

# Instructions to Registration Form

Click on the registration link to begin your registration (<https://forms.gle/8iHSbequunXxcd43A>).

## **First Page:**

\* Complete all required fields (\*) (red asterisk indicates field is required, do not leave blank)

\* This page will be for the main contact person.

\* Your email address is requested, but not required. It will assist with any questions we may have on your electronically submitted Registration Form.

Once you have verified the information is accurate, click “**Next**” at the bottom of the page.

You will be taken to the **Family Members Attending and T-Shirt Order Section**.

## **Family Member 1:**

- Complete all required fields (\*) (red asterisk indicates field is required, do not leave blank)
- **Family member 1 Full Name** – Enter information for the main contact person here.
- **Family member 1 Age** – Enter age for the main contact person here.
- **Family Member 1 Registration Fee** – From the dropdown menu select the fee amount.
- **Does Family Member 1 have special dietary needs?** – If yes, enter “Yes” and please provide details.
- **Family Member 1 T-Shirt Size** – From the dropdown menu select the size. **NOTE:** The listed T-shirt prices are for cotton shirts. If you prefer Dri-Fit T-Shirt an additional \$5 is required.
- **Subtotal** - Add the amount for Registration Fee and the T-shirt (If you would like a Dri-fit T-shirt, add \$5.00 to the subtotal) **Enter** the calculated amount for Family Member 1 on the subtotal line.

Review your information for accuracy and click “Next” at the bottom of the page.

You will be taken to the **Family Member 2 Section**.

## **Family Member 2 – 6:**

**NOTE:** You can enter information for up to six (6) family members. Repeat the steps below for each additional family member. If you do **not** have up to 6 family members continue to click “Next” until you are taken to “**Family Member 6**” section.

- **Family member Full Name** – Enter information for the next family member.
- **Family member Age** – Enter age for the next family member.
- **Family Member Registration Fee** – From the dropdown menu select the fee amount.
- **Does Family Member have special dietary needs?** – If yes, enter “Yes” and please provide details.
- **Family Member T-Shirt Size** – From the dropdown menu select the size for the next family member. **NOTE:** The listed T-shirt prices are for cotton shirts. If family members prefer Dri-Fit T-Shirt an additional \$5 is required.

**Subtotal** - Add the amount for Registration Fee and the T-shirt of family member (If he/she would like a Dri-fit T-shirt, add \$5.00 to the subtotal) **Enter** the calculated amount for Family Member on the subtotal line.

When you get to the page for **"Family Member 6"**, you will need to enter the following information:

- **Total Amount Due** – Add up the subtotals for all family members included in this registration. (i.e., Add Subtotals from Family Members 1 – 6 and enter the total here. NOTE: The page will not allow you to proceed forward until this calculated amount is entered.
- **How will you be paying?** Select the form of payment from the choices provided, then click "Next" at the bottom of the page.

You will be taken to the **Milestones & Accomplishments**.

### **Milestones & Accomplishments:**

**NOTE:** You can enter information for up to four (4) family members. Repeat the steps below for each additional family member.

Please provide detail for milestones and/or accomplishments for each family member, if applicable.

- **Family Member #1 – #4 Name** – Enter Name of family member.
- **Accomplishment** – Select one accomplishment for family member from choices provided.
- **Date** – Enter the date of selected Accomplishment.
- **School/Organization** – Enter name of school/organization.
- **Other Information** – Enter here if family member has more than one accomplishment and can be used for additional details.

Review your information for accuracy, then click **"Next"** at the bottom of the page.

If you do **not** have up to 4 family members continue to click "Next" at the bottom of the page until you are taken to **"Deceased Family Members Since July 2023 Family Reunion"** section.

### **Deceased Family Members Since July 2023 Family Reunion**

**NOTE:** You can enter this information for up to four (4) family members. Repeat the steps below for each additional family member.

Please provide information for family members that passed away after the last reunion in July, 2023.

- **Family Member Name** – Enter name of deceased family member.
- **Date** – Enter the date of family member's passing.
- **City, State** – Enter the City and State of deceased family member.

Review your information for accuracy, then click **"Next"** until you reach Family Member 4. At the bottom of this page, click **"Submit"**. After you submit, you will see the screen messages below.

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## 2024 WOODBERRY/BEA REUNION REGISTRATION FORM

Your response has been recorded

[Edit your response](#)

[Submit another response](#)

### IMPORTANT:

Clicking Submit will let you know “Your Response has been Recorded”. If you need to make changes, please click on “Edit your Responses”. If you have more than 6 family members, click “Submit another response”. NOTE: If you have any questions or concerns with registration, send email to .....@.....com