



BASH 2019



Instructions for Online Registration

Registration will open on **Monday, April 1st at 8:30 a.m.**
and close on **Monday, May 6th at 11:59 p.m.**

1. Go to the BASH registration webpage: http://secure3.arlingtondiocese.org/oycyam_bash

The screenshot shows the login interface for the Catholic Diocese of Arlington. At the top, there is a logo for the Catholic Diocese of Arlington. Below it, the title "Parish Group Leader Login" is displayed. To the left of the login form, there is a list of links for forgot username, forgot password, new user creation, and assistance from the Office of Youth, Campus, and Young Adult Ministries. The main form contains fields for "Username" and "Password", a "Keep me signed in" checkbox, and a "SIGN IN" button. Below the sign-in area, there are links for "I don't know my username or password" and "Create a new account". At the bottom of the page, there is a section titled "Parish Group Leader Lookup" with fields for "First Name", "Last Name", "Email", and "Birth Date (MM/DD/YYYY)", followed by a "FIND" button.

2. Log in to the registration site.
 - *If you remember your username and password* from registering for previous events (including WorkCamp), you may log in.
 - *If you do not remember your username and password* you may use the lookup feature, which will help you find your username and allow you to reset your password.
 - *If no record is found when using the lookup feature*, please click on “Create a new account.” This will bring you to a new page where you will enter requested information. Press CONTINUE when you have completed this.
3. Once you have entered into the system, you will be taken to a new page where you will need to type in the authentication code. Please call 703-841-2559 for the authentication code.

4. Once you have logged into the registration page, select the name of your parish/school and press SAVE.

The screenshot shows the 'Parish Selection' tab active. A dropdown menu is open, showing 'Good Shepherd Church' as the selected option. Below the dropdown, there is a note about the cost being \$10.00 per participant. At the bottom right are 'SAVE' and 'CANCEL' buttons.

5. Click on the Adult Registration tab.

The screenshot shows the 'Adult Registration' tab active. It contains instructions for adult leaders and a note about youth participants. Below is a table with columns for First Name, Last Name, and T-Shirt Size. A message indicates there are no records. A 'REFRESH' button is located on the right side of the table area.

6. Click on the plus sign to add the names and t-shirt sizes of all **adult leaders**, including the group leader. The available adult t-shirt sizes are Small, Medium, Large, Extra Large, 2X, 3X, and 4X. Please enter names as they should appear on the name tags that we provide. You may click REFRESH to see how many youth participants you are able to bring based on the number of adult leaders that you have.

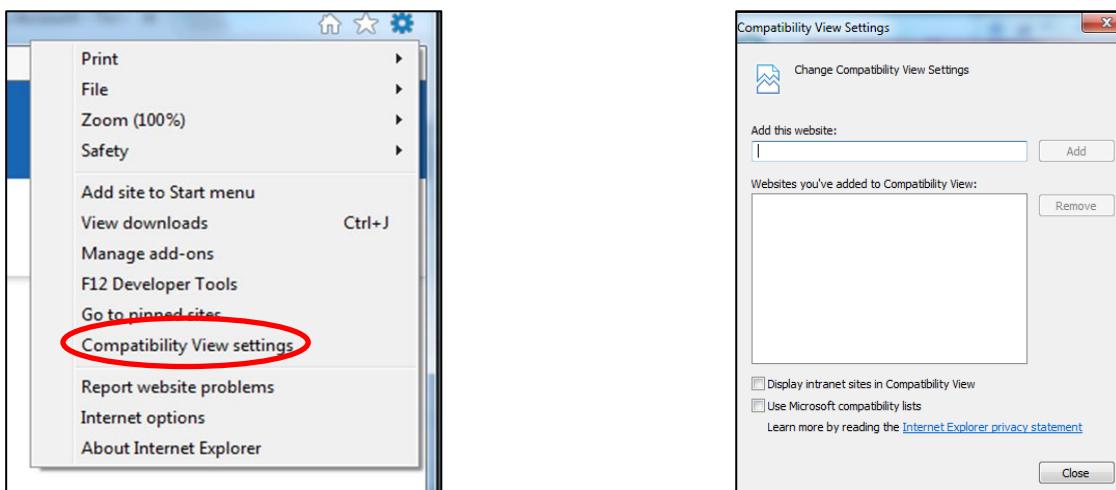
7. Click on the Youth Registration tab.

The screenshot shows the 'Youth Registration' tab active. It contains instructions for youth participants and a note about grade levels. Below is a table with columns for First Name, Last Name, Grade, and Bash Shirt Size. A message indicates there are no records. A 'REFRESH' button is located on the right side of the table area.

8. Click on the plus sign to add the names, ages, and t-shirt sizes of all **youth participants**. The available t-shirt sizes are Youth Medium, Large, and Extra Large, and Adult Small, Medium, Large, Extra Large, 2X, 3X, and 4X. Please enter names as they should appear on the name tags that we provide. You may click REFRESH to see how many spaces for youth participants are left, based on the number of adult leaders that you have registered.
9. When finished, click “Sign Out” at the top of the page.
10. Through May 6th, you can log back into the registration page to add/delete or otherwise change your registration information. For any changes AFTER May 6th, please call the Office of Youth, Campus, and Young Adult Ministries at (703) 841-2559.
11. Once you have registered, simply bring your list of participants with you when you check-in on Saturday, May 11th. **Make sure that each youth participant has a completed and signed permission slip, and bring that with you!**
12. Your parish will be invoiced after the event based on the number of participants (youth and adult) that you confirm at check-in. We will send the invoice to your attention unless you indicate otherwise at check-in.

A few helpful hints:

- If you try to register more youth participants than you have adult leaders to support bringing, the names will not show up.
- You are able to sort the lists of adult leaders and youth participants by first name, last name, or age by clicking on the white triangle in the selected field.
- If you create a new user, click on My Account in the top right corner to see your profile information. Here you will have the option to change your username and password.
- The registration site works best in the Chrome and Firefox browsers. If you are using Internet Explorer and the site is not displaying properly, click on the gear at the top right corner of the browser, and choose “Compatibility View settings” from the dropdown menu. Make sure that all boxes are unchecked in the Compatibility View Settings window. Press Close and then refresh browser.



**Please do not hesitate to contact us
if you have any issues registering your group!**