



APOSTOLATE FOR FAMILY CONSECRATION®

10 "Best Practices" to use when registering for a Holy Family Fest.

1. If you haven't already, create an account and add all who will be attending the Holy Family Fest to your account as members.
2. Log in to your account before registration opens to make sure your username and password work well. It can take up to 15 minutes for a username and password reset to process before you can log in with them. Avoid having to do this on registration opening day. Book mark the login page.
3. Log in 30 minutes prior to registration opening. Explore Events and click on the Holy Family Fest Week link that you want so that all the lodging options are loaded when registration opens. **You will need to refresh your screen at opening time in order to see the "register" buttons appear next to the lodging options.**
4. Once you begin your registration, keep moving forward and **don't use the back arrow option**. If you have forgotten something on a prior page, don't go back to fix it. Also, **don't attempt to edit your registration on the "My Cart" page** before completing and paying for your registration. Once you have completed your registration by paying for it, you have safely reserved your lodging. You can then view your completed registration and make any necessary edits.
5. Once you begin your registration, **if the lodging option becomes unavailable** it is because another registrant started the registration process a bit sooner. If you are ok with another type of lodging, you will need to **start over with the registration process by selecting that type of lodging.**
6. If you are not ok with another type of lodging, **put yourself on the waitlist for the lodging you want** and if that lodging becomes available, we will notify you by email (primary user email address) and you will have 5 days to register.
7. During the registration process, on the appropriate page, make sure that you select each one of your account members who will be attending by checking the box next to their name. By default, the system will have one account member selected, but not all of them.
8. Due to our first come/first serve policy, we can't register for you, but we can help you when you are registering. Call 740-567-7700 and choose option 4 for the registration support team or email us at registration@afc.org.
9. When you have successfully completed and paid for your registration, you should receive a **confirmation and a payment receipt email at your account's "primary user" email address**. Check your "junk mail" if you don't see it, and/or make sure you mark registration@afc.org as a "trusted" email to receive from.
10. Last, but not least, review your confirmation and make sure that:
 - a. Everyone who is attending is listed as an attendee
 - b. If you ordered meal plans, you have the correct amount listed.
 - c. The dates of the Holy Family Fest week that you hoped to register for are correct.
 - d. The type of lodging you hoped to register for is correct.



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