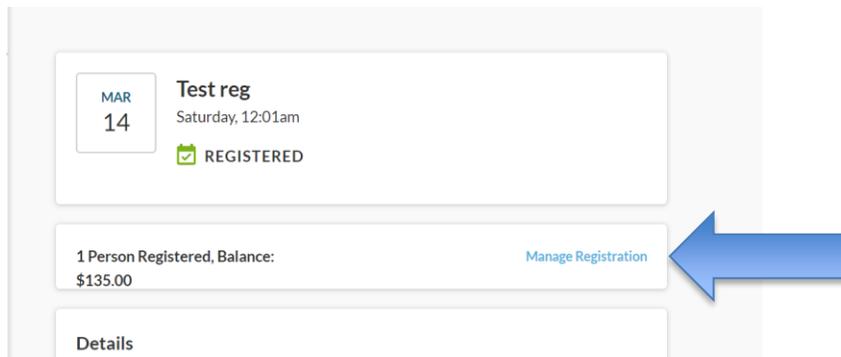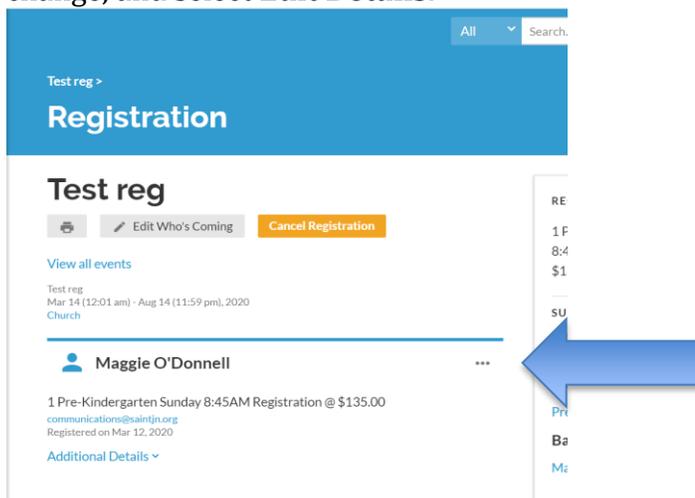<div align="center">

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

</div>

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

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 **2021-2022 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 on the SJN Faith Formation Registration Webpage.