

# How to use the



# Online

# Childcare

# Reservation

# System



# Step 1

To begin using the online childcare reservation system, go to [www.theheights.org](http://www.theheights.org) and click on the "ministries" tab in the upper right hand corner of the page.

The screenshot shows a Windows Internet Explorer browser window displaying the website for The Heights Baptist Church. The browser's address bar shows "Welcome to The Heights i...". The website header features the church's logo and the text "The Heights" in a large, stylized font. Below the logo, there is a navigation menu with tabs for "about us", "beliefs", "calendar", "contact us", "directions", "leadership", "media", "ministries", and "tour". A red arrow points from the "ministries" tab in the text above to the "ministries" tab in the website's navigation menu. The main content area of the website includes a "Word from Gary" section with a photo of a man and text about a 40 Days of Prayer and Fasting season. There is also a "PRAYER" section with the tagline "UNLOCKING A DEEPER RELATIONSHIP" and a "40 DAYS PRAYER FASTING" section. The footer contains a list of ministry links: "Ministry List | Adult Bible Fellowships | Preschool | Children's | Students | Women's | Men's | The Lighthouse | Daily Bible Reading | Child Development Center | MOPs | Fine Arts | Jobseekers | Worship | News & Events".

## Step 2

Click on the “ABF Childcare Reservation” link at the bottom of the GROW section.

The screenshot shows the website for 'The Heights'. At the top, there is a blue header bar. Below it, the website logo 'the heights' is displayed in a handwritten font, with a small graphic to the left. To the right of the logo, the text '9:15am & 10:50am Sunday Worship | Home' is visible. Below the logo, there is a navigation menu with links: 'about us', 'beliefs', 'calendar', 'contact us', 'directions', 'leadership', 'media', 'ministries', and 'tour'. A row of small images follows, showing various people and groups. Below this, the section 'THE HEIGHTS MINISTRIES' is introduced. Four large circular icons represent the ministries: 'worship' (red circle with a person kneeling), 'grow' (green circle with a plant), 'serve' (blue circle with three people), and 'share' (purple circle with a cross and two people). Below each icon is a list of links. A red arrow points from the left margin to the 'ABF Childcare Registration' link at the bottom of the 'GROW' list.

about us beliefs calendar contact us directions leadership media ministries tour

9:15am & 10:50am Sunday Worship | [Home](#)

### THE HEIGHTS MINISTRIES



worship

- [The Lighthouse](#) (Spanish speaking service)
- [Worship Ministry](#)
- [First Sundays](#)
- [Fine Arts Institute](#)
- [Other 166](#)



grow

- [Preschool Ministry](#)
- [Children's Ministry](#)
- [Student Ministry](#)
- [College Ministry](#)
- [Circle of Friends](#)
- [Young Singles](#) (20s & 30s)
- [Early Marrieds](#) (20s, 30s & early 40s)
- [Middle Marrieds](#) (Late 40s & 50s)
- [Mature Marrieds](#) (Late 50s & 60s)
- [Forever Young](#) (Late 60s & Better)
- [Complete ABF List](#) (PDF - Look here for Bible Fellowship opportunities)
- [Leadership Login](#)
- [ABF Childcare Registration](#)



serve

- [Engage: Local, National, Global](#)
- [THBC Ministries](#) (detailed list)
- [Women's Ministry](#)
- [Men's Ministry](#)
- [Child Development Center](#)
- [Jobseekers Ministry](#)
- [Prayer Ministry](#)
- [Upward](#)
- [Library](#)
- [DivorceCare & DivorceCare 4 Kids](#)
- [Compassionate Hearts Ministry](#)
- [PLACE](#)
- [Nearly Wed Seminar](#)

