HOW TO UPDATE YOUR CHILD'S ONLINE REGISTRATION FORM

STEP 1: Log into your account at <u>https://ryenaturecenter.app.neoncrm.com/</u>. If you forgot your password or did not make one upon registering, click "having trouble logging in" and use the email you entered during registration to retrieve login information. You may need to check your spam folder.



Step 2:

Click registration history from the "What would you like to do?" drop-down menu.



You do not have an active membe	rship. Join Now	What v	vould you like t	o do? 🔻
Eve	ate Dogist			
Events Registered				
Event	Event Date	Amount	Status	Actions
2022 Summer Camp/PAC	06/27/2022 - 08/19/2022 ET	\$.00	SUCCEEDED	Details
2021 Summer Camp/PAC	06/28/2021 - 08/20/2021 ET	\$2,084.00	PENDING	Details
June Bugs 2021	06/07/2021 - 06/25/2021 ET	\$.00	SUCCEEDED	Details
After-School Registration (April/May)	04/26/2021 - 05/27/2021 ET	\$356.00	DEFERRED	Details
2021 Summer Camp/PAC	06/28/2021 - 08/20/2021 ET	\$850.00	SUCCEEDED	Details



Step 3:

Click "Details" next to the registration form you are trying to update. It will likely be your most recent registration.

Step 4:

Click edit attendee to update any missing fields. You will need to edit each attendee if you have multiple children registered.

Step 5: After updating the information, make sure you hit submit at the bottom of the page.