

## St. Matthew Faith Formation Registration Steps

You do not need to set up an account with Faith Direct to register, however if you have one already then signing does make the process easier.

FIRST...Provide the number of children and the information for each child you will be registering on the ticket labeled START HERE.

The screenshot shows a web interface for registration. At the top, there is a navigation bar with 'Sign In', 'Enroll', 'Contact Us', and 'Translate'. Below this is a 'Select Registration' section. A red oval highlights the text 'START HERE: Enter the number of children and their information here!' and a dropdown menu showing '0'. A red arrow points to the dropdown with a text box that says 'Enter number of children you are registering here.'

Once you have selected the number, the form will take 2-5 seconds to load. Please do **NOT** refresh your screen while waiting. By entering your child's information here you are registered in the program and the payment discount will be applied for multiple children. **NEXT YOU WILL NEED TO...**

SECOND...Select the program for each child – this is for @MATT, @HOME and Catholic School.

When registering for @MATT, please bear in mind which campus location you are selecting. @MATT-B = Ballantyne Campus; @MATT-W = Waxhaw Campus.

Upon selecting the number of children you are registering in a grade level, another small form will load and you will be asked "Which child are you registering for <grade level>?"

Which program should you select if your child is...

- **Preschool/Kindergarten** is for children who will have turned three, four or five by August 31, 2020 and is only offered during the 9 am Mass. Once the 10:45 am Mass resumes, we may open a corresponding session.
- **1st Grade or older preparing for First Eucharist:**
  - Please keep in mind, two consecutive years are necessary for reception of First Holy Eucharist. Formal preparation may begin as early as first grade.
  - Select **Catholic School** if your child is in 2nd grade and DID complete 1st grade Catholic School or other Faith Formation/CCD program in 2019-2020.
  - Select the necessary **YEAR 1** if your child is in 1st grade OR if your child is in 2nd grade but was NOT enrolled in Faith Formation, Catholic School or other CCD program.
  - Select the necessary **YEAR 2** for reception of the sacrament in the spring if your child is in 2nd or 3rd grade, and DID complete Year 1, Catholic School or other Faith Formation/CCD program in 2019-2020.
  - Select **RCIC** if your child is in 3rd to 8th grade and needs to receive First Eucharist, reconciliation and in some cases, baptism.
- **3rd, 4th or 5th grade** and child HAS received the sacraments of baptism, reconciliation and First Eucharist, you will select the **grade level** that corresponds to their school grade.
- **6th grade or 7<sup>th</sup>, 8<sup>th</sup> grade and older preparing for Confirmation**
  - Please keep in mind, two consecutive years are necessary for reception of Confirmation. Formal preparation may begin as early as seventh grade.
  - **6th grade** is an encouraged year, as we are building upon the foundation to begin preparation for the sacrament of **Confirmation** and life as a young disciple.
  - **7th grade** is a **necessary year** which can be completed in Faith Formation, CCD or Catholic School in order to receive the sacrament of **Confirmation** at the end of 8th grade.

	Ballantyne Campus SUNDAY	Waxhaw Campus MONDAY	Ballantyne Campus TUESDAY	Waxhaw Campus WEDNESDAY
Preschool	9:00 Mass			
Kindergarten	10:45 Mass*			
Elementary 1st to 5th	2:30 to 3:30 pm 4:00 to 5:00 pm	4:00 to 5:00 pm 5:30 to 6:30 pm	4:00 to 5:00 pm 5:30 to 6:30 pm	4:00 to 5:00 pm 5:30 to 6:30 pm
Middle School 6th to 8th	3:30 to 5:00 pm 7:00 to 8:30 pm	7:00 to 8:30 pm	6:15 to 7:45 pm 7:00 to 8:30 pm	7:00 to 8:30 pm
RCIC 3rd to 5th	2:30 to 3:30 pm 4:00 to 5:00 pm			
RCIC 6th to 8th	4:00 to 5:00 pm			
RCIT	3:30 to 5:00 pm	Ballantyne 7:00 to 8:30 pm		
SPRED*	10 am to 12 pm			

\*session not currently offered

- **8th grade** is a **necessary year for parish faith formation regardless of school attending**, resulting in the sacrament of **Confirmation** in the spring for youth who DID complete 7th grade Faith Formation, CCD or Catholic School. *If your child is in 8th grade, and was NOT enrolled in any of these Catholic programs in 2019-2020, they will need to enroll in 8th grade, but will complete their preparation and receive the sacrament in 9th grade.*
- Teens in **9th grade or older** need to be enrolled in our **RCIT** program to prepare for Confirmation or any other sacraments of initiation.
- **High School Years:** all teens are invited to register for our **Life Teen Youth Group**, regardless of having received the sacraments.

**AFTER YOU HAVE ENTERED YOUR GRADE LEVEL SELECTIONS YOU WILL...**Enter the parent/guardian information  
At the very bottom of the screen is where you will enter the parent/guardian information. THEN SELECT **CONTINUE REGISTRATION**.

### **FINALLY... enter the payment information**

This step will not be necessary if you have an account and have signed into Faith Direct. When all information has been input, and you have also entered your payment information, **please, do NOT refresh your screen after hitting submit.**  
You will see a confirmation page, and receive a confirmation email verifying your registration. If you do NOT receive an email, **please contact our office at [faithform@stmatthewcatholic.org](mailto:faithform@stmatthewcatholic.org) before trying to register again!**

**You are now ready to register! Thank you for allowing us to support your family in your journey of faith!**