

Minor Health Release Form Directions
Please read entire page before clicking
the link!

Prior to clicking on the registration link, make sure you are logged-in to Realm on the device you are using or the system will not have access to the database info needed to register all of your children at the same time. Need a new Realm invitation from BSUMC? *CLICK HERE*

Registration Steps: Remember to hit the final blue "*Register*" button on the right-hand side of the third page so that all of the other steps will count!

- 1. Print these directions for reference.
- Make sure you are logged into your BSUMC Realm account. PLEASE DO
 NOT attempt to complete this process as a guest unless you are visiting for the first time.
 It will not work the way it is intended to work.
- 3. Where it says, "Who's Coming?" unclick the parent's name and select all of the names of your children under the age of 18 at the beginning of the registration so that you may complete the Minor Health Release for all of your children at once. IF YOU DO NOT SEE THIS OPTION, THE SYSTEM THINKS YOU ARE A GUEST. Please go to a new browser window and log-in to Realm and try the link again.
- 4. Change each child's "Registration Type" in the drop-down menu next to each child's name to "Children's Ministry" for those in 5th grade or younger and "Youth Ministry" for those in 6th-12th grade.
- 5. In order to use the same answers for all of your children, click on the blue "Apply this answer to all registrants" option under every question that it appears.
- 6. Type your full legal name at the end of the form. This will serve as your signature for the Minor Health Release for all of your children.
- 7. **VERY IMPORTANT:** Be sure to hit the final blue *REGISTER* button that is on the right-hand side of the third page of the form that says to review your registration details. (Careful...this page makes it look like you've completed the process but be sure to look for that register button!)
- 8. Check your email for an automated confirmation receipt from Realm. If you do not receive a confirmation email, check your junk/spam mailbox. If no email was received, your registration did not go through. Please try again.

Now that you are logged-in to Realm and are ready to go, <u>CLICK HERE</u> to register all of your children using one form for the whole year!