



**LOVE
BEGINS
HERE**
LOCAL, LIFE CHANGING MISSION TRIPS



LBH 2019 NEW FAMILY REGISTRATION INSTRUCTIONS

All families this year will complete their registration for Love Begins Here ONLINE!

- We highly recommend completing your registration on a desktop computer or laptop, rather than a tablet or phone.
- To begin, follow the link found at www.madisondiocese.org/lovebeginshere!
- Once on the registration website, you need to complete a "New Family Enrollment for Love Begins Here - Madison."
- Choose your Home Parish + City based on where your family is registered and regularly attends.
- Create **missionary profiles** for any teens AND adults in your family that you intend on registering. (Creating a family account is not enough to enroll an adult for LBH.) We would love for you to add photos into each family member's Missionary Profile!
- After creating your family account with ALL missionaries you intend on registering, you will be able to begin enrolling individual missionaries in your family for their weeks.
- If your ideal choice is full, sign up for a week to be added to a waiting list. You can be on multiple waiting lists, but they should be weeks you could actually attend. As space allows, teens on Waiting Lists could be released at any point, but most releases will happen between February 15th and April 1st.
- At this point, you have to check out each missionary ONE AT A TIME! We're sorry about that slight inconvenience - we hope we can make that change in future years.

Before starting online registration, make sure to have the following ready...

- **Insurance Card with Company Info, Member/Group Numbers, etc.**
- **Prescription Medicine Information, incl. Names and Dosages**
- **Phone Numbers for Two Emergency Contacts**
- **Credit Card, if you prefer to pay using one.**

If registering as a Lead Missionary, make sure to also have...

- **Driver's License**
- **Vehicle Registration Information**
- **Vehicle Insurance Information**

If you need financial aid, contact your Parish Leader BEFORE beginning registration, as you'll need to enter a code at checkout. (If you're a Lost Sheep who needs financial aid e-mail lbh@madisondiocese.org and we will help you out!)

Merchandise will still be available for sale at LBH! The pre-order of some items will just help LBH Staff estimate the right amount of merchandise for the summer.

With questions regarding registration...

- Please first contact your Parish Leader for LBH. They have been trained to help you troubleshoot for LBH registration!
- If they are not available, e-mail the LBH staff at lbh@madisondiocese.org or call 608-821-4544. We'll do our best to get back to you within a day.



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LBH 2019 RETURNING FAMILY REGISTRATION INSTRUCTIONS

All families this year will complete their registration for Love Begins Here ONLINE!

- We highly recommend completing your registration on a desktop computer or laptop, rather than a tablet or phone.
- To begin, follow the link found at www.madisondiocese.org/lovebeginshere!
- Login with your e-mail address and password that you used during 2018 registration.
- Don't create a new account, if you cannot remember your password. Use the prompt in the system to reset it. If that doesn't work, reach out to LBH staff.
- Once logged in, start by going to the "My Account" tab to make sure all family members you intend to register have profiles. Update photos there, if you can. Update any missing or new family information.
- Once ensuring your initial family account includes ALL missionaries you intend on registering, you will be able to begin enrolling individual missionaries in your family for their weeks. To do so, use the "Enrollment" tab.
- If your ideal choice is full, sign up for a week to be added to a waiting list. You can be on multiple waiting lists, but they should be weeks you could actually attend. As space allows, teens on Waiting Lists could be released at any point, but most releases will happen between February 15th and April 1st.
- This year Health Forms are required during initial registration. Last year, you were able to fill them out at a later time.
- At this point, you have to check out each missionary ONE AT A TIME! We're sorry about that slight inconvenience - we hope we can make that change in future years.

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