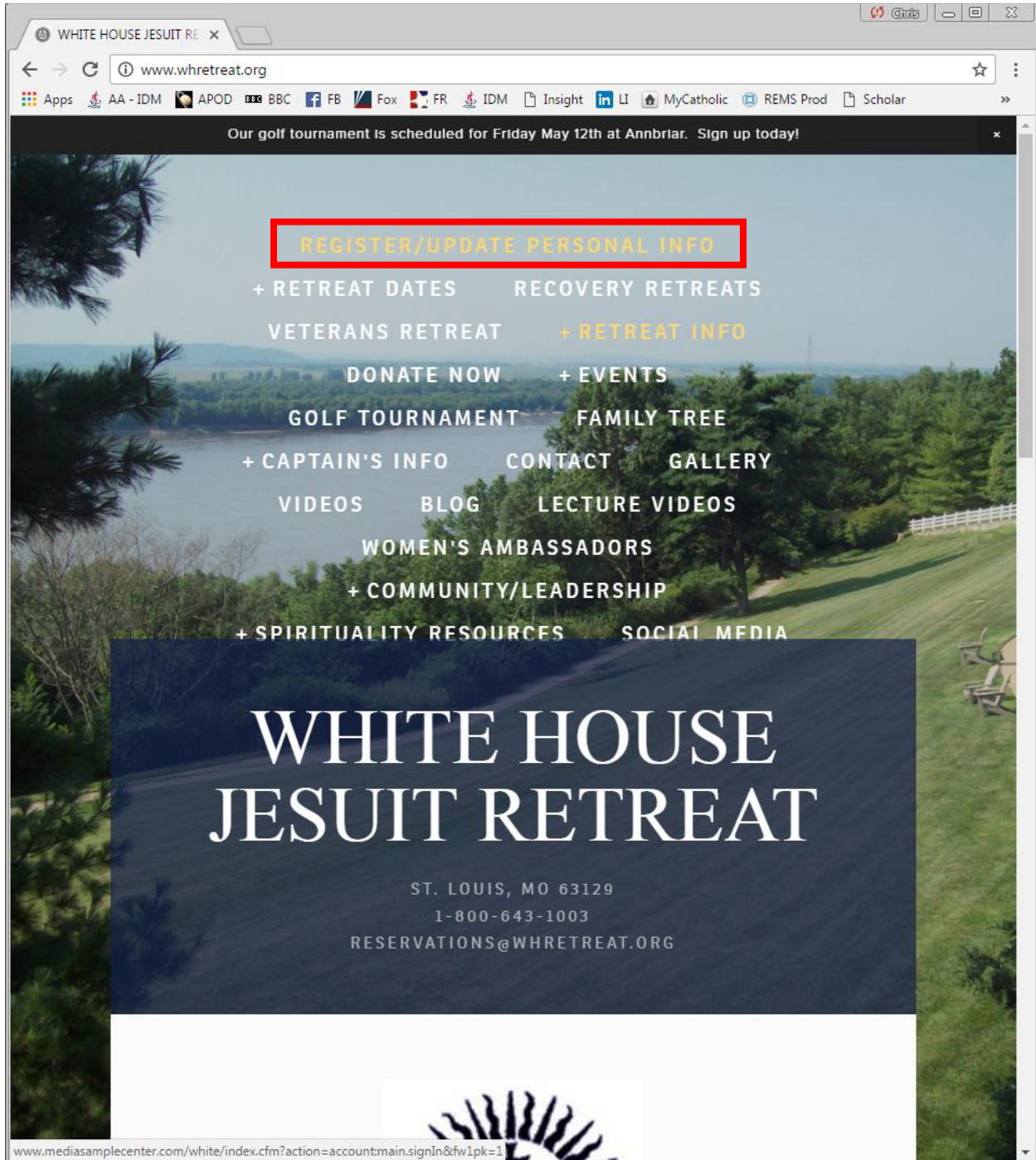


Please Note: This guide applies to creating new accounts only. Existing accounts can be accessed through simply 'Logging In' using the page depicted on page 2 below with your existing credentials and entering the arithmetic answer as indicated.

