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# VIRTUAL RENEWAL REGISTRATION INSTRUCTIONS

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Thank you for taking the time to complete the virtual renewal registration form. Your Come before Winter team will review and discuss each registration form in order to prepare for our time together. We will be praying for you specifically from the time we receive your form until the event itself. Your team will complete the same form prior to the renewal so that you also will have the same opportunity to know about and pray for us.

**1. Complete the registration form:** We require the completion of all required fields. Answers need not be lengthy, but please be specific. All information will remain confidential among the Come before Winter team and be stored in a secure location.

**If you have any difficulty accessing the registration form, email us at [cbwregistrar@protonmail.com](mailto:cbwregistrar@protonmail.com). In your subject line, please use these words: "Difficulty with Registration form."**

**2. Save and Continue Later feature:** The registration form will take at least 30 minutes to complete. If you find that you cannot complete it in a single sitting, please make use of a feature that will save your form and allow you to complete it later. At any time, you may scroll down to the bottom of the form and click on the words "Save and Continue Later" (located next to the "Submit" button.)

When you click on the words "Save and Continue Later," a dialog box like the one below will appear. You will have to **SCROLL DOWN** on the page to see the dialog box.:

Please use the following link to return to your form from any computer.

[https://www.cloakandscrolls.org/applycyprus/?gf\\_token=e280706dbc854da7aa4a6ba53f500fbe](https://www.cloakandscrolls.org/applycyprus/?gf_token=e280706dbc854da7aa4a6ba53f500fbe)

This link will expire after 30 days.

Enter your email address to send the link by email.

email address

Your link will look similar to this.

The second line of text (see arrow) is the link to your unfinished form. **DO NOT LOSE THIS LINK**; no one but you (not even the registrar) has access to it. **SAVE THE LINK** in one of two ways: 1) Use your cursor to highlight the entire line, then copy it and paste it somewhere on your computer, or 2) enter your email address in the blank provided to have the link emailed to you. (If you don't find the email with the link in your inbox, try checking your SPAM or junk folder.) Use the link to complete your registration form within 30 days, after which the link will expire. Please note that the

registrar cannot access an unfinished form without a link and will not receive your form until you complete all questions and hit the "**Submit**" button. Contact the registrar with any questions about this process.

**3. Submit your completed registration form:** Click the "**Submit**" button at the bottom of the form when you have completed all questions. This should take you to the "Registration Submitted Successfully" page. This page is your indication that we have received your form. If you do not see this page, please scroll down and check your registration form for required fields left blank. If you experience an error when attempting to submit the form (and have left no required fields blank), be sure to SAVE your form by clicking on the words "Save and Continue Later." (See step 2 for details on how this feature works.) Then copy and send the link that appears to [cbwregistrar@protonmail.com](mailto:cbwregistrar@protonmail.com).

Upon successful submission of your registration form, you will receive an email confirming that your form has been received and that you are confirmed for participation in the renewal.