



Event Registration Instructions

The following instructions will guide you in registering for an event. If you have any questions, please contact Mandy Phillips (mphillips@plattewoodschurch.org or 816-741-2972).

1. If you already have a login start with step “e” below, except just enter your login information
2. For registration without a login
 - a. Go to <http://www.plattewoodschurch.org/churchlink>
 - b. Click the “Register for Community Studies/Events”
 - c. Select the event or study for more information
 - d. Click “Register” button to register for the event or study
 - e. You will be asked to login; click the “Click Here” button below the login screen where it says “Need a login?”
 - f. Enter the information as requested
 - g. You will then select the registration for your event
 - i. You can also add guests who will be joining you for the event
 - ii. Click Next
 - h. If there are any additional questions, you will be prompted to answer them; click Next.
 - i. You will then see a summary screen of your registration; click Next.
 - j. If there is a registration fee, you will be directed to Payment; otherwise you will receive a receipt for your registration.
 - k. At the Payment page, select your method of payment (currently Offline Payment is the only option); click Finish to complete transaction; you will go to the receipt page
 - l. Once you have your receipt, you have registered for the event.

NOTE: Once you have registered for the first time, you will receive an e-mail with a username and temporary password for ChurchLink. You can use this login information to access your profile on ChurchLink and for future registrations.