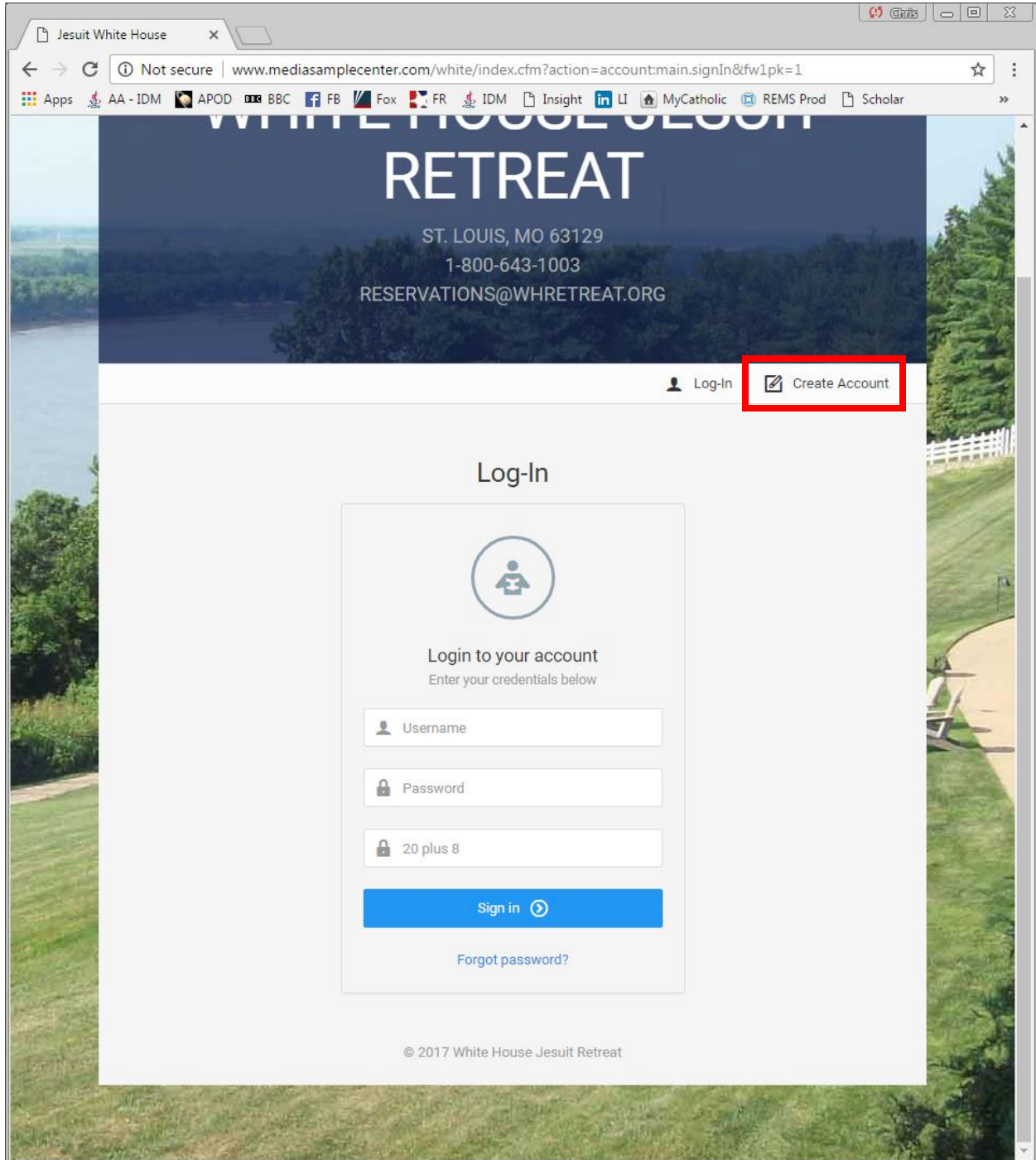
Begin by navigating with your browser to www.whretreat.org
Select 'Register/Update Personal Info' from the main page as shown:



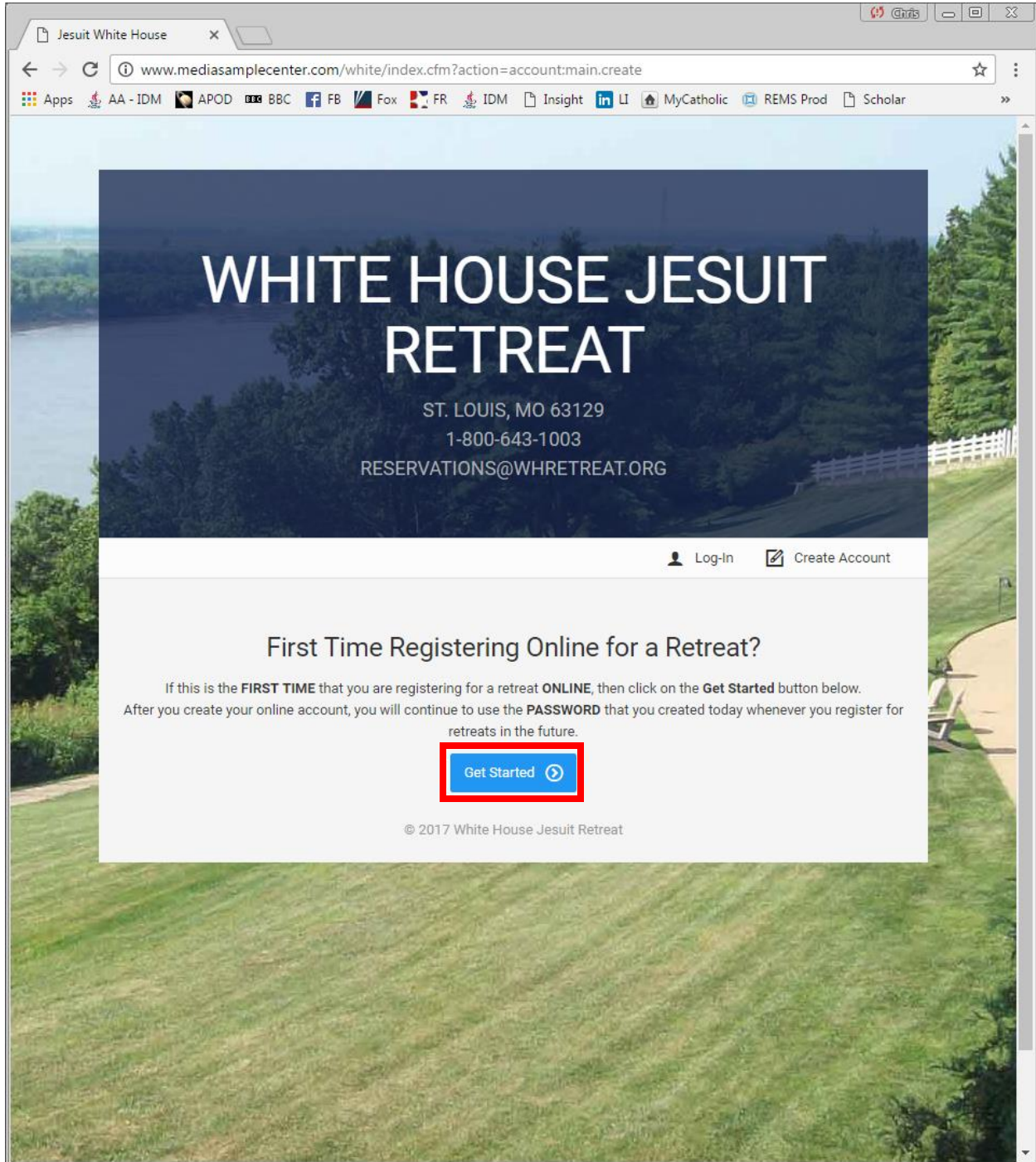
White House Retreat Inc.
Online Reservation Quick Reference Guide
New Account Creation – Returning Retreatants

