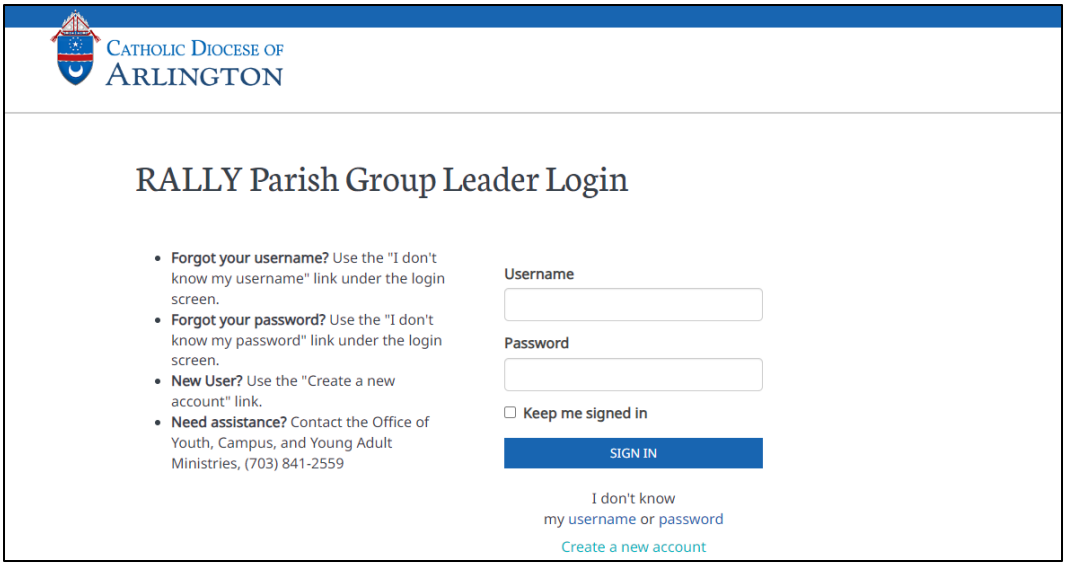
RALLY 2023

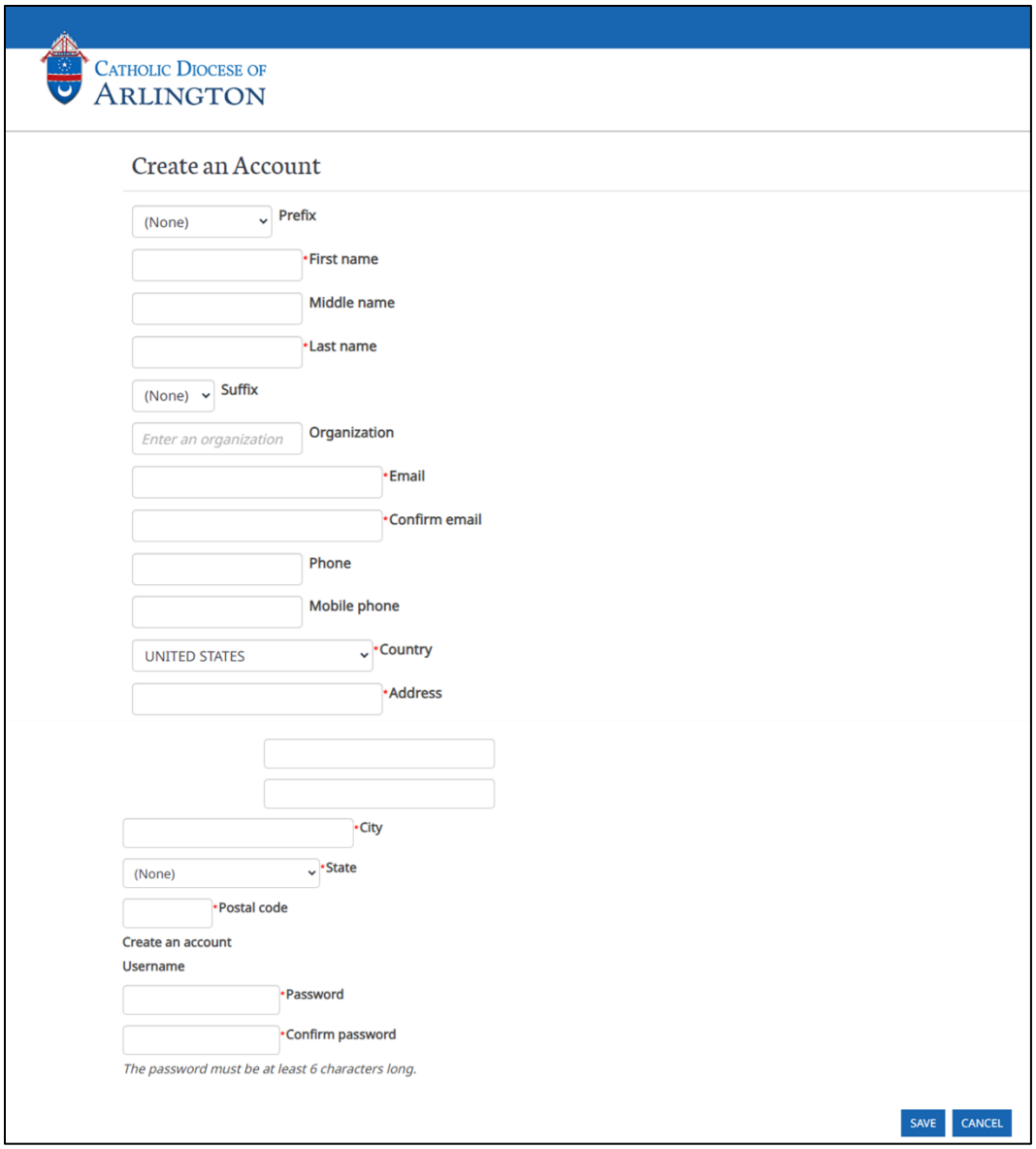
Instructions for Online Registration

Registration will open on **Friday, September 22 at 8:30 a.m.**
and close on **Wednesday, October 18 at noon.**

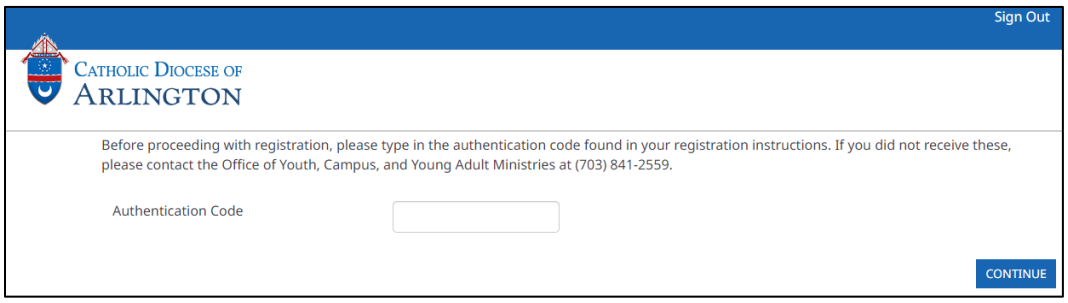
1. Go to the RALLY registration webpage:
   https://secure4.arlingtondiocese.org/OYCYAM_Rally/Default.aspx



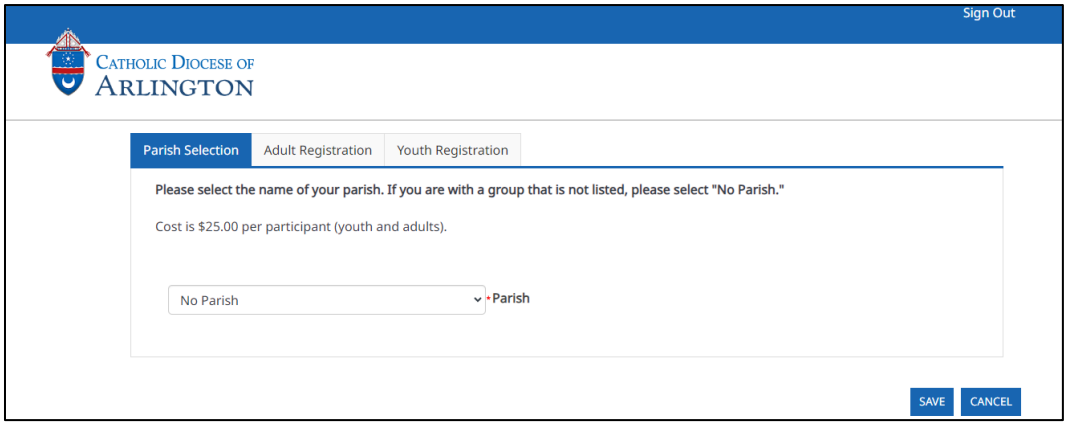
2. Log in to the registration site.
   - *If you remember your username and password* from previous events, you may log in.
   - *If you do not remember your username and password* you will first need to click on "username" where it reads "I don't know my username or password." You will be prompted to input your e-mail address, and will be sent an e-mail with your username. Once you have your username, you will then click on "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**.
   - *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.



