

## Public Registration System User Menu

### 线上注册须知

## Pre-requirement

### 注册时

1. Please use a valid email address.  
请使用有效的电子邮箱
2. Use valid checking or savings account, credit card or debit card to make payment.  
付款时，请输入正确的银行 routing/account 信息，或者信用卡信息。

## Instructions

### 操作说明

- A. Open the web browser then go to <https://register.midwestchinesechristians.org>**  
请输入或点击网址 <https://register.midwestchinesechristians.org>

1. On the webpage, click "Invite Me Now" button.  
在起始页，点击“Invite Me Now”
2. Type your email address on the next page, then click "Submit" button.  
在下一页，输入您的有效电子邮箱，然后点击“Submit”
3. If the message of “The email entered was not found in our system. Do you want to use this email to receive registration link invitation? “:  
如果出现“The email entered was not found in our system. Do you want to use this email to receive registration link invitation? “信息：
  - a. Click “**Yes,...**” button to send PASSCODE to the designated email address.,  
请点击 **Yes,.....**”，然后到您的邮箱查收系统自动发送的 PASSCODE

OR 或者

- b. Click “**Cancel**” button to try another email address.  
点击“**Cancel**”，输入不同的邮箱信息

- B. Open another new browser tab to check email sent from MCCA registration.**  
在新的页面，登录您的邮箱，点开 **MCCA registration** 送来的邮件

1. Copy PASSCODE sent from "MCCA Registration".  
找到 PASSCODE，然后复制该验证码
2. Paste PASSCODE on the page of Registration then Click “**Login**” to access your personal/family information page.

回到原注册画面，把 PASSCODE 张贴在指定栏位，点击“Login”，就能进入您个人/家庭信息页面

**C. After you login in the registration website, complete the following steps to register.**

**进入注册页面后，请完成以下部分：**

1. Review profile:

检查所有个人/家庭信息是否需要更新

- Edit home address 检查地址是否正确（为了方便会后退款和奉献收据的寄发）
- Add/edit/delete family members 检查家庭成员的信息是否有需要更动

2. Choose meals & lodging:

点选餐点和住宿的选择

- Click person's name to make any selections 点击姓名，就能打开选项
- Select meal and lodging options 按需求，自由更动您的 meal/lodging 选择

3. Make payment & Submit: pay by E-check (no extra service charge) or pay by Credit Card (additional 2.5% service charge involved).

完成付款。您可以选择用 E-check 或者 信用卡/银行卡来支付，**请注意：使用信用卡/银行卡付款，需负担另外 2.5%的手续费**

- Click “PAY BY E-CHECK” or “PAY BY CREDIT CARD”. 请点选“PAY BY E-CHECK” 或 “PAY BY CREDIT CARD”
- Complete all information onto new payment page, click “Submit” button. 完成付款页面内的必要信息后，点击“Submit”

4. After the payment process has been completed, system brings you back to Confirmation page. The same information will be sent to your designated email box, too.

付款完成后，会自动回到注册系统 Confirmation 页面，这里有您的完整注册信息。同样的信息也回送到您的指定邮箱。

5. You may close MCCA Registration tab now. If you need to do any changes, please follow the steps from A to C.

请记得关闭 MCCA 线上注册页面。若需要做任何更改，请重复 A 到 C 步奏。

**D. Keep your registration summary sent from MCCA registration for future speedy check-in process.**

**请保留您的注册信息，在报到当天可迅速办理 check-in**