Important Message". The main content area is divided into several sections: "Account" (User Name: Margaret Schmidt, Email: magritschmidt@gmail.com, Logout button), "Enrollment" (You have No current Enrollments at this time. Use [Add New Program] to enroll. Add New Program button), "Registrants" (Select from available Registrants: Margaret Schmidt, Remove Registrant button, tabs for Personal, Address, Phones, Emails, Date of Birth: 10/27/1948, Gender: Female, Grade: Graduate, Add Registrant and Edit Personal buttons), "Financial" (You have No Financial Information to display at this time.), "Notifications" (Minimum Deposit is required on 2015 UU Womenspirit Spring (05/13/2015-05/17/2015) -Weekday Institute Only to register the selected Registrant. Resolve button), and "Forms" (Online Forms, Download Forms, You have No Forms to display at this time). The Windows taskbar at the bottom shows the time as 6:58 PM.

3. Returning registrants should correct/update information as needed by clicking on <Personal>, <Address>, <Phones>, <Emails>, <Emergency Contact>, etc. Brand new? Click on these tabs to enter your information.
4. Click on <Add New Program>.

5. This screen is used by few retreats, so just click next.

The screenshot shows a web interface for 'The Mountain RETREAT AND LEARNING CENTER, INC.' with a mountain landscape background. At the top, there is a link 'Click to View Important Message' with a plus icon. Below this is a section titled 'Group Hold Registration?' with instructions: 'If you are part of a group and have been given a Group Hold Registration ID (GHR ID), enter it here and click NEXT. If you do not have a Group Hold ID, just click NEXT.' There is a text input field labeled 'Enter GHR ID:'. At the bottom, there are 'Prev' and 'Next' buttons with arrows.

6. The next screen is an optional filter, it is not required that you make a choice, if unsure, just click Next.  
7. Scroll down until you see the program you are looking for (hint: they are in chronological order):

The screenshot shows a 'Registration Selections' screen with a blue header. It lists three programs in chronological order, each with a 'Check one, from the available options:' section. Each option has a checkbox, a description, a price, and buttons for 'Details...' and 'Available?'.  
**2015 SEUUMA Spring Apr 13 2015–Apr 16 2015**  
Check one, from the available options:  

<input type="checkbox"/>	SEUUMA (adult) 3 nights	\$255.00	<a href="#">Details...</a>	<a href="#">Available?</a>
<input type="checkbox"/>	SEUUMA (caregiver)	\$96.00	<a href="#">Details...</a>	<a href="#">Available?</a>

  
**2015 UU Womenspirit Spring May 13 2015–May 17 2015**  
Check one, from the available options:  

<input type="checkbox"/>	Both Institute and Gathering	\$500.00	<a href="#">Details...</a>	<a href="#">Available?</a>
<input type="checkbox"/>	Weekday Institute Only	\$250.00	<a href="#">Details...</a>	<a href="#">Available?</a>
<input type="checkbox"/>	Weekend Gathering Only	\$250.00	<a href="#">Details...</a>	<a href="#">Available?</a>

  
**2015 Spiritual Healing Workshop Jun 5 2015–Jun 7 2015**  
Check one, from the available options:  

<input type="checkbox"/>	Nepali 1-nights lodging with meals	\$125.00	<a href="#">Details...</a>	<a href="#">Available?</a>
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At the bottom, there is a 'Prev' button and a 'Next' button with arrows. A partially visible option 'Nepali 2-nights lodging with meals' with a price of \$190.00 is shown at the bottom left.

8. Select your choice. Click next (at bottom or top so you may need to scroll).  
9. Your specific program may or may not allow additional add-on (like workshops, t-shirts, dues) make choices if available, or just , click next.

Program Add-On Selections

## The Mountain

RETREAT AND LEARNING CENTER, INC.

Select Program Add-On For Selected Program

Select one or more Program Add-On(s) for the selected Session-Program and click NEXT. If you have chosen multiple Session-Programs, those Program Add-On options will show up on subsequent pages.

2015 UU Womenspirit Spring May 13 2015–May 17 2015 - Both Institute and Gathering

Check one or more, from the available options:

<input checked="" type="checkbox"/>	UU Womenspirit Membership Dues (must pay once/calendar year)	\$30.00	Available
<input type="checkbox"/>	Private Room Premium 4 nights	\$140.00	Available
<input type="checkbox"/>	UU Womenspirit \$250 Scholarship Donation	\$250.00	Available
<input type="checkbox"/>	UU Womenspirit \$100 Scholarship Donation	\$100.00	Available
<input type="checkbox"/>	UU Womenspirit \$75 Scholarship Donation	\$75.00	Available
<input type="checkbox"/>	UU Womenspirit \$50 Scholarship Donation	\$50.00	Available
<input type="checkbox"/>	UU Womenspirit \$25 Scholarship Donation	\$25.00	Available
<input type="checkbox"/>	UU Womenspirit \$10 Scholarship Donation	\$10.00	Available

[Prev](#)
[Next](#)

10. On this screen you MUST click on the blue [The Mountain](#) (or any other forms) in order to complete form.

Required forms for Registration

## The Mountain

RETREAT AND LEARNING CENTER, INC.

