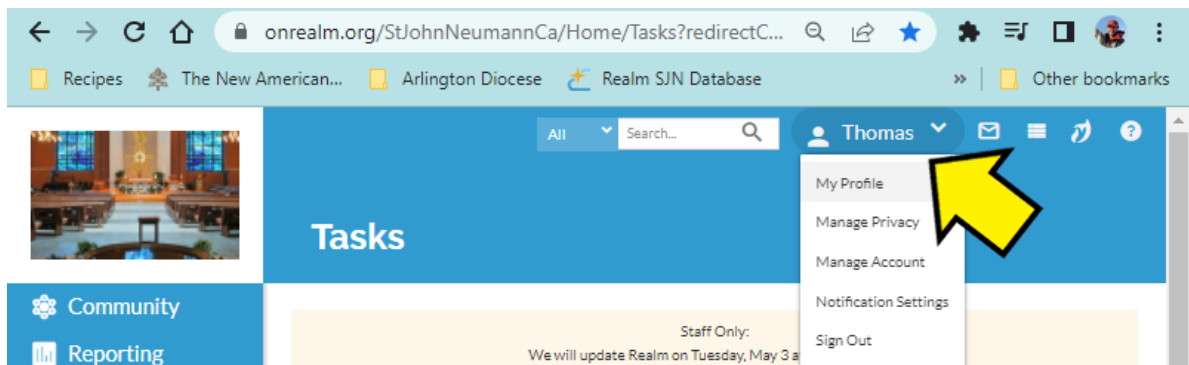


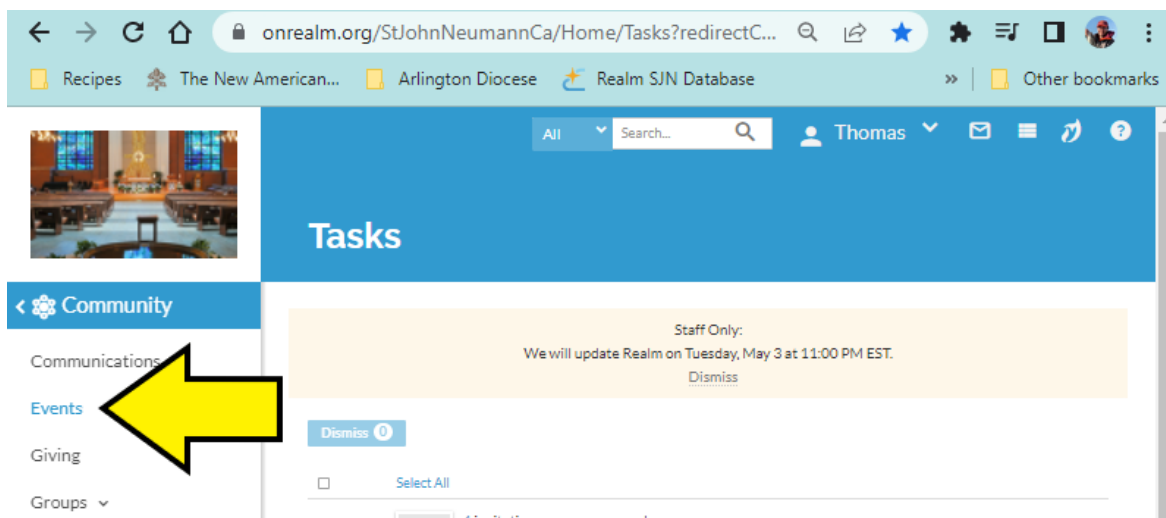
**St. John Neumann
Faith Formation Registration
2022-2023**

Please follow these directions for registering your child(ren) for Faith Formation Class. If you have any questions, please see our Childrens Faith Formation page online at <https://saintjn.org/formation/childrens-faith-formation/>.

1. Go to <https://onrealm.org/StJohnNeumannCa/SignIn>
2. Login using your E-mail Address and Password.
 - a. Use the E-mail Address and Password you used to register your child last year through Realm. If you cannot remember your Password, click on Forgot your Password? Follow the instructions on resetting your password, then log in to Realm and continue to step 3.
 - b. If you do not already have a Realm log-in, but have registered online in the past using the Access ACS system, click on Forgot your Password? Follow the instructions on resetting your password, then log in to Realm and continue to step 3.
 - c. If you have never registered online before and/or this is your child's first year of Faith Formation at SJN, e-mail reregistration@saintjn.org and ask to be invited to Realm.
3. Go to your name on the top right corner and click the drop down arrow. Click on My Profile.



4. Please verify the information for each family member. You can switch between family members by clicking on their names, highlighted in blue, on the right hand side of the screen.
5. Click on the Events tab on the left side of the screen.



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6. Under Upcoming Events, you should see an event in blue labeled Faith Formation Registration 2022-2023. Click on this event.

The screenshot shows a web browser window with the URL e.onrealm.org/events. The page has a blue header with 'Events' and a search bar. On the left, there is a 'Community' sidebar with links for Communications, Events, Giving, Groups, Volunteering, and Directory. The main content area displays a list of events. The first event is 'Faith Formation Registration 2022-2023' with a blue header, a date of Monday, May 9th, 2022 at 12:01 AM, and a 'REGISTER BY AUGUST 12' button. A large yellow arrow points to this event. Other events include 'Teen Confirmation Commitment Form (2022)' and 'Branching Out - Girls Group'.

7. Click on Register By August 12.
8. On the right hand side, you'll see all your family members. Check all children you will be registering. Do NOT select your name. Click Next.
9. Answer all the questions for each child. It is extremely important that you select a grade/session carefully for each child. If you wish to change this later `you must cancel and re-register that child.
10. You will be asked to pay online. Your online registration cannot be processed if you do not submit payment. If you are unable to pay for your children's class registration, please contact SJN at reregistration@saintjn.org or 703-390-2343
11. Please print your confirmation for your records. You will also be e-mailed a confirmation to the email address(es) provided.