

## SUPPORT COWORKERS

For more information and further assistance, please contact:

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## 4 STEP PROCESS

Step 1: Access The registration site from LWEChurch website: <http://www.lwechurch.org/>

Step 2: Login

Step 2B: Sign Up - for newcomers

Step 3: From the Registration home page, access a registration form

Step 4: Fill out and submit the registration form

The screenshot shows the website for Living Water Evangelical Church. At the top, there is a navigation menu with links for Home, Education, Ministry, Preaching, Worship, and Resources. Below the menu is a banner image of a path leading to a body of water. The main content area features a sidebar with a list of links (Home, Church, Ministry, Preaching, Worship, Education, Children, Youth, Family, Contact) and a central box for Sunday School. The Sunday School box provides the following information:

主日崇拜	
时间:	10:30AM-12:00PM
地点:	1320 South Olympus Dr., Naperville, IL 60565
电话:	630-983-5677

On the right side of the screenshot, there are several news items with small images and text, including one about a children's ministry sign-up.



## CHILDREN SUNDAY SCHOOL ONLINE REGISTRATION INFORMATION

歡迎您的孩童加入中華基督徒國語教會(福音堂)兒童主日學。感謝弟兄姊妹辛勞的擺上，即日起您可上網為您的孩童報名註冊。若您不便上網，兒主也準備了一些註冊報名表。若有任何問題請與同工聯絡。謝謝您的合作!

兒童主任

張惠俐及兒主全體同工敬上

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**FOLLOW THESE 4 SIMPLE STEPS TO REGISTER:**

# How to use Online Registration



## STEP 1: ACCESS REGISTRATION SITE

Go to LWEC Sunday School Online Registration page <http://www.lwechurch.org/sites/registration/Signin.asp>

## STEP 2B: SIGN UP

*This sub step is for newcomers only. Click the Sign Up link on the Login page to access this form.*

- Fill out family information
- Fill out login information - remember your login information for future login
- Click Submit button to continue

### Children Sunday School Registration Sign Up

If you have already signed up, you can [sign in here](#).

Parent information (Either father or mother fields are required)

Father's First Name:

Father's Last Name:

Father's Chinese name:

Is Father a Christian?  Yes  No

Mother's First Name:

Mother's Last Name:

Mother's Chinese Name:

Is Mother a Christian?  Yes  No

Address information

Address:

City:

State:

Zip:

Home Phone: (630)  -

Cell Phone:

Login information

Email:

\*Six characters or more for password

Password:

Confirm Password:

## STEP 2: LOGIN

*If you are a returning student's parent, enter the login information. If you are new or if the system is not able to locate your information, click on the Sign Up link to sign up.*

- Enter your email address as the login ID
- Enter your youngest child's birthday as your password
- Click Sign In button to continue

## STEP 3: FROM THE HOME PAGE...

Select the name of the student you want to register or add a new child's name to the list.

## STEP 4: FILL OUT THE REGISTRATION FORM

- Fill out or update the registration form
- Click on *Edit Profile* if you want to update family information
- Review the waiver agreement. If agree, select *Agree* on the bottom of the form
- Click *Submit* to complete registration