

Welcome to the Columbus Catholic Men's Ministry web site for the Diocese of Columbus. If you are interested in registering for an upcoming event, please follow the registration steps below:

1. The **HOME** page allows you a number of links to click for access to the Event Registration web page:

- a. Click on the **Register Now**
- b. Or, click on the navigation tool - **Event Registration**

2. Once on the **Event Registration** web page

- a. Please enter your **EMAIL** address in the designated area –  
**Email address**

example@columbuscatholicmen.com

- b. Next, select the **EVENT** from the drop-down box (click down arrow) -  
**Select an event**

- c. Next, click on the **Begin Event Registration** button -

Begin Event Registration

3. The next web screen begins the 4 step process of registering:

**1. REGISTER ▶ 2. GUESTS ▶ 3. REVIEW ORDER ▶ 4. PAYMENT**

- a. Begin to **Register** yourself - enter the data fields on the web screen
- b. Then click on the  button.

c. Next web screen will show your name:

1. REGISTER ▶ 2. GUESTS ▶ 3. REVIEW ORDER ▶ 4. PAYMENT

Name Here

- a. Now you are ready to accept your own reservation by selecting the drop down option that indicates yourself as an ADULT or STUDENT, or you are registering for a guest only - if you **previously registered yourself** during a prior registration session then select **NO** option.

Screen info below:

## Registration

Select your reservation(s) below. You will be asked for each guest's contact information on the following screen.

Tickets are \$20.00 for Adults and \$10.00 for Students.

Would you like to make a reservation for yourself?  
(Click dropdown arrow.)

Select # of guest reservations:

- b. Example - first time reservation for event ? Click on YES Adult - \$20.00 option, and if you have 1 or more guest who are attending with you then click on the drop down arrow to select the number guests (max is 10 per registration session) If no guest then skip this drop down and click on the following button:

Continue Event Registration

- d. Next web screen will appear with the following Guest(s) registration format. Each guest has same format shown below (scrolling will be required). Please enter data for each guest.

### Register 1 Guests

You will have the opportunity to add additional guests before completing your reservation.

Use your **cursor or Tab key** to navigate among the fields.

\* Required Fields

GUEST 1

\*Type:  Adult  Student

\*First Name

guest

Last Name\*

Name

\*Parish

Holy Cross

Email

Street Address

City

State

Zip code

- e. After entering all guest information then click on the following button located at bottom of web screen.

Submit Guest Reservations

- f. **Next web screen will appear with the Order status of your reservation. Please review to ensure your Order is correct **BEFORE** continuing to the [payment web screen](#).**

### 11th Annual Catholic Men's Conference - 2008

Please make sure your **order is correct** and choose your preferred method of payment.

## Reservation Status

Your adult reservation is included.

1 guest reservations received.

[Click here to add quests.](#)

### 0 student guest reservation(s)

Amount	Name	Last Name
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### 1 adult guest reservation(s)

Amount	Name	Last Name
--------	------	-----------

\$20.00	Guest	Name
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**\$40.00 Total Due**

NOTE – the Total Due is shown above which includes yourself plus all guests. Once you verify the above figures and data entry information then proceed to select the METHOD of Payment. Just click one of the radial dial buttons (it turns **green**) then click [Continue to make payment](#) button

## Select Payment

Select your preferred method of payment:

- Pay Securely by credit card
- Pay Securely with your Paypal account
- Mail payment (by check or money order)

[Continue to make payment](#)

- g. Next web screen will be step 4 – **Payment Process**. There are different steps to this process based upon your Method of payment selection (i.e. Mail-in check, credit card or Paypal).
- a. **Mail –in Check** Payment method – just print a copy of reservation (click link) and mail check to designated point of contact.

### **11th Annual Catholic Men's Conference - 2008**

Please print a copy of your reservation and mail along with a check for \$40.00 payable to **Catholic Men's Ministry**:

**Catholic Men's Ministry  
c/o Scott Williamson  
5107 Canterbury Dr  
Powell, Ohio 43065**

If you would like to pay online using your credit card or Paypal account, click here to [go back and change your payment method](#).

- b. **Credit Card** Payment method – just enter your secure credit card information as required and **ONLY click the SUBMIT button once** (prevent double payment). After acceptance of credit card – you will receive a **paid** confirmation transaction number on the web screen, Print screen if capable, or write confirmation number on a piece of paper. Note – you should **receive an email confirmation from Paypal** who handles all payment type transactions.

### Secure Credit Card Payment

Enter your credit card information and click Submit once!

Please be patient while we authorize your card in real time. Remember, **CMM volunteers will never see or save your financial information.**

If you would like to change your method of payment, [click here to go back.](#)

First Name:	<input type="text" value="Name"/>
Last Name:	<input type="text" value="Here"/>
Card Type:	<input type="text" value="Visa"/>
Card Number:	<input type="text"/>
Expiration Date:	<input type="text" value="01"/> <input type="text" value="2007"/>
Card Verification Number:	<input type="text"/>
<b>Billing Address:</b>	
Address 1:	<input type="text"/>
Address 2:	<input type="text"/> (optional)
City:	<input type="text"/>
State:	<input type="text"/>
ZIP Code:	<input type="text"/> (5 or 9 digits)
Country:	United States
Amount:	<input type="text" value="40.00"/> USD
<b>(click once)</b>	
<input type="button" value="Submit"/>	

- c. **PAYPAL** Payment method – You will be electronically transferred to your Paypal account and be required to sign-in to Paypal and select your method of payment that you have previously determined in utilizing your Paypal account. Once you complete the Paypal requirement and submit for payment in Paypal; Then Paypal will electronically transmit a paid confirmation number back to Columbus Catholic Men (CCM) web site. You should receive email confirmation from Paypal that reservation was made and paid for the event. You can Print the Receipt verification in CCM by following the screen instructions.

## SAMPLE - Screen Print of Event Reservation / Receipt Verification

### EVENT INFORMATION

11th Annual Catholic Men's Conference - 2008

**March 8th, 2008**

7:00am

St. Andrew Parish  
1899 McCoy Rd  
Upper Arlington, Ohio  
43220

**Balance Due \$40.00**

### RESERVATION DETAILS

**Name Here**

Namehere@wowway.com

**Date Registered:**

Jan 11th 2008

**0 student guest reservation(s)**

**1 adult guest reservation(s)**

\$20.00 guest Name

### TO COMPLETE YOUR RESERVATION

Mail check for \$40.00 payable to **Catholic Men's Ministry:**

**Catholic Men's Ministry  
c/o Scott Williamson  
5107 Canterbury Dr.  
Powell, Ohio 43065**

You will receive arrival instructions  
by email prior to the event.

**Questions?**

Please call Scott Williamson, CCM Volunteer, at  
614-798-1792.

[Registration is now complete, click here to exit](#)