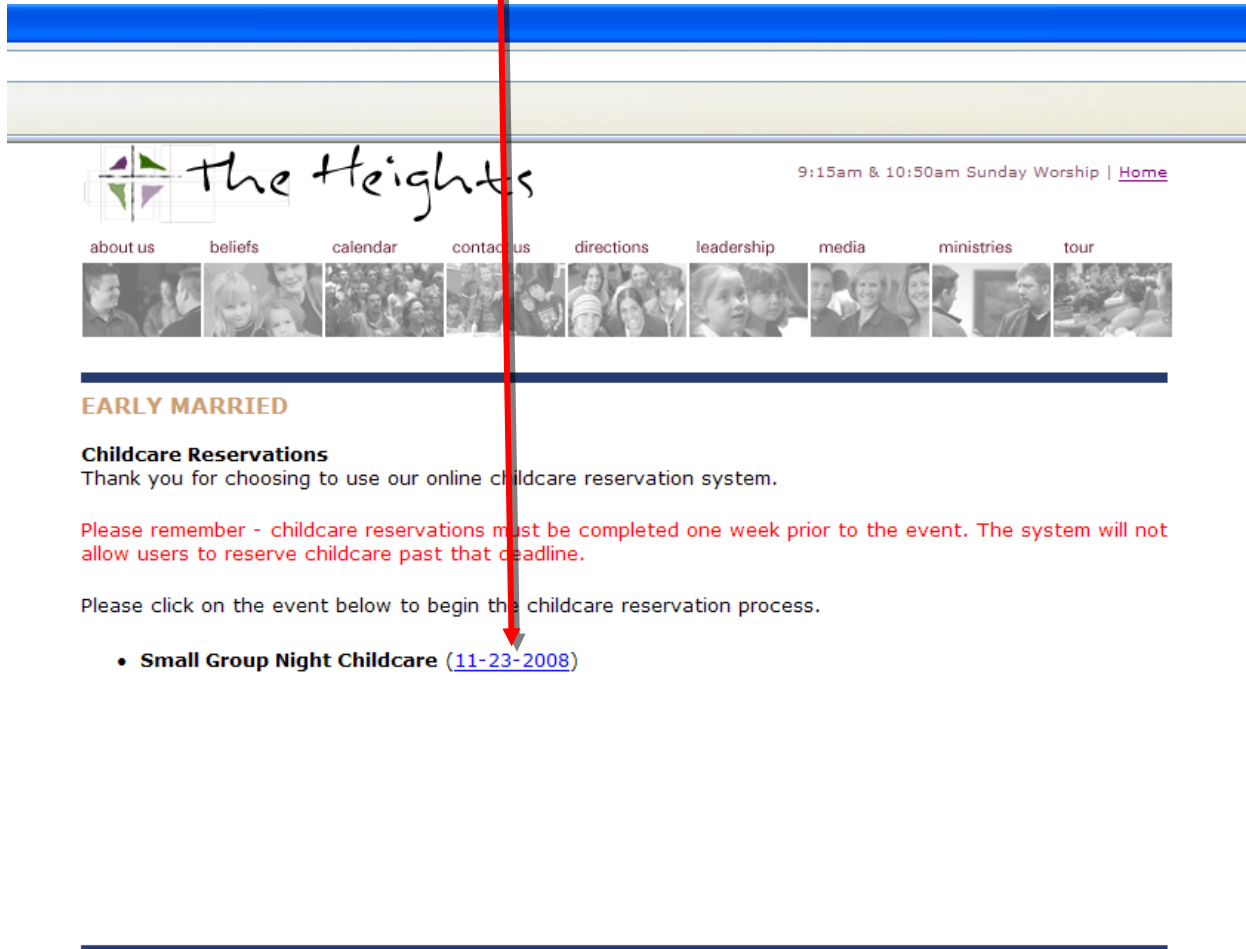


share

- [Engage: Local, National, Global](#)
- [Invest and Invite](#)
- [Community Ministries](#)
- [Mission: Bulgaria](#)
- [My Share Story](#)

## Step 3

Please read the pertinent information on this page first. Next, click on the link with the name of the event for which you desire to reserve childcare.



The screenshot shows the website for The Heights Baptist Church. At the top, there is a blue header bar. Below it is a navigation menu with the following items: about us, beliefs, calendar, contact us, directions, leadership, media, ministries, and tour. Each item is accompanied by a small thumbnail image. The main content area is titled "EARLY MARRIED" and contains the following text:

**Childcare Reservations**  
Thank you for choosing to use our online childcare reservation system.

Please remember - childcare reservations must be completed one week prior to the event. The system will not allow users to reserve childcare past that deadline.