20-Apr-17

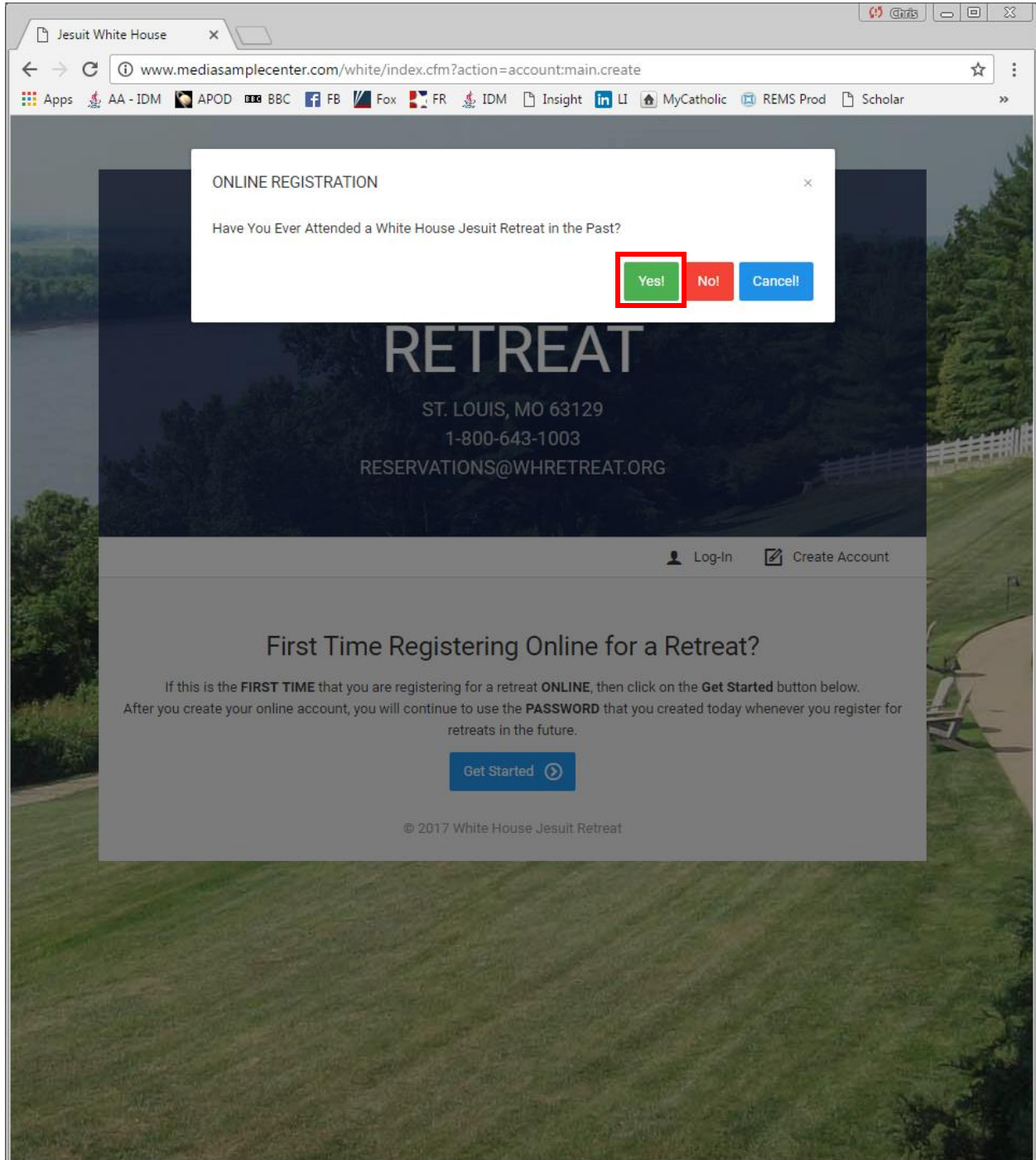
Select 'Create Account' as shown:



