

**Dear Family of St. Mark,**

Below are the steps to register for the next round of Divine Liturgies at St. Mark COC.

There is also a short video explaining how to register if you prefer by visiting this link below:

<https://youtu.be/QqXPFdbF9dA>

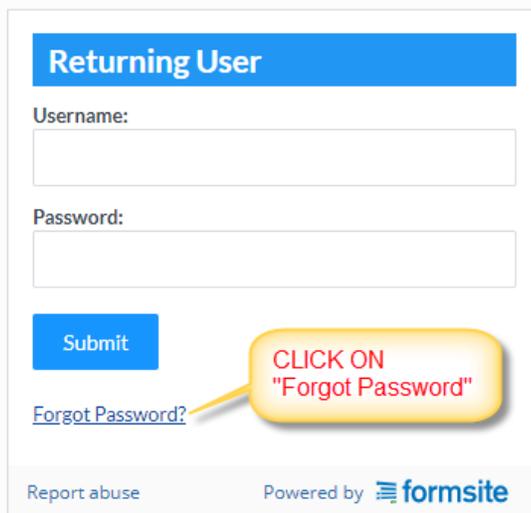
If you have any questions or would like and clarifications kindly email [registrants@stmarkstoronto.ca](mailto:registrants@stmarkstoronto.ca) or call the church secretary at 416-800-5500 ext. 211 (9AM – 7PM).

### **Instruction for Registration**

By now we have registered all those who were on our waiting list as well as those who had not had any communion during the last 14 days nor were registered to receive communion in the next 14 days. Confirmation emails are on their way.

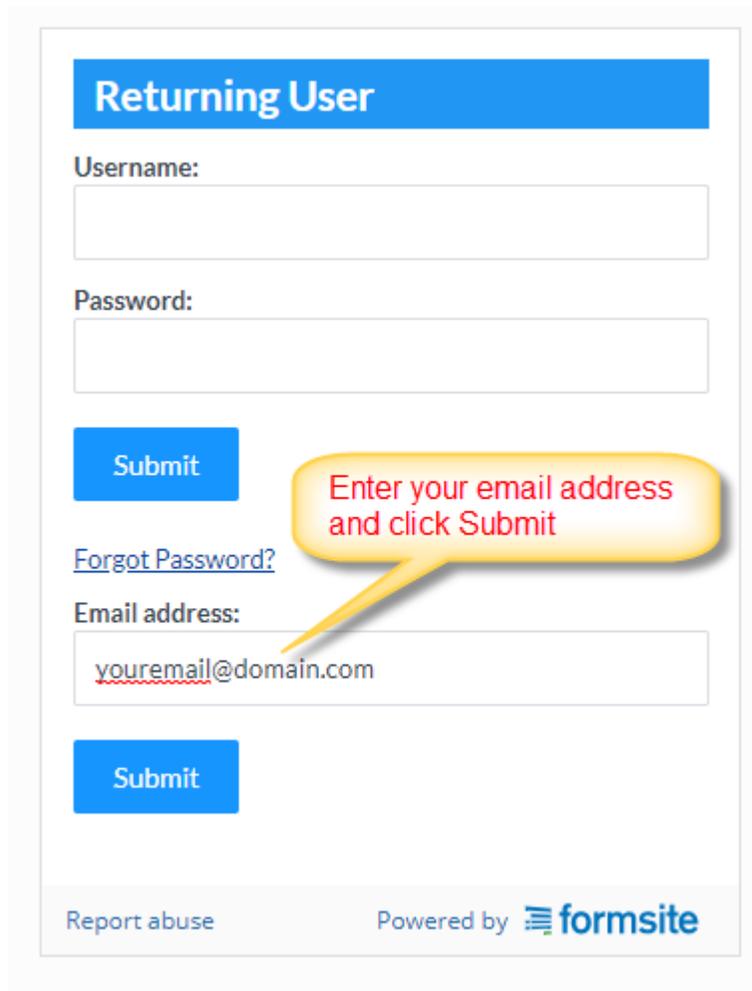
To register please follow these steps:

1. Your Username is your email address that you have registered with.
2. Click on Forgot Password to reset your password:



