

VBS Registration Instructions

1. Follow the prompts to login in to REALM if you are a GSLC member. If you are not a member of GSLC, please enter your name and email address and click "Next".
2. For Everyone - **Uncheck your name.**
3. A. **For Community/Non-Good Shepherd Members:** click on "add guest". Enter your child's name. Repeat this process for each child that you want to register for VBS. When all children's names have been entered, click on "Next".
B. **For Good Shepherd Lutheran Members:** Select ALL children you wish to register for VBS by checking the box(es) next to their name(s). When all names have been selected, click on "Next".
4. Please enter the information requested under each tab. At the "Registration Tab", your first/oldest child that you are registering for VBS should be selected as "Eldest Child" from the drop-down menu. When you reach this tab for additional children that you are registering, they should be highlighted as "Additional Child".
*For any "additional children", you will only be asked to enter any Emergency Information specific to each child.
5. When all information has been completed, click the blue "Next" button on the right-hand side of your screen.
6. Please review that all information is correct and click the blue "Registration" button on the right-hand side of your screen.
7. Choose "Pay Now" from the drop-down menu if you want to pay electronically. Choose "Pay Later" if you prefer to submit a cash/check payment method to the office at Good Shepherd.
8. If you have questions, please contact Jen Jarman at 891-1700, x. 120.