Select 'Get Started' as shown:



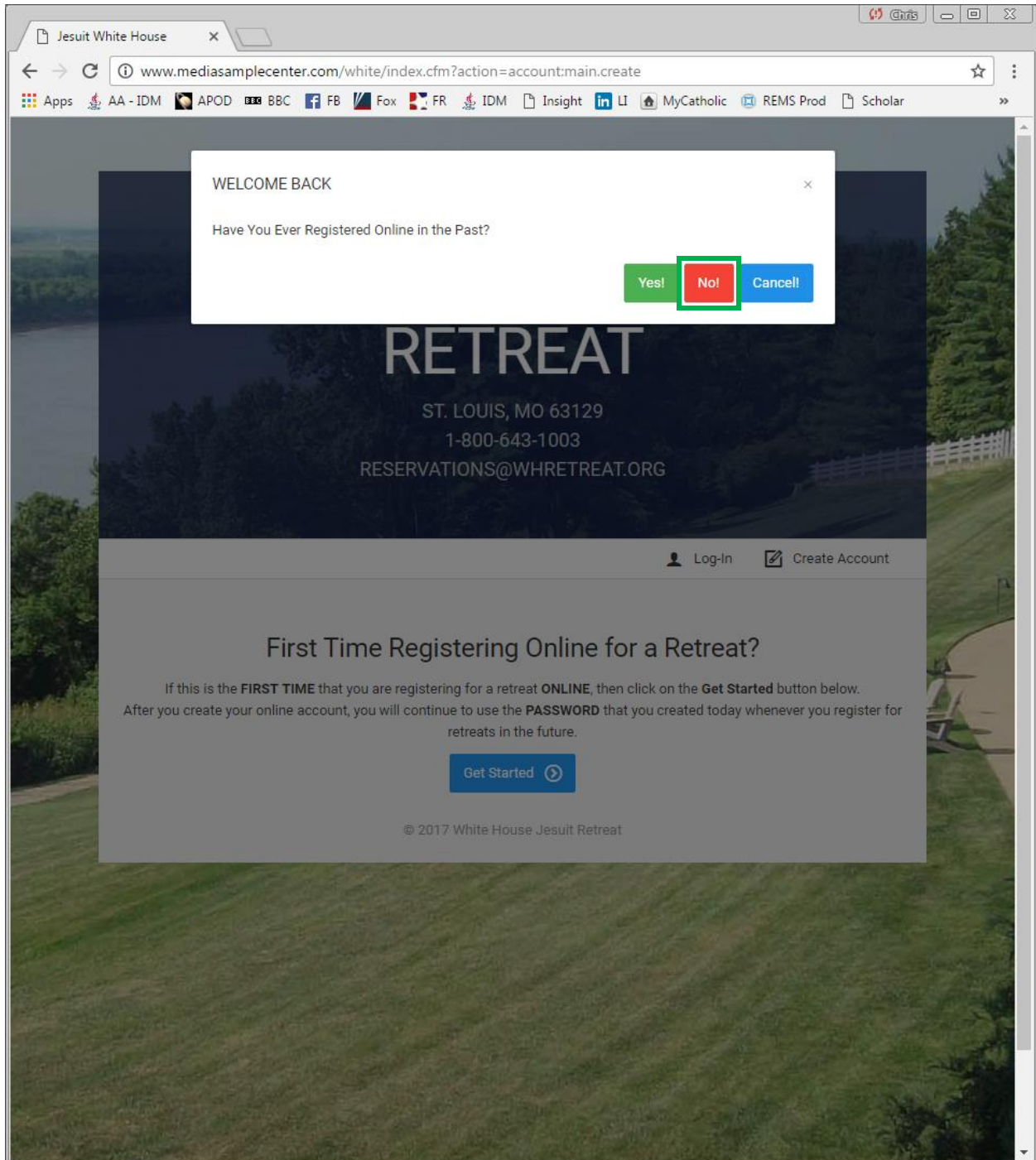
Answer Question = Yes:



White House Retreat Inc.
Online Reservation Quick Reference Guide
New Account Creation – Returning Retreatants

