



Registration Guide

This registration guide is intended to help High School Youth to complete their individual registration for “Mix 2019”.

Individual Registration procedure:

1. Go to the website: www.hsmix.ca



2. Navigate to the “Individual Registration” tab.

Church choice:

3. In the first page of the individual registration, choose which church you are participating under and press “Next”.



Personal information:

4. The second page requires all your personal information as well as the emergency contact information.

The image displays two screenshots of a web-based registration form for 'MIX 2018'. The first screenshot shows the 'Individual Registration' page, which is 20% complete. It includes a 'Personal Info' section with fields for First Name, Last Name, Street Address (1245 Eglinton Avenue West), City (Mississauga), Postal Code (L5V 2M4), Phone Number (6470001122), Email Address (email@gmail.com), Grade (11), OHIP Card Number, Date of Birth (01011990), Individual sports (Chess, Table Tennis, N/A), and T-shirt size (M). The second screenshot shows the 'Emergency Contact' page, which includes fields for First Name, Last Name, and Phone Number (6471112233). It also has a 'Relation' dropdown menu with options: Father, Mother, Sibling, Uncle/Aunt, Cousin, and Other. Below the dropdown is a large text block containing a consent form for the parent/guardian to agree to the child's participation in the event, including medical emergencies and promotional purposes. At the bottom of the form, there are 'PREVIOUS' and 'NEXT' buttons, and a 'SECURED BY formsite' logo. The copyright notice '© MIX 2018 YMCA' is visible in the bottom right corner.

Please note:

For the individual sports, you can choose

- a. Chess only
- b. Table tennis only
- C. Chess and Table tennis
- D. N/A



Payment Choice (The Church of the Virgin Mary and St. Athanasius):

5. You can choose from PayPal/Credit Card or cash at the booth.

The screenshot shows the 'Individual Registration' form at the 40% completion stage. A red progress bar indicates '40% Complete'. Below the title is a red bar labeled 'Payment'. Underneath, a dropdown menu for 'Payment Method ? *' is open, showing two options: 'Paypal/Credit Card' (selected with a checkmark) and 'Cash at the booth'. Below the dropdown are two red buttons: '<< PREVIOUS' and 'NEXT >>'. At the bottom, there is a green lock icon and the text 'SECURED BY formsite'.

6. If you choose Cash at the booth, the following field would show.
Please note that only the servants available at the registration booth are authorized to input the code.

This screenshot shows the same 'Individual Registration' form, but with 'Cash at the booth' selected in the 'Payment Method ? *' dropdown. A new field has appeared next to the dropdown, labeled 'For Admin use for cash payment at booth *'. Below this field is a text input box. The '<< PREVIOUS' and 'NEXT >>' buttons remain at the bottom, along with the 'SECURED BY formsite' logo.

7. If you choose to pay by PayPal/Credit Card, choose credit card and press “Next”.



Payment Choice (Other churches):

8. You can choose from PayPal/Credit Card or cash to your church's representative.
9. If you choose Cash to your servant, another field would show in which you should write your servant's name. This would allow "Mix 2019 registration committee" to track down the payments.

Individual Registration

60% Complete

Payment

Payment Method ? *

- ✓ Paypal/Credit Card
- Cash to my servant

<< PREVIOUS NEXT >>

SECURED BY formsite

Individual Registration

60% Complete

Payment

Payment Method ? * Servant's name ? *

Cash to my servant Servant's first and last name

<< PREVIOUS NEXT >>

SECURED BY formsite

10. If you choose to pay by Paypal/Credit Card, choose credit card and press "Next".



Pre-payment note (All registrations):

11. Whether you chose to pay by Paypal/Credit Card, cash at the booth (for VMSA) or cash to the servant (other churches), this page will come up with the following notifications:

Individual Registration

80% Complete

Please note:
You will be receiving a confirmation e-mail regarding your individual registration.
In this email, Your registration **reference number** is your **identification number** for group formation.
Please do not delete your confirmation e-mail.

