

REGISTER A CFAW GROUP TUTORIAL

STEP 3 – REGISTER YOUR STUDENTS

- (1) Visit the [CFAW Registration Page](#).
 - a. For each student you register, you must follow these steps.
 - b. You have the option to have your students register themselves. They can follow this tutorial as well.
 - c. If a student has registered for CFAW previously before, they can login using their username and password and proceed to step 7 of this tutorial.
- (2) Under “Login” click, “Create a Student Account.”

LU Event Registration

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.

If you already have an LU Events account, you can login here. Otherwise, click 'Create an Account' to get started.

Login

Username

Password

[» Create a Student Account](#)

[» Create a Group Leader Account](#)

[» Forgot your password?](#)

- (3) Complete the “Your Personal Information” section.

Your Personal Information

Legal First Name*

Middle Name

Last Name/Surname*

Gender* Male Female

Street Address*

City*

State/Province*

Zip/Postal Code*

Country*

Phone*

Preferred contact time

E-Mail*

I am an international student

Date of Birth*

Military addresses (APO, FPO, etc.) should select United States.

Please include both Country and City code for an international number.

We will communicate with you via email. Please be sure this address is current and accurate!

If you plan to visit Liberty University during College For A Weekend, please note that only students between the ages of 15-25 are only allowed to stay in the Residence Halls.

(4) If you know the student's Liberty ID, please input it in the form. If not, you may leave blank.

Expected Liberty University Entry Term*	Fall 2018
What prompted you to schedule a visit to Liberty? *	Pastor / Youth Leader
<input checked="" type="checkbox"/> Yes, please send me information about Liberty!	
Liberty ID:	L00000001

If you already know your unique Liberty ID, please input it here.

(5) Complete the "Username/Password" section. Then click, "Submit."

Username/Password	
<ul style="list-style-type: none">Use only alpha-numeric characters (A-Z and 0-9)No spaces5-20 characters in length	
Desired Username*	sparkyflames
Password*
Confirm Password*

This username and password will enable you to return to Admissions Gateway, where you can schedule another visit to Liberty without having to re-enter your contact information.

* Required Fields
** Required for U.S./Canada

Submit

(6) An email will be sent confirming your registration. Proceed to step 8.

(7) Login with your username and password. Click, "Login."

Login	
Username	sparkyflames
Password
Login	

[» Create a Student Account](#)
[» Create a Group Leader Account](#)
[» Forgot your password?](#)

(8) Under "College For A Weekend – Registration" select which weekend the student will be attending.

College For A Weekend - Registration	
Choose an available College For A Weekend date. *	
Note: You may only register for 1 CFAW event(s) per academic year.	
<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

(9) Complete the "About Your Visit" section.

About Your Visit	
Your Current Year in School*	Senior/12th Grade
Academic Interests*	Accounting - BS
Have you attended a previous CFAW?*	No

(10) Under “About Your Visit” select that you’re attending as a group. A second dropdown will appear. Select the name of your group. Complete the remainder of the section.

Will you be staying with a group, a current Liberty student, or as an individual?*	<input type="radio"/> Individual <input checked="" type="radio"/> Group
Group/Church Name*	Liberty Alumni Relations Lynchburg, VA <small>* If you are in a group that is not listed, please contact your Youth/Student Pastor about registering your group with CFAW.</small>
Parents or Family Attending?	<input type="radio"/> Yes <input checked="" type="radio"/> No How Many? <input type="text"/>
	<small>CFAW guest students are invited to stay in our residence halls with a current LU student. Family members are encouraged to visit the Visitors Center site for overnight accommodations in the Lynchburg area.</small>
How did you hear about CFAW?*	<input type="radio"/> Website <input checked="" type="radio"/> Pastor / Youth Leader

(11) Specify your method of transportation.

Please Specify Your Transportation:

- I'm arranging my own transportation to CFAW
- I'm riding with my church or school group to CFAW
- I'm riding a Liberty sponsored bus to CFAW
- I'm riding a plane, train or bus to Lynchburg and need a ride to and from Liberty for CFAW

(12) Confirm Your Payment Arrangement.

- a. If you will have the students pay their own way, they will select the first option to pay with a credit or debit card. Click the option and then the checkbox specifying that payments are non-refundable. Finally select, “Submit.”

Payment Arrangements

Confirmation Deposit:
If you have paid your confirmation deposit, you are entitled to attend CFAW free of charge.
Enter your Liberty ID number including the letter "L" here:

Ways to pay:*

- I would like to pay the registration fee now by credit/debit card.**
- I would like my Group Leader to pay the registration fee.
- I would like to pay the registration fee now with my Confirmation Deposit.

* A confirmation deposit will not pay for a Bus seat. If you want to ride an LU sponsored bus, you will need to return to this page to pay for your bus seat separately

Note: If you would like to pay with a check or money order, please call (800) 543-5317

Payment is required for the following:
A fee of \$50 is required for registration, or \$0 with confirmation deposit.
An additional fee of \$75 is required when riding a Liberty sponsored bus.

I understand that CFAW payments are non-refundable.

- b. If you as the group leader will pay for their entire group, click the second option and then the checkbox specifying that payments are non-refundable. Finally select, “Submit.” Once submitted, contact the CFAW Groups Coordinator at (434) 592-6043 to make the payment over the phone. Payments must be received prior to CFAW. Once payment is submitted, registration is complete.