

## Amigo Centre Winter Youth Retreat (WYR) 2022 Online Registration Instructions

Steps:

- 1) Begin with the WYR Registration form.
  - a. List each person attending by name, including gender and food sensitivities
  - b. Indicate for each person if they are attending Saturday only or if including Friday and/or Saturday nights.
  - c. Fill in the total due per person
  - d. Fill in the total due for the group and the balance due at the top of your first form. You may make additional copies as needed for your group.
  - e. Take a picture or scan this form and email it to [info@amigocentre.org](mailto:info@amigocentre.org).
- 2) To register online: Go to [www.amigocentre.org](http://www.amigocentre.org)
  - a. Click on the “Online Program Registration” button on the home page.
  - b. You will be taken to our online registration portal.
  - c. If you do not have the login information for your group, please call for assistance.
  - d. If this is your first time coming, please create a new account.
- 3) Once you have entered the portal and are signed in, select which retreat you are registering for
- 4) **To actually register – do not enter student’s names into your account:**
  - a. Register yourself as “Youth Sponsor.” Then you will be given the opportunity to:
  - b. Provide the number of male and female youth sponsors as well as male and female youth
  - c. Specify the number of rooms you will need
  - d. You will also have an opportunity to provide us with food sensitivities or allergies within your group, as well as to specify if there are any special needs within your group.
- 5) You may pay online by credit card, or you may choose to mail your payment in by check.
  - a. You may choose the amount you wish to pay prior to attending. The balance is due upon arrival if not paid in advance. Due to our Covid pandemic, we are not collecting a non-refundable fee per person.

You may send your WYR Registration form via email ([info@amigocentre.org](mailto:info@amigocentre.org)) or USPS to Amigo Centre, 26455 Banker St, Sturgis, MI 49091.

You do not need to register online, unless you want to. We can do that for you once we have received your form. (We want to make it easier for you!!)

*Again, if you have questions at any time, please do not hesitate to contact us! 269-651-2811.*