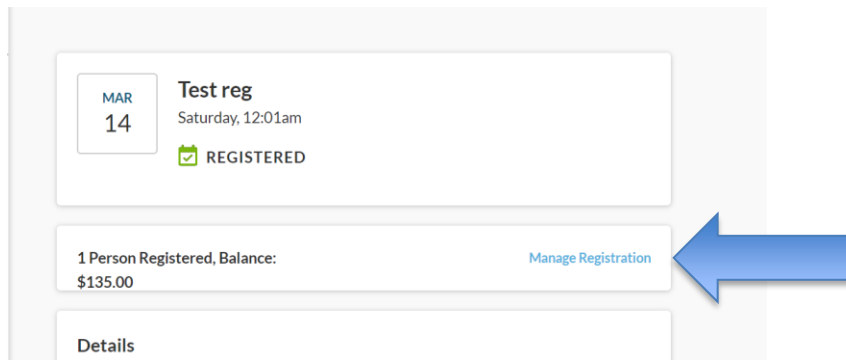


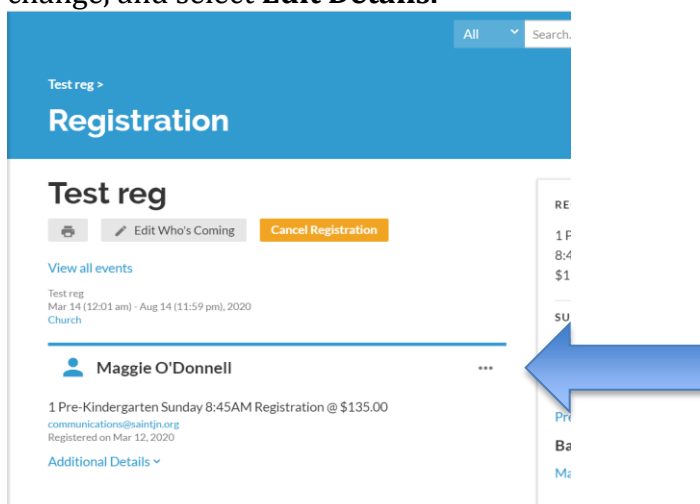
St. John Neumann Faith Formation Registration How to Edit My Registration

You can make a change to your registration details at any time. This includes all information **except** the grade and session. If you would like to change the grade and/or session of your registration, you will need to cancel your registration and re-register.

1. Login to your Realm account by going to:
<https://onrealm.org/StJohnNeumannCa/SignIn>
2. Click on the **Events** tab on the left side of the screen. Scroll down to see **Events I've Registered For**.
3. Once you have clicked on the **2020/2021 Faith Formation Online Registration** event, click on the blue **Manage Registration** button.



4. Click on the three dots next to the name of the registration you need to change, and select **Edit Details**.



5. When finished editing, click the blue **Next** button.
6. Unfortunately, at this time parishioners are unable to edit the **Registration Type** (i.e. session & grade). If you wish to change the Registration Type, you must cancel the registration entirely for that child and re-register. You will receive a refund when you cancel (this will take approximately two weeks to process) and be asked to pay again when you re-register.
 - a. To re-register, press **Edit Who's Coming**, then follow steps 8-11 in the [Registration Directions](#).