Click to View Important Message

List of forms required to be completed before registration.

[UU Womenspirit](#) ✓

Required Items Missing. Form, not a required form to complete Registration.

[Prev](#)
[Next](#)

11. The form will have check boxes, as well as descriptive information about accommodations and dietary needs. Check all that apply to you and enter info into the blank boxes as needed. Scroll down and click NEXT.

Manage Registrant Form

**The Mountain**  
RETREAT AND LEARNING CENTER, INC.

[Click to View Important Message](#)

**UU Womenspirit**

Please provide the information requested below:

Thank you for attending UU WomenSpirit Spring 2015 at The Mountain-we are glad you will be with us.

If you are new, who (if anyone) invited you to Womenspirit?

1000 Chars Left

☐ If you are a veteran of WomenSpirit, welcome back--check here if you would like to be a Big Sister to a newcomer

Do you plan to participate in Brigid's Bazaar?

Select...

Do you wish to offer a service (ie. give a massage)

Select...

[Prev](#) [Save, Goto Dashboard](#) [Next](#)

12. These will cover a couple pages so keep clicking NEXT until you finish
13. The last page of the form is filled out ONLY if you plan to arrive early or stay over another day. Otherwise, skip it.
14. When you reach the end of the Preference Pages, you will again see:

Required forms for Registration

**The Mountain**  
RETREAT AND LEARNING CENTER, INC.

[Click to View Important Message](#)

List of forms required to be completed before registration.

Form Name	Status	Action
UU Womenspirit	✓	No Required Items or Required Items Complete. Ok for next step.

15. If those words appear in green, click NEXT. If not, click the blue [The Mountain](#) to enter any missing data.

16. Here is the roommate selection screen:

Cabin Mate Requests

Click to View Important Message

Please enter Cabin Mate information below.

You can enter up to 3 Cabin Mate for each Program selection. To clear all Cabin Mate selection for a Program, use [x Clear] button under each session-Program section.

2015 UU Womenspirit Spring May 13 2015--May 17 2015 - Both Institute and Gathering

	First Name	Last Name	Cabin Mate Parent Email	
Cabin Mate 1:	<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Last Name"/>	<input type="text" value="Enter Cabin Mate Parent Email Here..."/>	
Cabin Mate 2:	<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Last Name"/>	<input type="text" value="Enter Cabin Mate Parent Email Here..."/>	
Cabin Mate 3:	<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Last Name"/>	<input type="text" value="Enter Cabin Mate Parent Email Here..."/>	

Prev Next

If you have more than 3 roommates to request, then write both their first & last name in the same block. Skip <Cabin Mate Parent Email> unless you are registering a child for MountainCamp.

17. Next screen:

What would you like to do?

To add a new Session/Program to a Registrant already on your account, select the Registrant and click [New Registration] option

Margaret Schmidt ▼ New Registration

To add a brand new Registrant to your account and add Session/Program to the Registrant, click [Add New Registrant] option

Add New Registrant

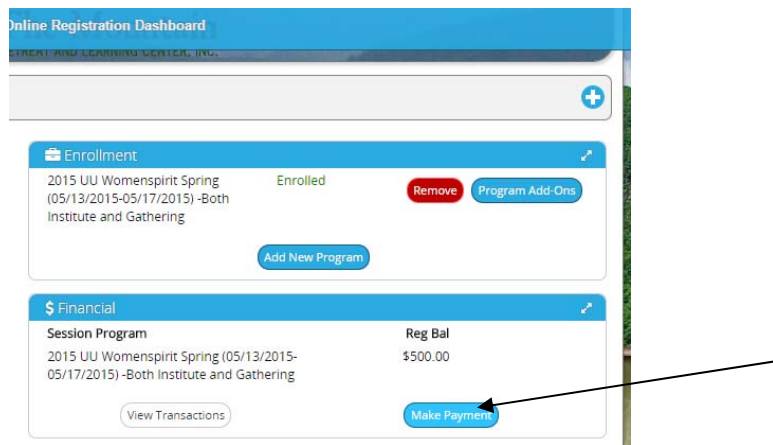
To review all your information including registration selections, click [View Dashboard] option. You will be able to make payment from the Dashboard.

View Dashboard

If you are ready to pay, click <View Dashboard>

Or if you want to register additional people, click <Add New Registrant>

18. In the Dashboard, second block on the right is labeled Financial, click on <Make Payment> or <view transactions> to review before paying.