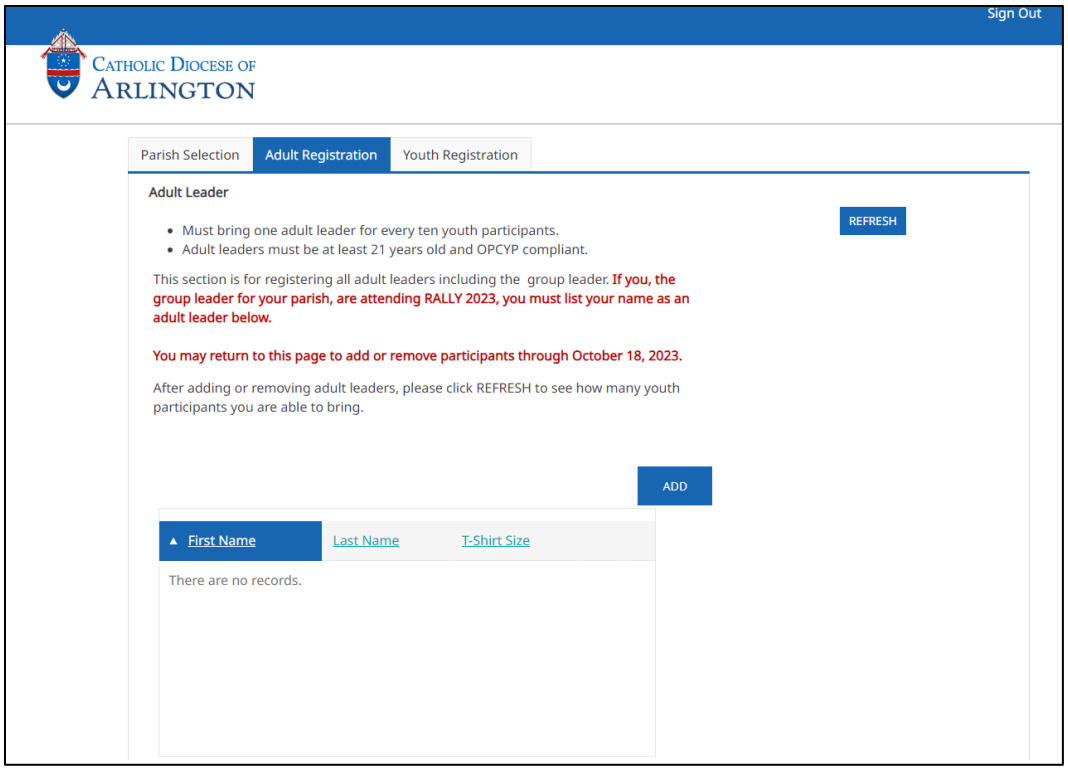
3. Once you have logged into the system, you will be taken to a new page where you will need to type in the authentication code. The authentication code is the same as in past years. If you do not remember or have never used this system, please e-mail christine.najarian@arlingtondiocese.org or call 703-841-2559.



4. Once you have logged into the registration page, select the name of your parish/school and press SAVE. If you do not press SAVE, this will cause errors so please do not skip this step.

