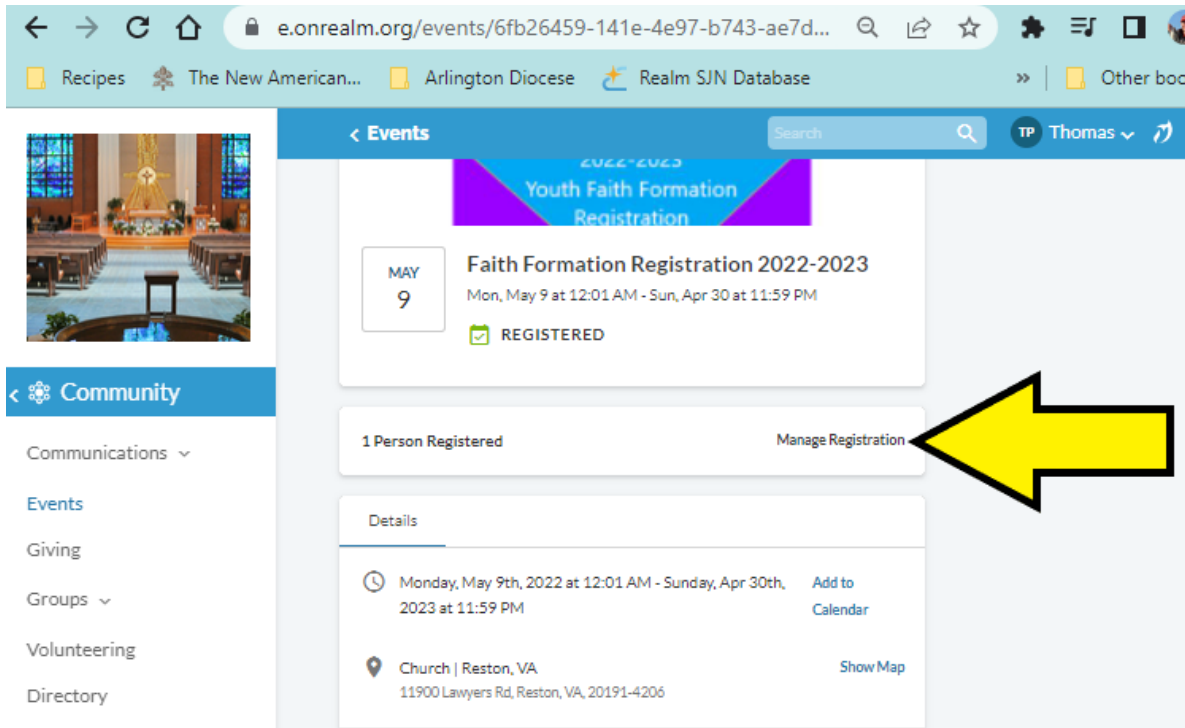


**St. John Neumann
Faith Formation Registration
How to Edit My Registration**

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 reregister.**

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 Faith Formation Registration 2022-2023 event, click on the blue **Manage Registration** button.



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

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

The screenshot shows a web browser window with the URL onrealm.org/StJohnNeumannCa/Registrations/Registra.... The page title is "Faith Formation Registration 2022-2023" and the main heading is "Registration: Thomas Patchan". A notification banner at the top states: "Staff Only: We will update Realm on Tuesday, May 3 at 11:00 PM EST. Dismiss". Below the notification are buttons for "Edit Who's Coming" and "Cancel Registration". A "View all events" link is also present. The registration details for Thomas Patchan are shown, including the event "1 Kindergarten Sunday 8:45AM Registration @ 135.00" and the registration date "Registered on May 4, 2022". A yellow arrow points to the three dots menu next to the registration name. To the right, a "REGISTRATIONS" table is visible:

REGISTRATIONS	
1 Kindergarten Sunday	\$135.00
8:45AM Registration @	
\$135.00	
Total Cost	\$0.00

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 Children's Faith Formation Webpage](#).