

Emmaus Online Directions

For

Team Registration

Candidate Application

Angel Registration

Emmaus Registration will now be done online through the Diocese's Institute of Catholic Formation LEAD.

LEAD ACCOUNTS

If you have an account in LEAD from having a child in Religious Education or serving as a catechist, Adult Extraordinary Minister of Holy Communion or Adult Reader or have logged into LEAD for any other reason, you will use that login. **PLEASE DO NOT CREATE A NEW ACCOUNT!** We do not have access to your login information, so if you do not remember it, you will need to reset it directly from the site on the login page. PLEASE MAKE SURE THAT YOUR BIRTHDATE IS IN YOUR PROFILE!

NOTE: **ALL TEENS MUST BE REGISTERED BY A PARENT, SO THE PARENT WILL USE THEIR CURRENT ACCOUNT OR IF THEY ARE NEW TO LEAD, WILL CREATE A NEW ACCOUNT!** All TEAM family members participating in Emmaus should be registered AT THE SAME TIME and registered in one parent's account so that the system correctly figures your family rate. If parents do it separately, the rate is \$125 per person with no discount for more than 3 family members.

If you are a family that has team members and will be making a candidate application, **you will do the candidate application(s) separately.** All candidate payment is handled via check only, so there will be no payment step for candidate applications.

COLLEGE STUDENTS should register themselves in LEAD. There is no fee for our college students. Please reach out to Chris Otis at youth@starcc.com for your coupon code before you register.

CREATING A NEW LEAD ACCOUNT, IF A PARENT DOES NOT HAVE ONE

- 1) When creating a new account, please create it for the parent, with the parent's information (name, DOB, email). **DO NOT** create a new account with your high school child's information.
- 2) After you create your account you will get an immediate verification email. If it's not in your inbox, check your spam folder. Emails will come from the Institute of Catholic Formation.

- 3) Once you are logged into LEAD as yourself you will add any family members as new participants, following the instructions below.
- 4) If you're having trouble creating your account, first confirm you have filled in all required fields and have checked off the box that says you agree to the terms and conditions.

HOW TO COMPLETE REGISTRATION/APPLICATION:

Once you're logged into LEAD, there will be a page that looks similar to the image below to get you started. If you are making a candidate application, it will say Candidate Application, or angel registration, if you are registering to serve as an angel.



NEW FAMILIES look for the button that says **"NEW PARTICIPANT"**. Click that and a new box will appear. Select **"ADD PARTICIPANT"**, select **"NEW FAMILY MEMBER"** and enter your child's name and click **"NEXT"**. After you type the name a drop down will appear that says **"NEW PROFILE FOR CHILD'S NAME"** click that and then **"NEXT"**. The rest is self explanatory.

RETURNING FAMILIES your child's name should already be displayed in the window (if you have used this system for their religious education) after you select **"NEW PARTICIPANT."** **If a child's name does not appear, use the instructions above.**

Each person that registers will be filling out the following items online:

- Emmaus Registration/Application
- Emmaus Diocese of Bridgeport Consent and Release
- St. Aloysius Emmaus Behavior Covenant

You may find as you move from one step to the next, the screen returns you to the top of the page with the Emmaus image. Be sure to scroll down to complete ALL sections and then proceed to payment.

PAYMENT

Once you complete team registration, the last step is paying the fee. All payments will be done online directly from your LEAD registration. Please remember payment is done on a tiered basis so make sure you register everyone participating at the same time so your cart will be accurate. If you check out one and then go back another day to add another person you'll be charged the \$125 fee for one person.

Reminder ... if you are submitting a candidate application, there is no online payment step. You will pay via check following the instructions on the follow up email you will receive. There is no payment for angel registration.

Reminder for college students – we are happy to waive your registration fee, but you do need to reach out to Chris Otis at youth@starcc.com for a coupon code.

CONFIRMATION EMAIL

Please read your confirmation email, as it contains important information and there is a box to acknowledge your receipt. Please click this box to acknowledge. **THIS WILL ALSO COMPLETE YOUR REGISTRATION!** Until you acknowledge this email, your registration on LEAD may say 75% - do not worry, if you paid for what was in your cart - your payment is complete. **DO NOT PAY TWICE!**

If the confirmation email is not in your inbox, check your spam folder. Emails will come from the Institute of Catholic Formation.

Finally, the LEAD System may generate tasks for you to complete/acknowledge. You can see your tasks on your LEAD home page.

SCHOLARSHIPS

If a team member or a family needs a full or partial scholarship, you must reach out to Chris Otis or Msgr. Rob before starting the online process for a coupon code that will be entered at the end of the registration process. Since all candidate payment is handled via check, a coupon code is not required for candidate applications; simply a request as noted above.

DONATIONS

For those that like to support Emmaus with a donation for scholarships or to cover other retreat expenses, **that donation must be made directly to our online payment system.** Instructions will be in your confirmation email.

Please note there are instructional videos for more information on the process, if needed:

Account creation: <https://formationreimagined.wistia.com/medias/i82gfx3ulq>

Update profile: <https://formationreimagined.wistia.com/medias/6sc7oqs9yi>

Change password: <https://formationreimagined.wistia.com/medias/w9i0tz8ceh>

Direct links are below:

For those who have not been an Emmaus candidate (open to Sophomores-Seniors)

[Candidate Application](#)

For teens who have been a candidate or adults/college students who will serve on the team

[Team Registration](#)

For adults 21 and over who will serve as day/night angels

[Angels Registration](#)