



RC Activities Event Management System

National Registration of Local Events

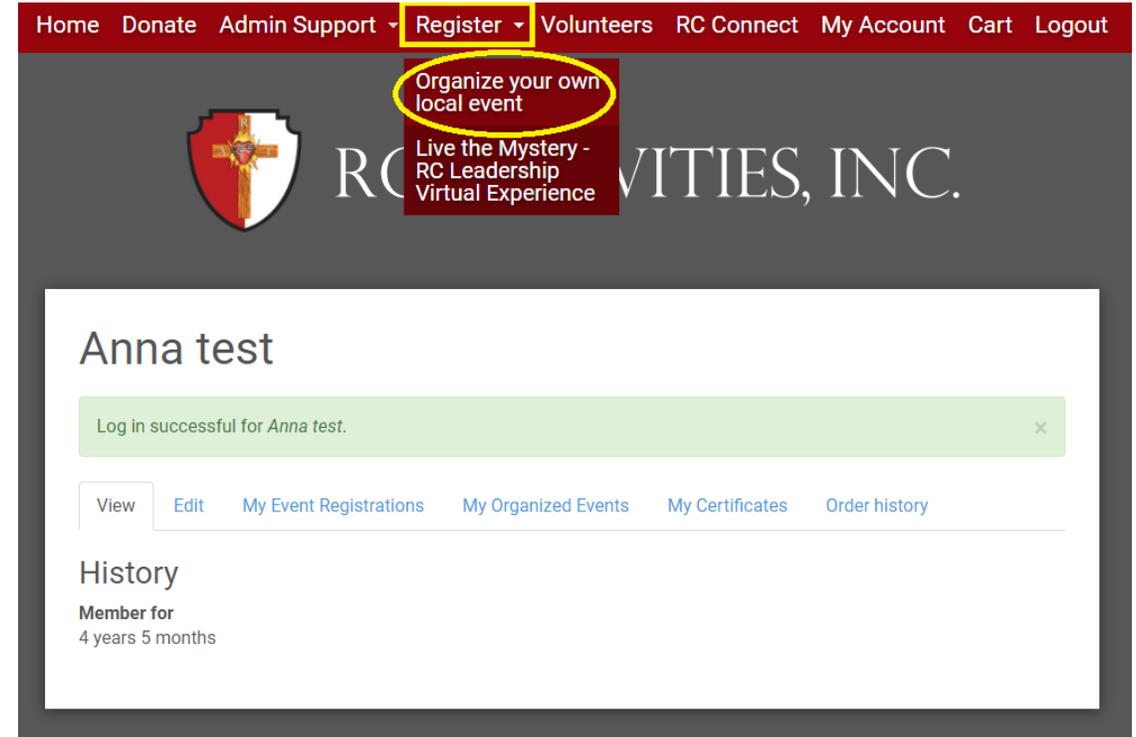




How to Begin

Go to <https://rcactivities.com/node/add/local-event> (Note: You must log in or create an account to complete this application)

Or login at <https://rcactivities.com/>
Under **Register** click on
Organize your own local event





Organize your own local event

You will see this webpage to complete your application.

- Scroll through this page to complete the form then click **save**.
- This form registers your local event with the **RC Activities national office**. Registration for local event participation is processed locally.

If you have any questions about this form, please contact Anna Kulway at customerservice@rcactivities.com or by calling 855-556-6872 Ext 1

The screenshot shows the website header with navigation links: Home, Donate, Admin Support, Register, Volunteers, RC Connect, My Account, Cart, Logout. Below the header is the RC Activities logo and the text 'RC ACTIVITIES, INC.'. The main content area features the heading 'Organize and Register a Local Event' followed by 'CREATE A LOCAL EVENT ACCOUNT'. Below this is a paragraph of text explaining the requirements for running an organized activity. At the bottom of the content area is a section titled 'Trying to access your previous event account?' with a bullet point: 'To access your previously created event application, go to MY ACCOUNT on the menu and click "My Organized Events".'





The Application

Completing the form to register your local event

- Enter the event information requested on the form
- All items with an asterisk are required

You can edit this application after you **save** to make any changes or to upload any required forms. The entire form must be completed first, then changes or updates may be made later.

Contact Anna Kulway with the RC Activities office for support.

Questions:

Contact:
Anna Kulway
customerservice@rcactivities.com
(855) 556-6872 Ext. 1
Hours: M-F 8am-4pm ET

Event Name *

Please tell us the name of the event/activity that you are organizing.

Event organizer name *

Event organizer email *

Event organizer cell phone *

Organizing locality name *

Please select the name of the locality that is organizing the event.





