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 2023-2024 event, click on the **Manage Registration** button.

Graphical user interface

Description automatically generated

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

Graphical user interface, diagram

Description automatically generated with medium confidence

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](https://saintjn.org/wp-content/uploads/2022/05/Faith-Formation-Registration-Realm-Directions-2022.pdf) on the [SJN Children’s Faith Formation Webpage](https://saintjn.org/formation/childrens-faith-formation/).