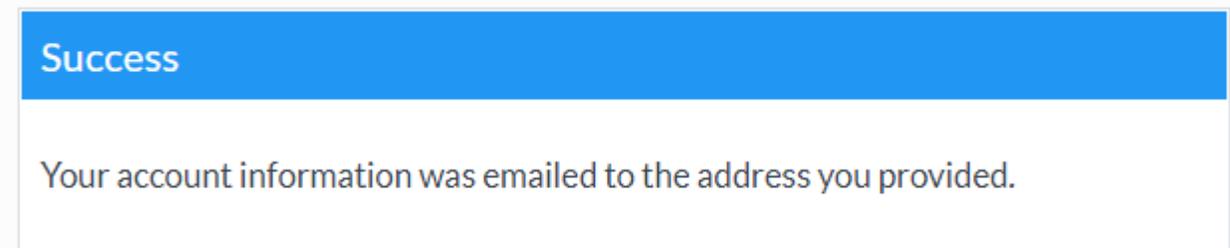
The image shows a login form titled "Returning User" with a blue header. It contains two input fields: "Username:" and "Password:". Below the fields is a blue "Submit" button. A yellow callout bubble with a pointer to the "Forgot Password?" link contains the text "CLICK ON 'Forgot Password'". At the bottom of the form, there is a "Report abuse" link and a "Powered by formsite" logo.

3. In the dialog box that comes up enter your email and click Submit



The image shows a web form titled "Returning User" with a blue header. It contains two input fields: "Username:" and "Password:". Below these is a blue "Submit" button. Underneath is a link for "Forgot Password?". Below that is an "Email address:" field containing the text "youremail@domain.com" with a red underline. A yellow callout bubble with a pointer to the email field contains the text "Enter your email address and click Submit". At the bottom of the form is another blue "Submit" button. The footer includes a "Report abuse" link and the text "Powered by formsite" with the formsite logo.

If you entered the correct email address you will get the following confirmation and an email will be sent to you mailbox. Please follow the instructions in your email to set your password.



The image shows a confirmation message in a white box with a blue header. The header contains the word "Success" in white text. The main body of the box contains the text "Your account information was emailed to the address you provided." in a dark blue font.

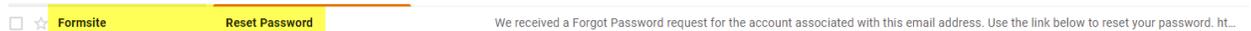
If you get the message below, that means you have entered the wrong email or a different email that you have not used during registration.

An error has occurred

There is no account for this email address.

If you are certain that is your email, please email [registrants@stmarkstoronto.ca](mailto:registrants@stmarkstoronto.ca) or call the church secretary @ (416) 800-5500 ext. 211 for clarification

4. You should receive an email from Formsite with instructions to reset (check Spam or Junk if you don't see your email).



Open your email and click on the link in the email to reset your password.

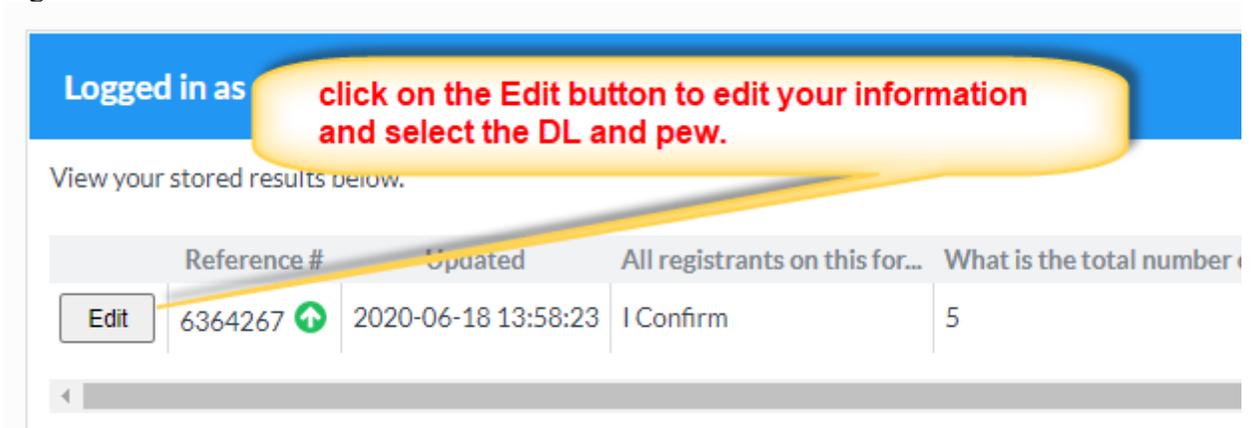
A screenshot of a 'Reset Password' form. The form has a blue header with the text 'Reset Password'. Below the header, there is a yellow callout bubble with the text 'Enter new password' pointing to the first input field. The form contains two input fields: 'Password:' and 'Confirm password:'. At the bottom of the form is a blue 'Submit' button.

