

How to register my Holy Week Mission online

To complete your application, go to <https://rcactivities.com/node/add/local-event> (Note: You must create an account and log in to complete this application)

1. Enter the information requested in each field for this event
2. For **Event Type** choose: **Day Event (youth or adult)**, **Overnight Event (youth or family)**, or **Overnight Event (adult)**
3. For **What the event is promoted as** enter: **Mission Youth Holy Week Mission**
4. The **Organizing Entity** will be:
 - a. **RC Activities** if you plan to be covered under the RC Activities liability insurance and use RC Activities bank account, permission forms, waivers, and other administrative processes for your event
 - b. **Other Institution** if you are using your parish or school permission forms and administrative processes instead
5. After you complete the application process, you will be redirected to a page with the administrative forms and processes needed for your event

Type *

- Day Event (youth or adult)
- Overnight Event (youth or family)
- Overnight Event (adult)
- ECYD Mission Corps Program
- LTP Program Session (Spring or Fall)
- Summer Camp - Day Camp - Convention
- International Pilgrimage/Trip

What is the event promoted as? *

- Challenge
- Conquest
- ECYD
- Leadership Training Program
- Mission Youth Holy Week Mission
- Mission Youth (on-going day license required)
- Pure Fashion
- Other

Organizing Entity *

- RC Activities
- Other Institution (parish, school, retreat center, etc)

Overnight Event Information (youth or family)

What is an "Overnight Event (youth or family)"?

- This is any overnight event with youth or family event, sponsored under any program name or sponsored by Regnum Christi. Some examples are weekend youth retreats, weekend campouts, weekend missions or youth or family overnight Holy Week Missions.
- If you are having a Mission Youth Overnight Mission, you must have a valid "Mission Youth Missions license". You can apply for this at www.MissionYouth.com
- Accident Insurance is required for all overnight youth and family events.

If you have questions, please contact CustomerService@MissionNetwork.com or call (855) 556-6872

The following applies only to events organized by RC Activities, Inc.

All administrative forms that need attention from the national office (contracts, certificate of insurance, accident insurance, etc...) will need to be uploaded to your event application for processing.

- You can complete your application without uploading these forms and come back later to add them to your event file.
- You can access your existing event applications from your Mission Network account by logging in and clicking on:
 1. **My Account** on the bar at the top of the page
 2. Then click on the **My Organized Events** tab to see your events
 3. You would then click **Edit** next to your event application to upload any contracts, certificate of insurance requests, or other administrative forms that need attention from the national office.
 4. You can also click **view support page** to access the administrative forms and processes for your event.

The screenshot shows the top navigation bar of the RC Activities, Inc. website. The navigation bar includes links for Home, Mission Network, Admin Support, Register, Volunteers, RC Connect, My Account, and Logout. The 'My Account' link is highlighted with a green box, and a red arrow points to it from the right. Below the navigation bar is the RC Activities, Inc. logo and the company name. The main content area displays the name 'Anna test' and a list of tabs: View, Edit, My Event Registrations, My Organized Events, My Certificates, and Order history. The 'My Organized Events' tab is highlighted with a green box. Below the tabs, there is a table with the following data:

Date	Title	Support	Operations
April 6, 2020 to April 11, 2020	Holy Week	view support page	edit

The 'view support page' link in the table is highlighted with a green box, and the 'edit' link is highlighted with a red box.