Next Step:
Once you agree on a team, please register your group available at the "Group Registration" tab on hsmix.ca

Please proceed to next page to finalize your registration

<< PREVIOUS CONTINUE >>

SECURED BY formsite

12. After reading the page, please press "Continue"



Payment Completion (Paypal/Credit Card):

13. If you choose to pay by Paypal/Credit Card, this order summary page will come up.
Make sure to revise the amount you are paying (It should be \$40 before the early bird deadline and \$45 until the registration deadline).
14. Press continue to PayPal.

Item Description	Quantity	Amount
I agree	1	\$35.00
Order Sub Total		\$35.00
Paypal/Credit Card		\$0.00
Order Total		\$35.00

Payment Method

[PayPal Check out](#)

[Continue to PayPal](#)

BACK

15. The following page requests your PayPal account (E-mail and password), please input your information if you are paying using PayPal.
If you are paying with Credit Card, press on the box outlined in red.



Pay with PayPal

☐ Stay logged in for faster checkout [?](#)
Not recommended on shared devices.

Log In

[Having trouble logging in?](#)

or

Pay with Debit or Credit Card

[Cancel and return to Church of the Virgin Mary and St. Athanasius](#)

[English](#) | [Français](#) | [Español](#) | [中文](#)

16. You can proceed with your payment whether by PayPal or Debit or Credit Card as usual.
17. Upon finalizing your payment, a confirmation page will show up.

Please note: the reference # is the one you will be using for the group registration.

Individual Registration

Success

Your registration info has been delivered to our database.
If you paid with PayPal/Credit Card, then your payment and registration are now complete.
If you choose to pay in cash, please make sure to complete your payment by paying the registration fee.
Please note: Your registration will be deleted if the payment is not made.

[Printer Friendly Receipt](#)

Reference #: 11331916



Payment Completion (Cash):

18. If you choose to pay by cash whether at the booth (VMSA) or to your servant (other churches), this order summary will show up. Make sure to revise the amount you are paying (It should be \$40 before the early bird deadline and \$45 until the registration deadline).

The screenshot shows the 'Individual Registration' page with an 'Order Summary' section. The summary table lists the following items:

Item Description	Quantity	Amount
I agree	1	\$35.00
Order Sub Total		\$35.00
Cash to my servant		(\$35.00)
Order Total		\$0.00

Below the table are two buttons: 'BACK' (red) and 'CONFIRM ORDER' (blue). At the bottom, there is a security notice: 'SECURED BY formsite'.

19. Press “Confirm Order”.
20. Upon finalizing your payment, a confirmation page will show up.

Please note: the reference # is the one you will be using for the group registration.

The screenshot shows the 'Individual Registration' page with a 'Success' message. The message text is as follows:

Success

Your registration info has been delivered to our database.
If you paid with PayPal/Credit Card, then your payment and registration are now complete.
If you choose to pay in cash, please make sure to complete your payment by paying the registration fee.
Please note: Your registration will be deleted if the payment is not made.

[Printer Friendly Receipt](#)
Reference #: 11331916



Confirmation E-mail:

21. After finalizing your registration, a confirmation e-mail will be sent to your email. In the confirmation email, you will find the reference # (Same as the one shown in the success page)

Congratulations,

You finished the individual registration for Mix 2018.

Next step: Provide your reference # to the participant who will sign your group up on "Group Registration" tab on hsmix.ca

The identification number for group formation is the reference # found in the confirmation e-mail.

Thanks for registering for Mix 2018.

Order Summary

Item Description	Quantity	Amount
I agree	1	\$35.00
Order Sub Total		\$35.00
Cash at the booth		(\$35.00)
Order Total		\$0.00

Reference #

11331916



PLEASE NOTE:

In case you are stuck with any of the registration steps, please follow the following:

1. Go to the website: www.hsmix.ca
2. Navigate to “Contact us” under the tab with the title “more”



3. Fill in your information including your name, e-mail address, phone number, the message subject and your concern then press “Send”

Contact us

The Church of the Virgin Mary & St. Athanasius
1245 Eglinton Ave West
Mississauga, Ontario, Canada
L5V 2M4

In case of any inquiries, call:
David Saweris: (647) 774-8216

Map Satellite

Name *
Email *
Phone
Subject

Message

Send

4. For urgent issues, please call David Saweris on the specified phone numbers.