Event Type, Promoted As, Sponsored By

- Type

The event type will determine the administrative support for the event

- Promoted As

How you promote the event will determine additional requirements as needed

- Sponsored by

In order to have RC Activities sponsor your event, you must use an RCA Bank account as well as other processes detailed on this application and administrative support page

Please carefully read the remainder of the form to ensure all the administrative processes required for your event are met.

You may edit this form at a later date to add contracts or other forms that need attention from the national office.

Please enter the estimated number of participants that will attend this event.

Estimated number of adult volunteers *

Please enter the number of adult (18 and over) volunteers / chaperones

Type *

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

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
- Regnum Christi
- Other

Organizing Entity *

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





Summer Camp Event Type

- Type for summer camps

All summer camp applications must have the event type of **Summer Camp – Day Camp – Convention**

This type of application requests additional event information required for all summer camps

Please carefully read the remainder of the form to ensure all the event information and administrative processes required for your summer camp are met.

You may edit this form at a later date to add contracts or update the application information as needed.

Type *

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





Administrative Forms and Processes

After submitting your application, you will be redirected to a webpage with forms and processes to be used for your local event. This page is based your the **event type**.

The screenshot shows the top navigation bar with links: Home, Donate, Admin Support, Register, Volunteers, RC Connect, My Account, Cart, and Logout. Below the navigation is the RC Activities, Inc. logo and header. The main content area displays the title "RC Activities – Overnight Event (Youth)" and a green notification box stating "Local Event Test Camp has been created." Below this is a welcome message: "Welcome to the RC Activities Youth or Family Weekend Retreat or Mission Support Page!" followed by a note: "NOTE: Please bookmark this page for future access" and instructions: "Before using any of the documents or processes below, ensure that you have submitted an event registration form online HERE. Below you will find everything you need to plan, organize, and execute your event."





Administrative Support Page

Here is an example of an ***administrative support page***. Click on the blue **hyperlinks** to access the forms and processes to be used for your local event. Quick links are noted near the bottom of the page.

RC Activities, Inc. Administrative Support

Step 1 - Review the [Administrative Guide](#) which details the administrative forms and process you'll need when hosting your event.

Step 2 - Review the [RC Activities, Inc. Safe Environment Program](#) and [Code of Conduct](#). This guide will detail the guidelines to be followed when working with youth.

Step 3 - You are responsible to ensure that all adult volunteers working with youth have a volunteer certificate on file, which must be presented to you prior to their work at your event. All volunteers should register at <https://rcactivities.com/volunteers>.

Step 4 - Please ensure all adults volunteers also view the following video prior to their work in the program: [Abuse at Camp](#)

For support with your event administrative forms and processes, please email customerservice@missionnetwork.com.

Additional Resources

This is a registration to organize an overnight event in the United States. Note: Each event needs to be registered separately.

Youth event resources to supplement your event can be purchased through the Mission Network online store. Challenge offers several themed retreat leader guides and materials, Conquest offers products that can be used to enhance your participant's experience, and ECYD cards and symbols are offered on the ECYD online Store.

[Challenge Retreat Store](#)

[Conquest Gear Store](#)

[ECYD Store](#)

[Mission Youth Store](#)

For questions regarding the online store, please email customerservice@missionnetwork.com.

Quick Links to Commonly Used Forms and Processes

Permission Forms	You will need to use the <i>RC Activities, Inc.</i> forms below:	
	<ul style="list-style-type: none"> • Permission Form for minors (17 yrs and younger) • Waiver for adults (18 yrs and older) • Family Permission Form - this form can be used when immediate family members attend with their parents and 	Permission Form (Minor) Waiver (Adult) Family Permission Form





Accessing my application and admin page

To access your application or administrative support page at a later date, follow the steps below after logging into your account.

- ***My Account***
- ***My Organized Events***
- ***View support page*** to access admin forms
- ***Edit*** to upload documents to your application (contracts, Certificate of Insurance request, Census Reports for overnight youth events, etc...)

The screenshot shows the website's navigation bar with 'My Account' highlighted in yellow. Below the navigation bar is the RC Activities, Inc. logo and name. The main content area shows the user's profile 'Anna test' with a menu of options: 'View', 'Edit', 'My Event Registrations', 'My Organized Events' (highlighted with a red box), 'My Certificates', and 'Order history'. Below this menu is a table of organized events. The first event is 'ECYD Retreat' from November 6, 2020 to November 8, 2020. The 'Support' column for this event has a 'view support page' link (highlighted with a red box), and the 'Operations' column has an 'edit' link (highlighted with a red box). A yellow arrow points to the 'My Account' menu item.

Date	Title	Support	Operations
November 6, 2020 to November 8, 2020	ECYD Retreat	view support page	edit





Support

Anna Kulway

customerservice@rcactivities.com

akulway@rcfed.org

855-556-6872 Ext 1