19. The payment screen looks like this and should show a total of all your payments owed:

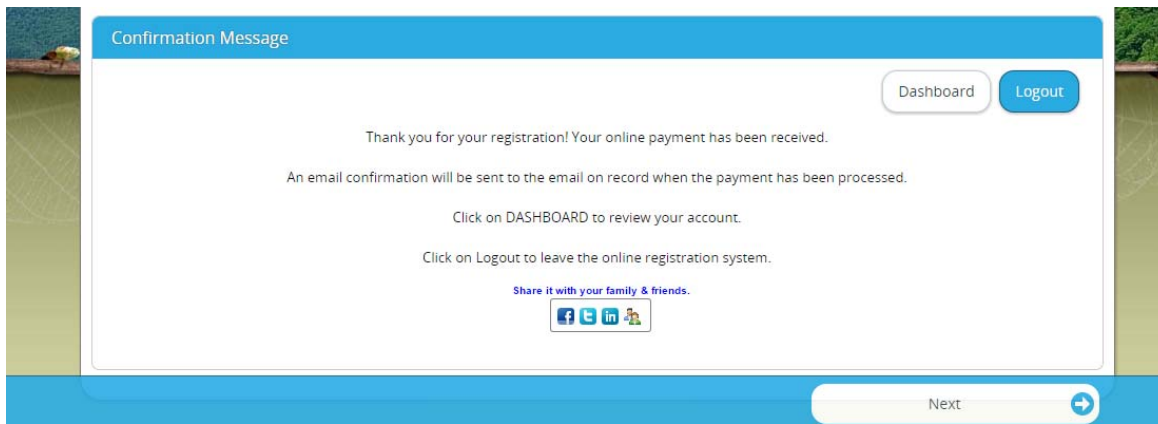
The 'Make Payment' screen for 'The Mountain Retreat and Learning Center, Inc.' displays a message to 'Click to View Important Message'. It allows selecting one or more registrants, with 'Margaret Schmidt' selected. A note states: 'Note: Only Sessions with Balance Due will be displayed.' The 'Total Registration Payment' is \$500.00. Under 'Make Payment Using:', there are three radio buttons: 'Min Payment?' (unselected), 'Full Payment?' (selected), and 'Other Payment?' (unselected). Below, for 'Margaret Schmidt [2015 UU Womenspirit Spring (05/13/2015-05/17/2015)]', there are three radio buttons: 'Min Pmt: \$500.00' (unselected), 'Full Pmt: \$500.00' (selected), and 'Other Pmt:' (unselected). A 'Reg Bal: \$500.00' is shown, and a 'Pmt Amt:' field contains '500.00'. Navigation buttons 'Prev' and 'Next' are at the bottom.

20. Click <Payment Options>. If you choose Credit Card or eCheck, your registration will be complete right now. If you choose Mail-In Check, your information will not be processed until the check arrives at the Mountain, and your Track/Workshop choices may not be available then.

The 'Method of Payment' screen shows a message: 'You will be charged an amount of \$530.00 today.' It asks to 'Select your Method of Payment?' with three radio buttons: 'Credit Card' (unselected), 'eCheck' (selected), and 'Mail-In Check' (unselected).

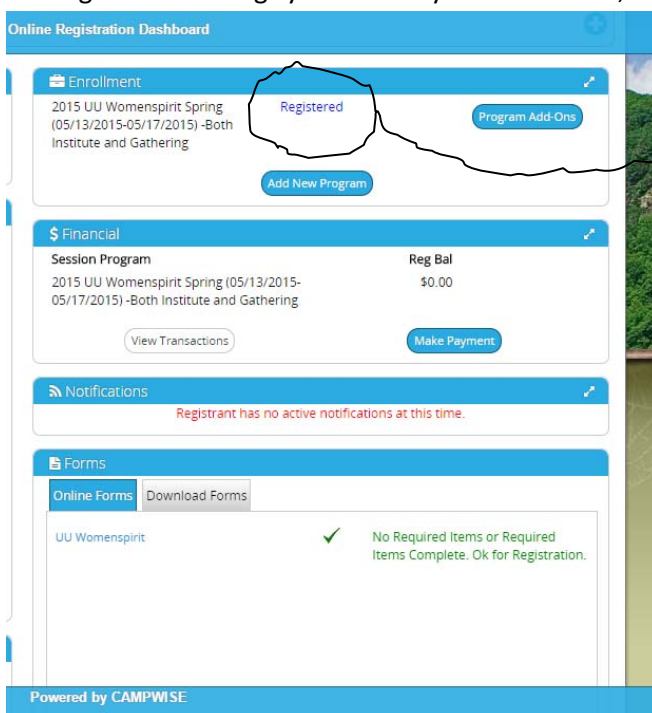


21. **Congratulations--you are now officially registered when you see the following message:**



22. The last screen has some selections for further information about the mountain and a few of its offerings.

23. Clicking on NEXT brings you back to your dashboard, the right-hand side of which should look like this:



At any time during the process, if things do not seem to be working well, please stop and call Linda **888-460-4632** or Peter **828-526-5838 at The Mountain.**

Thank you for your patience as we continue to improve our online registration process.