Upon a successful attempt you will get the following message

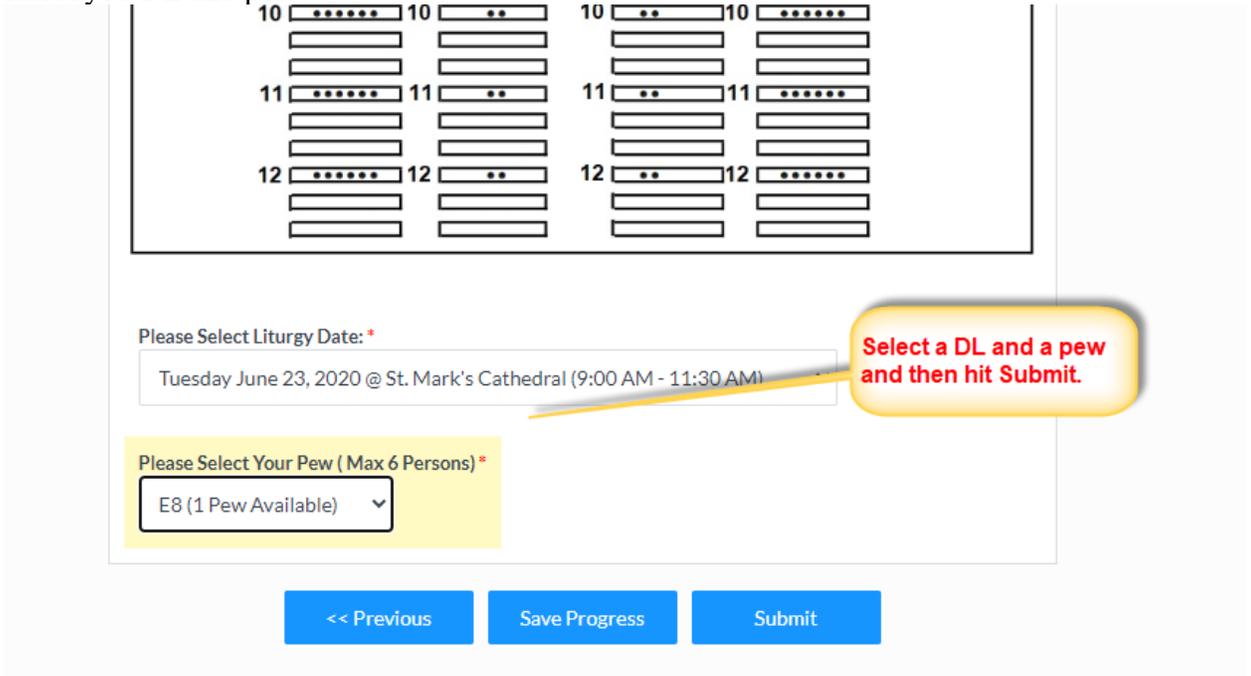
Success

Your information was saved.

- Once you have your email and password please re-visit the DL registration page and login.



- Once logged in you will see your you profile. Click Edit to edit your information and select you DL and pew.



- Once you confirm all your details and select your DL and pew then you can submit you registration.
- You can always hit the "Save Progress" button to save your current profile and come back later to make a selection and submit your form.
- A confirmation email will be sent to you confirming your registration
- To access the registration form, please visit <https://stmarkstoroto.ca/dl>

Thank you for your cooperation and patience and let's all pray for the safety of our blessed Church.

God bless,

St. Mark Registration Committee