20-Apr-17

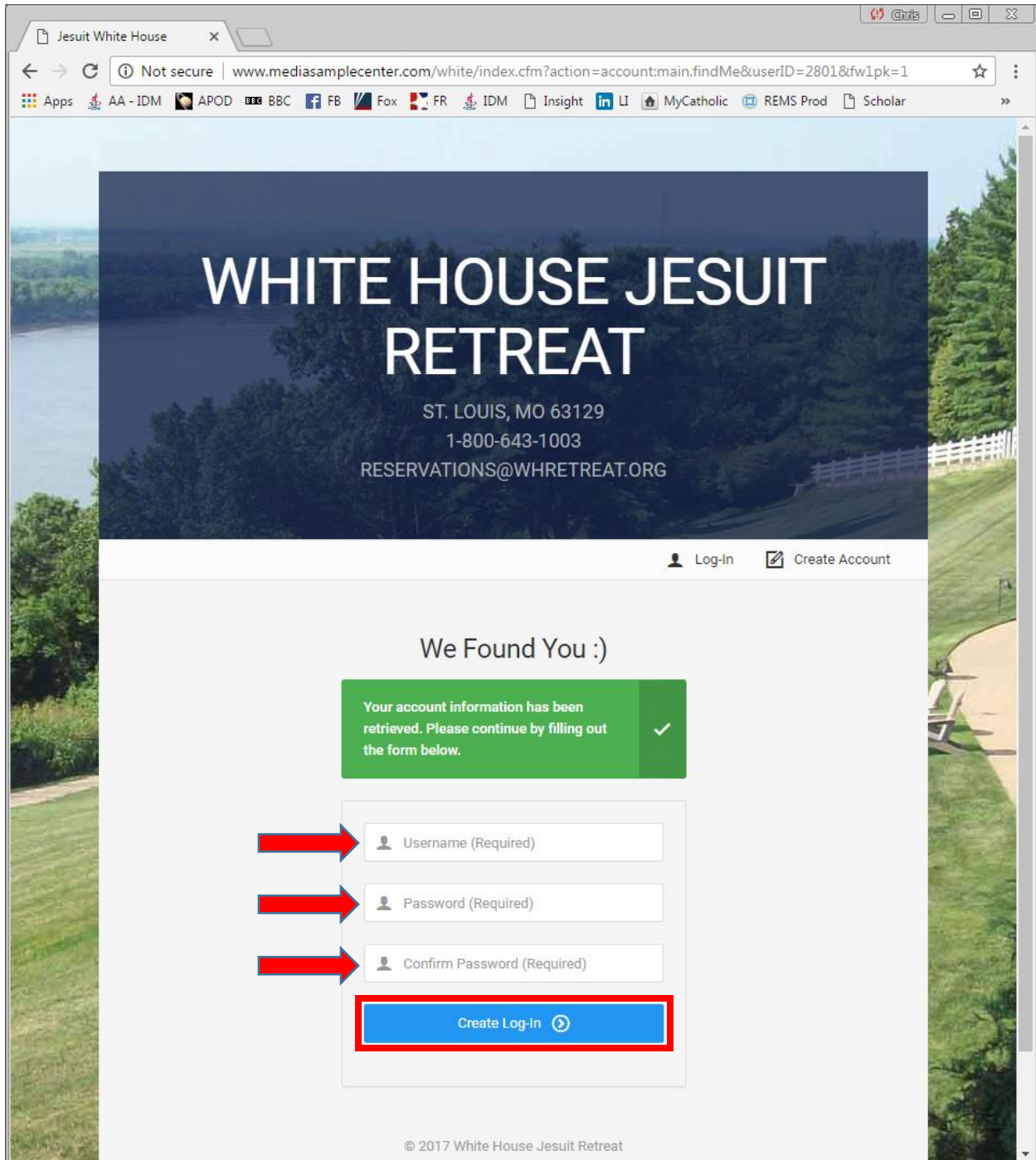
Answer this question with a No. It is misleading because the logic behind it doesn't take into account the previous online registration system. If you select Yes here you will be redirected to the 'Log In' page. Select No to continue:



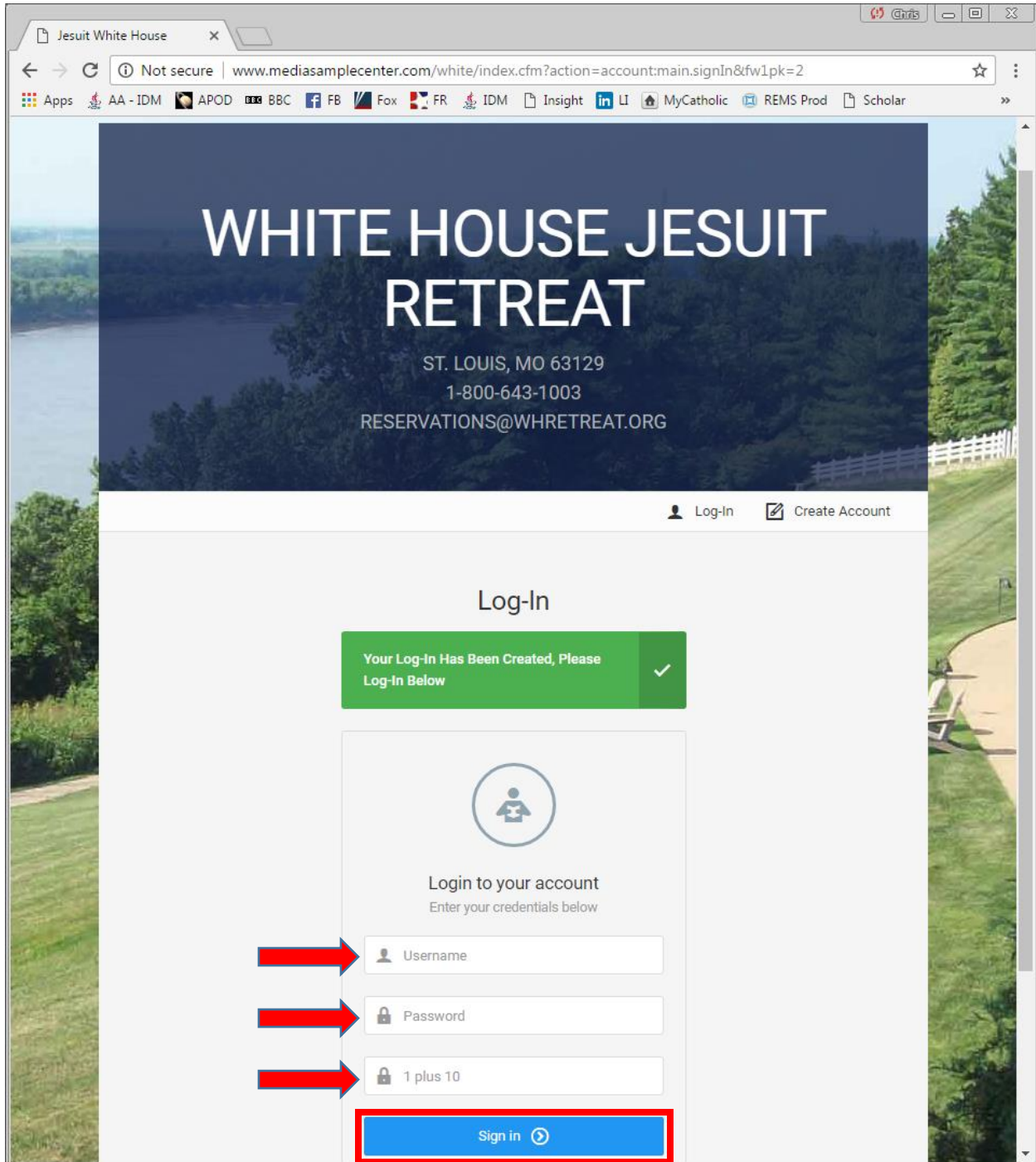
Find yourself using the Find Me panel:
I'm using Ed Murphy as my test case here, since I already registered myself:

The screenshot shows a web browser window with the URL www.mediasamplecenter.com/white/index.cfm?action=account:main.findMe. The page header displays "WHITE HOUSE JESUIT RETREAT" in large white text over a dark blue background. Below the header, the location "ST. LOUIS, MO 63129", phone number "1-800-643-1003", and email "RESERVATIONS@WHRETREAT.ORG" are listed. A navigation bar includes "Log-In" and "Create Account" links. The main content area is titled "Find Me" and contains the following text: "If you have attended a retreat in the past, but don't have a login yet, please enter your first name, last name, and either a city or the first 5 digits of your zip code in the form below. If the system can't find your information or you would like assistance in creating your account, please call us at: 1-800-643-1003. You can also email us at: reservations@whretreat.org." The form consists of four input fields: "Edward" (with a red arrow pointing to it), "Murphy" (with a red arrow pointing to it), "City", and "63129" (with a red arrow pointing to it). A blue "Find Me" button with a magnifying glass icon is highlighted with a red rectangular box.

