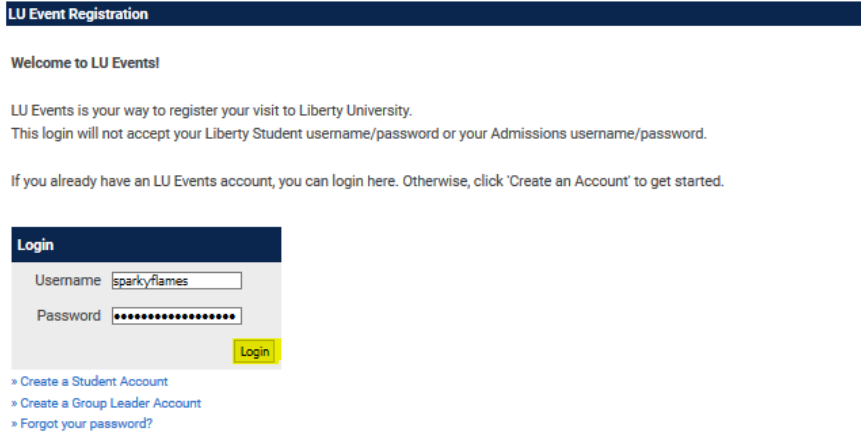


# REGISTER A CFAW GROUP TUTORIAL

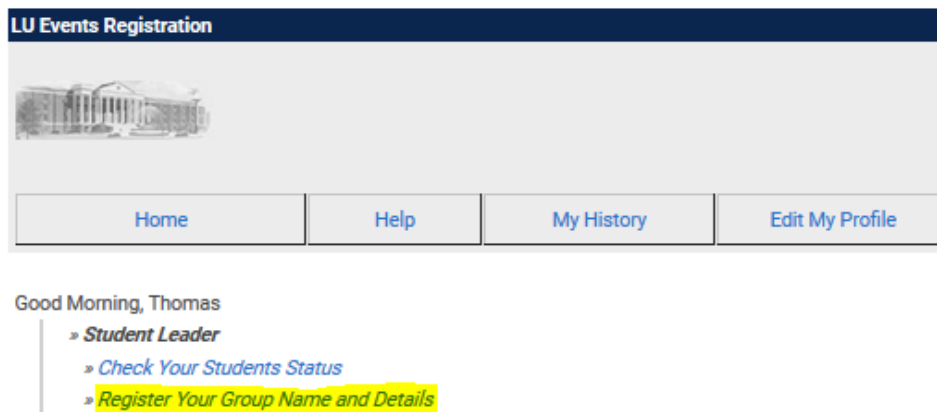
## STEP 2 – REGISTER YOUR GROUP NAME

- (1) Visit the [CFAW Registration Page](#).
  - a. If you have not previously registered as a CFAW Group Leader, complete “Step 1 – Create Student Leader Account.”
  - b. If you have previously registered as a CFAW Group Leader, complete the following steps below.
- (2) Under “Login” type your Group Leader username, password and “Login”.



The screenshot shows the 'LU Event Registration' page. At the top, there is a dark blue header with the text 'LU Event Registration'. Below the header, the text reads: 'Welcome to LU Events!', 'LU Events is your way to register your visit to Liberty University. This login will not accept your Liberty Student username/password or your Admissions username/password.', and 'If you already have an LU Events account, you can login here. Otherwise, click 'Create an Account' to get started.' Below this is a 'Login' form with a dark blue header. The form contains two input fields: 'Username' with the text 'sparkyflames' and 'Password' with a masked password of 12 dots. A yellow 'Login' button is positioned to the right of the password field. Below the form are three links: '> Create a Student Account', '> Create a Group Leader Account', and '> Forgot your password?'

- (3) At the bottom of the page click, “Register Your Group Name and Details”.



The screenshot shows the user dashboard for 'LU Events Registration'. At the top, there is a dark blue header with the text 'LU Events Registration'. Below the header is a large image of a building. Below the image is a navigation bar with four buttons: 'Home', 'Help', 'My History', and 'Edit My Profile'. Below the navigation bar, the text reads: 'Good Morning, Thomas', followed by a list of links: '> Student Leader', '> Check Your Students Status', and '> Register Your Group Name and Details'. The last link is highlighted in yellow.

- (4) Complete the “College For A Weekend – Registration Form” section. (See example on next page)

### College For A Weekend - Registration Form\*

<input checked="" type="radio"/> Sep 28 - Oct 1, 2017	Not Yet Registered
<input type="radio"/> Nov 9 - Nov 12, 2017	Not Yet Registered
<input type="radio"/> Feb 22 - Feb 25, 2018	Not Yet Registered
<input type="radio"/> Apr 5 - Apr 8, 2018	Not Yet Registered

Are you a LU alumni?\*

Have you been to CFAW before with a group?\*

- (5) Complete the “About Your Group” section. **NOTE:** You must temporarily disable your pop-up blocker in order to complete the form. A calendar will pop-up and you will need to select the date of your arrival. You may have to maximize the window in order to select the correct date.

### About Your Group

Group Type\*

Number of students attending\*

Group Name\*

Group Phone with Area Code\*

Group Street Address\*

Group Address Cont.

City\*

State\*

Zip\*

Country\*

Expected Arrival Date\*  Choose date

Expected Arrival Time\*

Be as specific as possible (i.e. Lynchburg Homeschool Co-op, First Baptist Church of Lynchburg, Central Christian School, Lynchburg, etc.)

Select ...

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September 2017

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- (6) Click, “Submit”.
- (7) An email will be sent confirming the registration of your group name.
- (8) Share this group name with your students if you decide to have your students register themselves for College for a Weekend.
- (9) Proceed to “Step 3 – Register Your Students.”