

# BASH 2024

## Instructions for Online Registration

Registration opened on **Monday, April 8**  
and will close at **noon on Wednesday, May 1.**

Go to the BASH registration webpage: <https://secure4.arlingtondiocese.org/Bash/Default.aspx>

1. Log in to the registration site.

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### BASH - Parish Group Leader Login

- **Forgot your username?** Use the "I don't know my username" link under the login screen.
- **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**

[Forgot username?](#) | [Forgot password?](#)  
[Create a new account](#)

- *If you remember your username and password from previous events, you may log in.*
- *If you do not remember your username and password you will first need to click on "Forgot username?" You will be prompted to input your email address, and will be sent an email with your username. Once you have your username, you will then click on "Forgot password?" You will be prompted to input your username and will be sent an e-mail which will allow you to reset your password.*
- *If no record is found when using the lookup feature and you are certain you have an account, please call our office at 703-841-2559 and we can look up the e-mail address associated with your account. **Please do not create a duplicate account.***

2. *If no record is found when using the lookup feature and you have never used this system, 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.*

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First name \*

Middle name

Last name \*

Suffix

Street address \*

City \*

State \* Virginia

Zip \*

Email \*

Home phone (703) 555-1212

Please select your parish or select No Parish if you are not affiliated with a parish.

Parish \*

CONTINUE

- 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. This is the same code as in past years; please call our office if you do not have it.

My Account Sign Out

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Before proceeding with registration, please type in the authentication code found in your registration instructions. If you did not receive these, please contact the Office of Youth, Campus, and Young Adult Ministries at (703) 841-2559.

Authentication Code

CONTINUE

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

My Account Sign Out

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Parish Selection Adult Registration Youth Registration

Please select the name of your parish. If you are with a group that is not listed, please select "No Parish."

Cost is \$15.00 per participant (youth and adults).

No Parish Parish

SAVE

- Click on the Adult Registration tab.

6. Click on the “add” 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.

My Account Sign Out

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Parish Selection **Adult Registration** Youth Registration

**Adult Leader**

- Must bring one adult leader for every ten youth participants.
- Adult leaders must be at least 21 years old and OPCYP compliant.

REFRESH

This section is for registering all adult leaders including the group leader. **If you, the group leader for your parish, are attending BASH, you must list your name as an adult leader below.**

**You may return to this page to add or remove participants until noon on May 1, 2024.**

After adding or removing adult leaders, please click REFRESH to see how many youth participants you are able to bring.

ADD

First Name	Last Name	T-Shirt Size
There are no records.		

7. Click on the Youth Registration tab.

My Account Sign Out

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Parish Selection Adult Registration **Youth Registration**

**Youth Participant**

- Youth participants must be in 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade.

REFRESH

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.

**You may return to this page to add or remove participants until noon on May 1, 2024.**

ADD

First Name	Last Name	Grade	T-Shirt Size
There are no records.			

8. Click on “add” 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 noon on May 1, you can log back into the registration page to add/delete or otherwise change your registration information. Any changes after this time can be made at check-in on May 4.
11. Once you have registered, simply bring your list of participants with you when you check-in on Saturday, May 4. **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.

### **Solutions to Common Registration Issues**

- You may only register 10 youth per each OPCYP compliant adult leader. If you try to register more youth participants than you have adult leaders to support, the names will not show up. Once you add another adult leader, you may add more youth participants.
- 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 can find (and change, if desired) your username and password.
- The registration site works best in the Chrome and Firefox browsers.

**Please do not hesitate to contact us at 703-841-2559  
if you have any issues registering your group!**