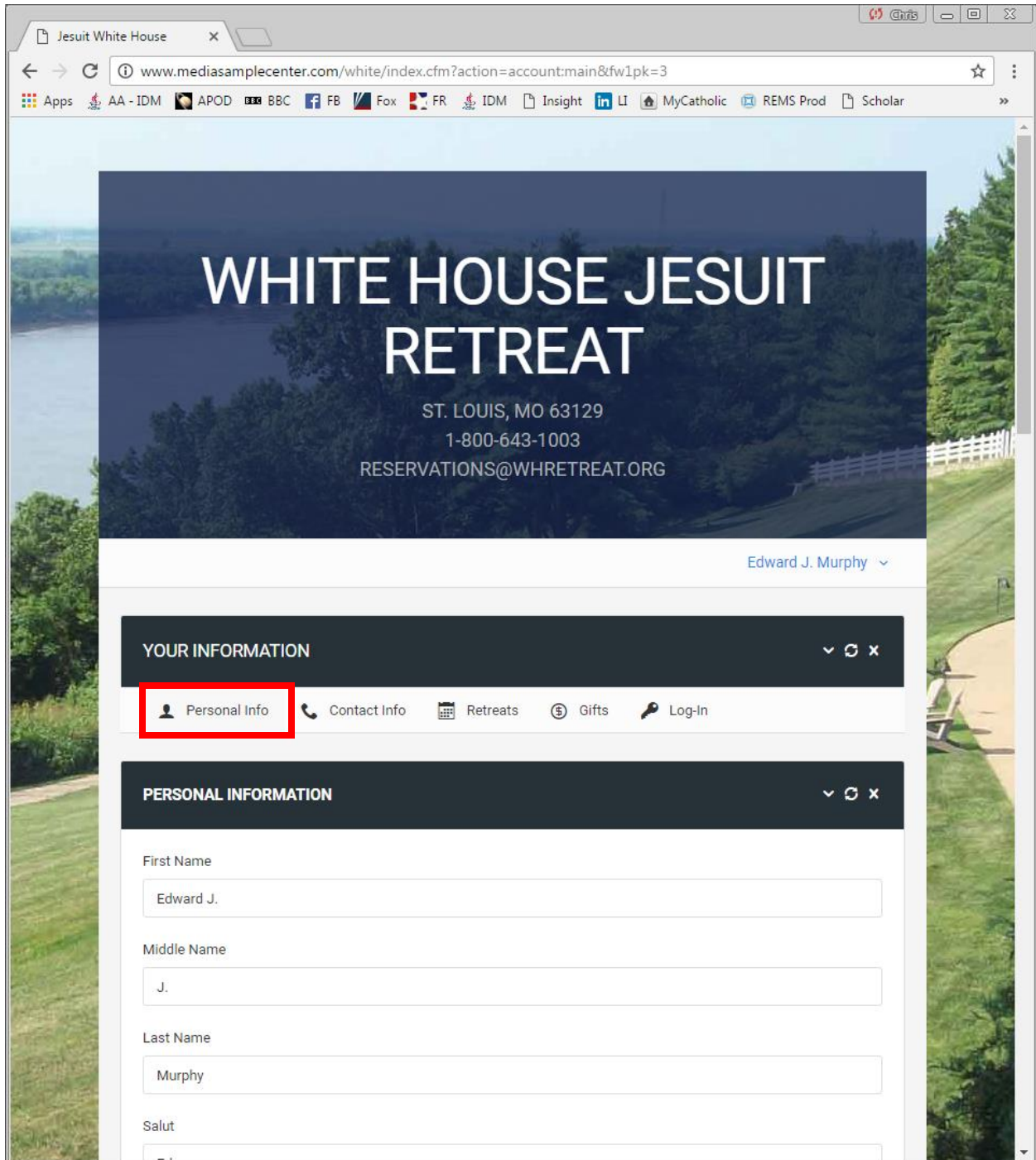
The found confirmation page comes up. I'm not going to display the username and password I'm creating for Ed in this guide, but suffice it to say that you are being prompted to create a Username, a password and to confirm the password for yourself at this stage:



You will then be prompted to actually log in once your credentials have been saved. Enter your Username, password and provide the answer to the simple arithmetic problem. This arithmetic problem exists to keep automatic programs from spamming this site. Again, the generic screen is displayed below to protect Ed's security:



The personal information section of your profile is displayed. You can scroll down to edit any information that may be incorrect and save your changes. I am only displaying the top of the page in this view for privacy purposes:



Select Retreats in the 'Your Information' section of this page:

The screenshot shows a web browser window with the URL www.mediasamplecenter.com/white/index.cfm?action=account:main&fw1pk=3. The page features a large header with the text "WHITE HOUSE JESUIT RETREAT" and contact information: "ST. LOUIS, MO 63129", "1-800-643-1003", and "RESERVATIONS@WHRETREAT.ORG". Below the header, the user's name "Edward J. Murphy" is displayed. The "YOUR INFORMATION" section contains a navigation menu with the following items: "Personal Info", "Contact Info", "Retreats" (highlighted with a red box), "Gifts", and "Log-In". Below this menu, the "RETREATS" section shows the following data: "Total Retreats: 9", "First Retreat: 09/22/2011", and "Last Retreat: 09/15/2016". At the bottom, the "UPCOMING RETREATS" section is partially visible, showing a table with columns for "#", "Date", "Retreat", "Group", "Status", and "Change Status".

White House Retreat Inc.
Online Reservation Quick Reference Guide
New Account Creation – Returning Retreatants

20-Apr-17

Scroll down slightly to the 'Upcoming Retreats' section, Change status appropriately, by selecting Register or Decline:

The screenshot shows a web browser window with the URL www.mediasamplecenter.com/white/index.cfm?action=account:main&fw1pk=3. The page header features the word "RETREAT" in large white letters on a dark blue background, with contact information: "ST. LOUIS, MO 63129", "1-800-643-1003", and "RESERVATIONS@WHRETREAT.ORG". The user's name, "Edward J. Murphy", is displayed in the top right.

The main content area is divided into several sections:

- YOUR INFORMATION**: A navigation bar with links for "Personal Info", "Contact Info", "Retreats" (which is highlighted), "Gifts", and "Log-In".
- RETREATS**: A summary section showing "Total Retreats: 9", "First Retreat: 09/22/2011", and "Last Retreat: 09/15/2016".
- UPCOMING RETREATS**: A table with columns for "#", "Date", "Retreat", "Group", "Status", and "Change Status".
- PAST RETREATS**: A section at the bottom, partially visible.

The "UPCOMING RETREATS" table contains one entry:

#	Date	Retreat	Group	Status	Change Status
1	09/14/2017	45 Men's Weekend Retreat	45-04 Queen of All Saints	INVITED	Status ▾

A red box highlights the "Status" dropdown menu in the "Change Status" column. A red arrow points from this dropdown to a menu that is open, showing three options: "Register For Retreat", "Add to Wait List", and "Decline Invite". Another red arrow points from the "PAST RETREATS" section to the "Decline Invite" option.

