



RALLY 2019

Instructions for Online Registration



Registration will open on **Friday, September 13 at 8:30 a.m.**
and close on **Tuesday, October 15 at 11:59 p.m.**

1. Go to the RALLY registration webpage:
https://secure4.arlingtondiocese.org/oicyam_rally/default.aspx
2. Log in to the registration site.

CATHOLIC DIOCESE OF ARLINGTON

Parish Group Leader Login

- **Forgot your username?** Use the Parish Group Leader Lookup below.
- **Forgot your password?** Use the "I don't know my password" link under the login screen.
- **New User?** Use the "Create a new account" link.
- **Need assistance?** Contact the Office of Youth, Campus, and Young Adult Ministries, (703) 841-2559

Username

Password

☐ Keep me signed in

SIGN IN

[I don't know my username or password](#)
[Create a new account](#)

Parish Group Leader Lookup
Enter the information below. If your record is found, it will display your username. Click on the "Forgot my password" link to reset your password using your username.

*First Name

*Last Name

*Birth Date (MM/DD/YYYY)

FIND

- *If you remember your username and password from previous events, 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. The authentication code is: **Bosco** (this is case sensitive).

- 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 of the registration page. At the top right is a 'Sign Out' link. The header features the Catholic Diocese of Arlington logo. Below the tabs, a message states: 'Please select the name of your parish. If you are with a group that is not listed, please select "No Parish." Cost is \$25.00 per participant (youth and adults).' A dropdown menu is labeled '(Select)' and '* Parish'. At the bottom right are 'SAVE' and 'CANCEL' buttons.

- Click on the Adult Registration tab.

The screenshot shows the 'Adult Registration' tab. It includes a 'Sign Out' link and the diocese logo. The 'Adult Leader' section contains instructions: 'Must bring one adult leader for every ten youth participants. Adult leaders must be at least 21 years old and OPCYP compliant.' It also states: 'This section is for registering all adult leaders including the group leader. If you, the group leader for your parish, are attending RALLY 2019, you must list your name as an adult leader below.' A note mentions a return date of October 15, 2019. A 'REFRESH' button is in the top right. An 'ADD' button is in the middle right. Below is a table with columns: First Name, Last Name, and T-Shirt Size. The table is empty with the text 'There are no records.'

- Click on the plus sign to add the names and t-shirt sizes of all adult leaders, including the group leader. 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.

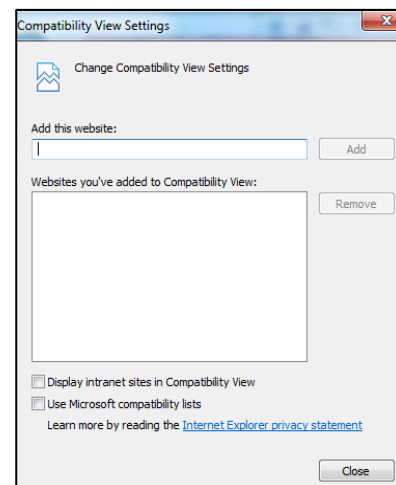
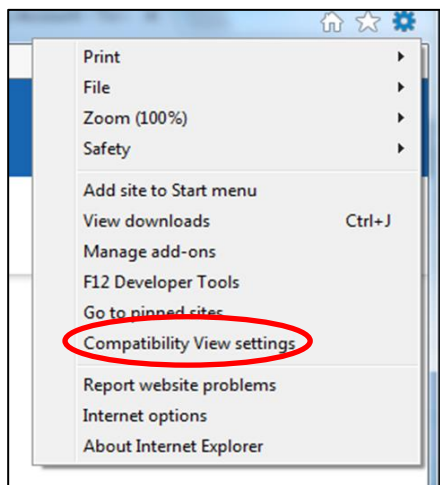
- Click on the Youth Registration tab.

The screenshot shows the 'Youth Registration' tab. It includes a 'Sign Out' link and the diocese logo. The 'Youth Participant' section contains instructions: 'Youth participants must be in 9th through 12th grade.' It also states: 'This screen is to register all youth participants. After adding or removing youth participants, please click REFRESH to see how many more you are able to bring based on how many adult leaders you have registered.' A note mentions a return date of October 15, 2019. A 'REFRESH' button is in the top right. An 'ADD' button is in the middle right. Below is a table with columns: First Name, Last Name, Grade, and T-Shirt Size. The table is empty with the text 'There are no records.'

8. Click on the plus sign to add the name, grade, and t-shirt size of each youth participant. 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 October 15th, you can log back into the registration page to add/delete or otherwise change your registration information. For any changes AFTER October 15th, 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 Sunday, October 20th. **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 now 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.
- 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!**