

## Dear PREP and Parish Families,

We are excited to use Parish Giving for on-line registration this year at Holy Spirit! We hope that on-line registration will make the process easier for parents, especially with on-line payment options. Since this is the first year using the Parish Giving module, we have tried to outline important information below. **If you have any questions or need assistance during the registration process, please reach out to [prep@hspalmyra.com](mailto:prep@hspalmyra.com) or 717-838-3369 ext 104.** Parish Giving is also available to help at (866) 307-7140 (Monday through Friday 8:30 AM-4:30 PM).

## **Instructions for PREP (Religious Education) Registration through Parish Giving**

**Step 1:** Scan the QR code or use the link on the parish website to access the Registration Form \*(Note: you need to use this specific link; do not try to access the form through your Parish Giving account for parish donations). **You will register all of the children in your family using one form.**

### **Step 2:** Fill out Required Fields (marked by \*)

- *Primary Parent/Guardian Info*
  - ✓ Please make sure to select “receive email notification” in order to receive important emails from Parish Giving.
- *Secondary Parent/Guardian Info*
- *Emergency Contact*
- *Student Information*
  - ✓ Select # of children you are enrolling for the **2026-2027 school year.**
  - ✓ Please note: For Level/Program, please put the grade your child will be in **FALL 2026.** Please ensure accuracy since the Program/Level selected on this page will dictate the class you will be able to choose when you reach the final payment/class selection page.
- *Sacramental Information*
  - ✓ Enter as much information as you know for Baptism, and if applicable, First Holy Communion. If you have a certificate, please upload (include any page with notations). If you do not have a certificate, please indicate the name of the church and location/address.
  - ✓ During sacramental years (2<sup>nd</sup> and 8<sup>th</sup> grade), we need to verify your child’s baptism with that church so as much information as you can provide is extremely helpful.
- *Health Information*
- *Terms & Agreements*
  - ✓ Provide consent and acknowledgement of Holy Spirit’s Religious Education policies.
  - ✓ Enter Health Insurance Information in case of a medical emergency. Please ensure accuracy.

**Step 3:** Once all information is entered in the registration form, click “Next.” This will take you to a “Review” page. (Note: You are only required to review and enter information with an (\*). Information like race, ethnicity, birth certificate, date of First Penance, etc. are not needed on our end if you wish to omit.)

### **Step 4:** Tuition/Payment Screen/Class Selection (in person or on-line)

- Enter payment information (bank or credit card) if you wish to pay on-line. Then you will be able to select a class session and registration is complete. A confirmation email will be sent to you.
- You cannot select a class session until you have paid. If you wish to pay by cash or check, you will not be able to proceed any further. Your registration information has been saved and is “pending.” Once payment is received at the church office, we will finish enrolling your child in his/her class and mark paid. Please communicate via email [prep@hspalmyra.com](mailto:prep@hspalmyra.com) or phone that you wish to pay by cash or check.
- If you fill out the registration form but do not pay right away and still wish to pay on-line, please reach out to [prep@hspalmyra.com](mailto:prep@hspalmyra.com) Your registration information has been saved and is “pending,” but we will need to send you a login credential email with a link to pay.

Tuition helps to pay for books and educational materials. If tuition will be a financial hardship, please reach out for assistance. Finally, full-time catechists receive free tuition for their children. A discount code, provided by the CRE, will need to be entered on the payment page.