At the bottom left of the browser window, the text "javascriptvoid(0);" is visible.

White House Retreat Inc.
Online Reservation Quick Reference Guide
New Account Creation – Returning Retreatants

20-Apr-17

You will receive the 'Success' panel shown below. You will see that your invitation status has changed to Registered.

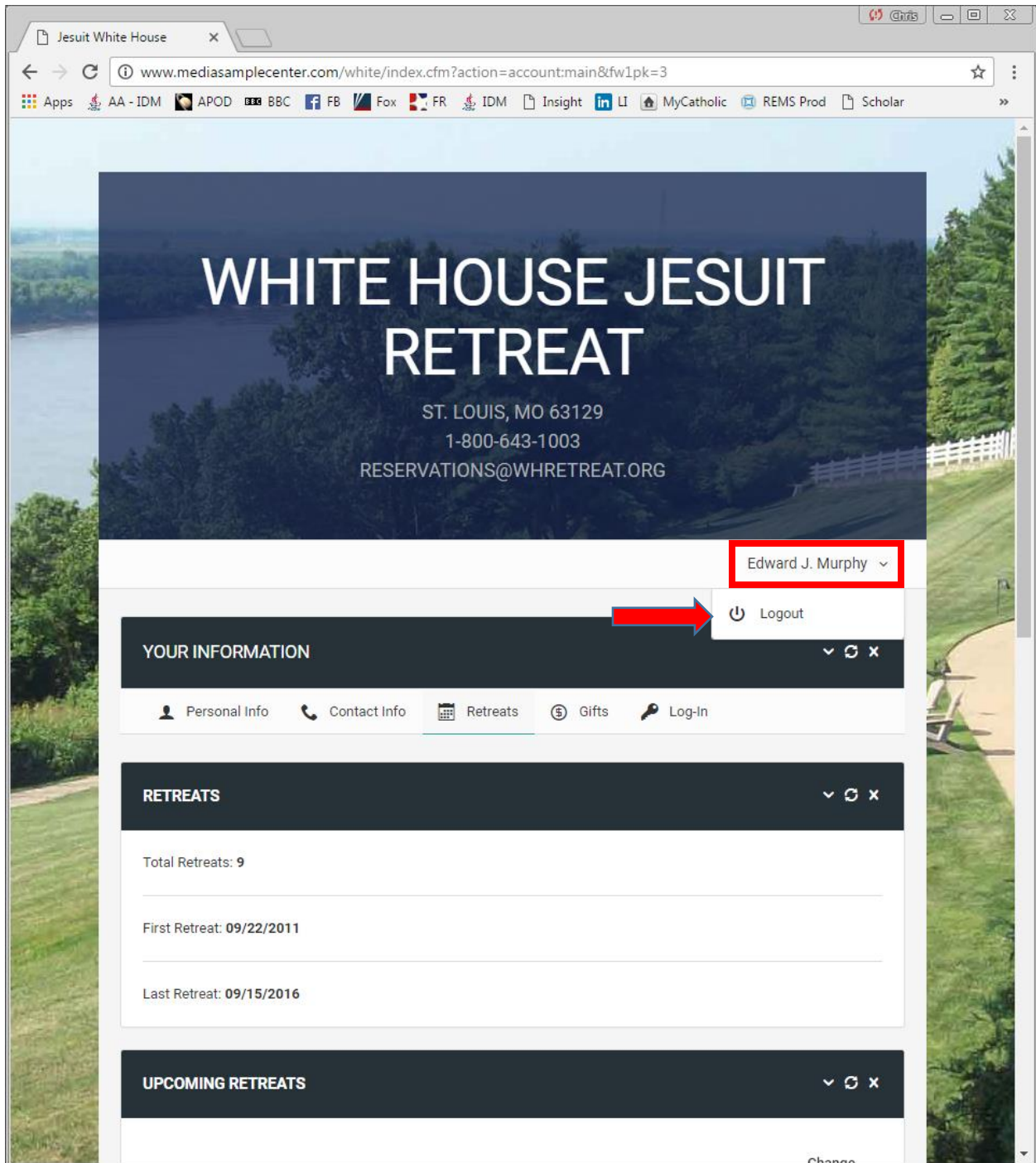
The screenshot shows a web browser window with the URL `www.mediasamplecenter.com/white/index.cfm?action=account:main&fw1pk=3`. The user is logged in as Edward J. Murphy. The page displays a profile section with tabs for Personal Info, Contact Info, Retreats, Gifts, and Log-In. A success message overlay is present, indicating that the user's status has been updated. Below the message is a table of upcoming retreats.

#	Date	Retreat	Group	Status	Change Status
1	09/14/2017	45 Men's Weekend Retreat	45-04 Queen of All Saints	REGISTERED	Status

Below the upcoming retreats table is a section for past retreats:

#	Retreat Date	Retreat Name	Retreat Group	Status
1	09/15/2016	45 Men's Weekend Retreat	45-04 Queen of All Saints	ATTENDED
2	09/18/2014	45 Men's Weekend Retreat	45-04 Queen of All Saints	ATTENDED

Scroll to the top of the page, select the down arrow next to your name and then select logout as shown:



Your online registration is now complete.
Thanks for registering for White House Retreat, You Belong Here!