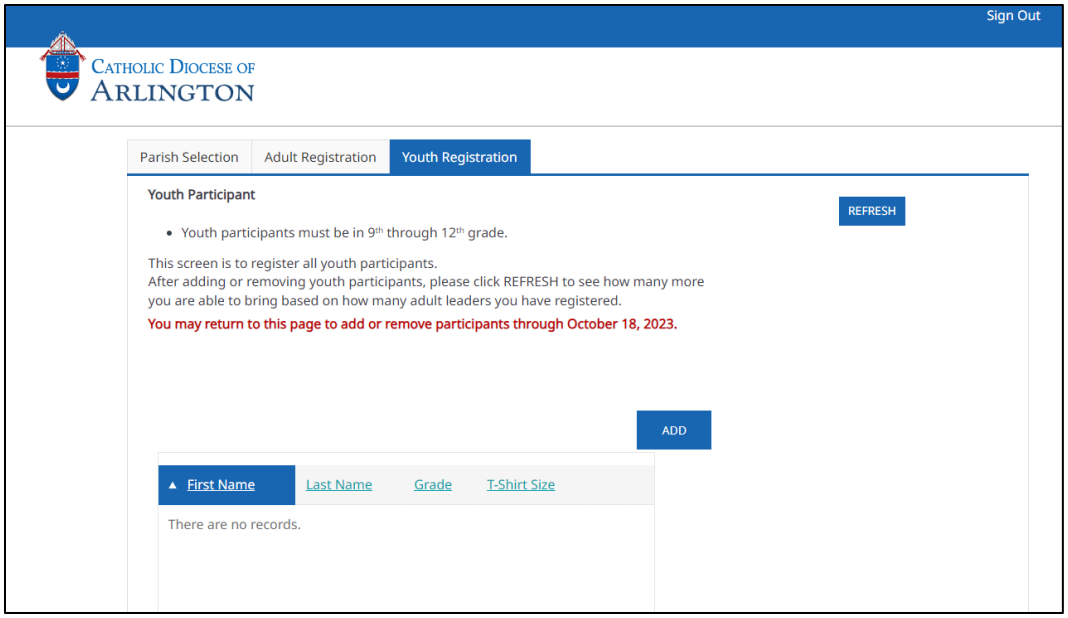


5. Click on the Adult Registration tab.



6. Click on “ADD” 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 need to click “REFRESH” to see how many youth participants you are able to bring based on the number of adult leaders that you have. This needs to happen before you are able to then add youth participants.

7. Click on the Youth Registration tab.



8. Click on "ADD" 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. Until noon on October 18th, you can log back into the registration page to add/edit/delete or otherwise change your registration information. For any changes AFTER noon on October 18th, please call the Office of Youth, Campus, and Young Adult Ministries at (703) 841-2559.

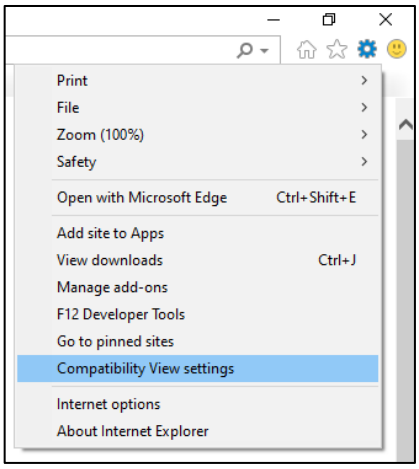
11. Once you have registered, simply bring your list of participants with you when you check-in on Sunday, October 22nd. **Make sure that each youth participant has a completed and signed permission slip, and bring that with you! It does not need to be turned in but you should have it with you.**

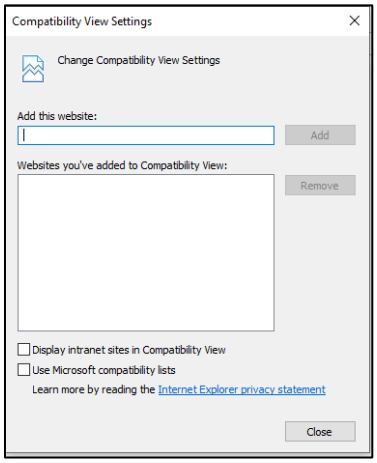
12. Your parish will be invoiced after the event based on the number of participants (youth and adult) that you confirm at check-in. We will send the invoice to your attention unless you indicate otherwise at check-in.

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. This is also why it is important to refresh after adding adult leaders.
- 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.

- 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!