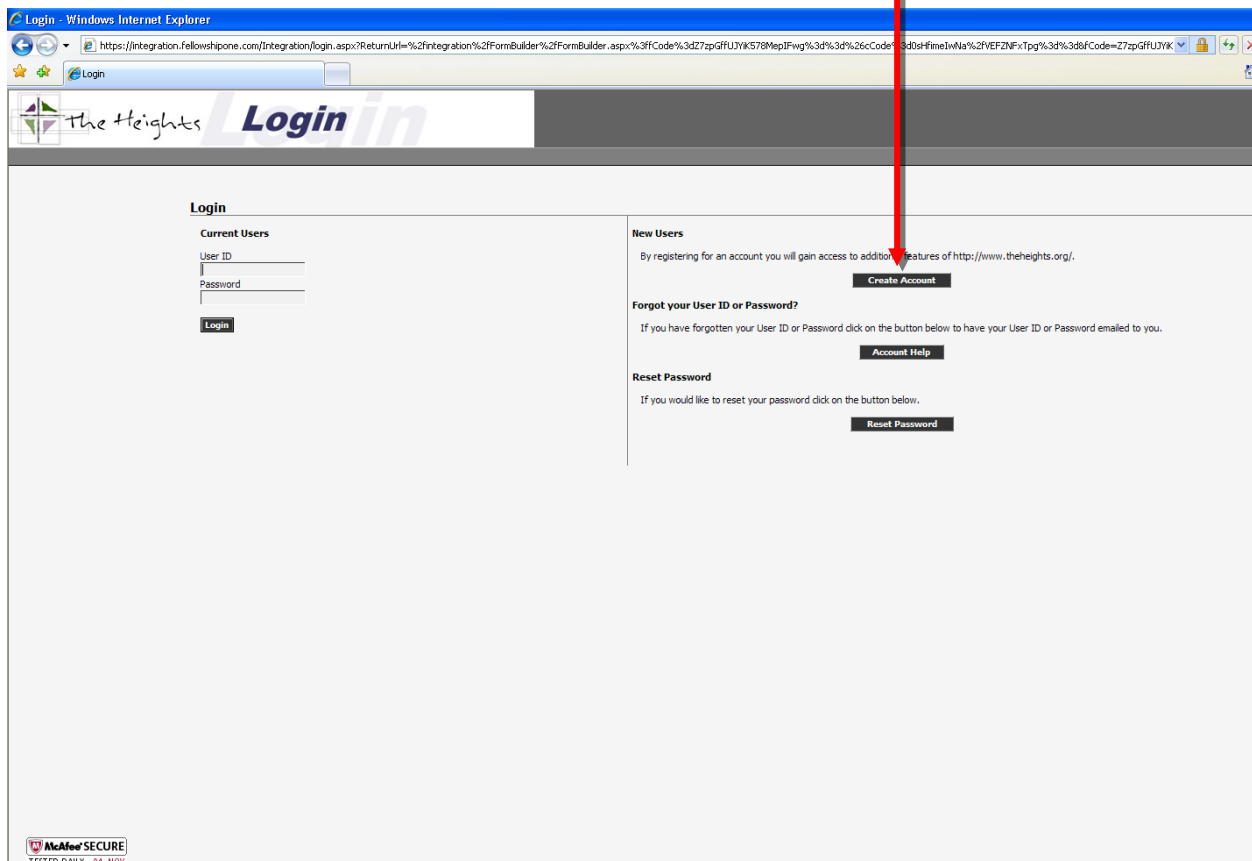
Please click on the event below to begin the childcare reservation process.

- **Small Group Night Childcare** ([11-23-2008](#))

## Step 4

You are now on the login screen for Fellowship One. At this point, you will need to login to the system.

If you have never logged in here before, you will need to create an account that you can use for childcare reservation right now, and for future church activities that will require reservations. To create a new account, click the “Create Account” button in the upper right hand portion of the screen.



## Step 4 - (cont'd for those setting up an account for the 1st time)

You must fill in all the fields with an asterisk (\*) on this page and then click the “create your account” button at the bottom.

The screenshot shows a Windows Internet Explorer browser window with the URL <https://integration.fellowshipone.com/integration/newuser.aspx?cCode=0stHfimeIwNa/YEF2NFxTpg==>. The page title is "Login - Windows Internet Explorer". The website logo "The Heights Login" is visible at the top.

**Create Account**

**Personal Information**

Position: \*

Country: \*

First Name: \*

Address 1: \*

Last Name: \*

Address 2:

Gender: \*

City: \*

Marital Status:

County:

Date of Birth: \*

State: \*

Postal Code: \*

**Contact Information**

Home Number: \*

Mobile Number:

Work Number:

Email: \*

**User Name / Password**

Desired User ID: \*

Password: \*  Passwords must be 6-15 characters and are case sensitive.

Re-enter Password: \*

**Password Reminder**

Select a question from the list below and enter an answer only you will know. In the event that you forget your password we will ask you the challenge question to help you reset your password.

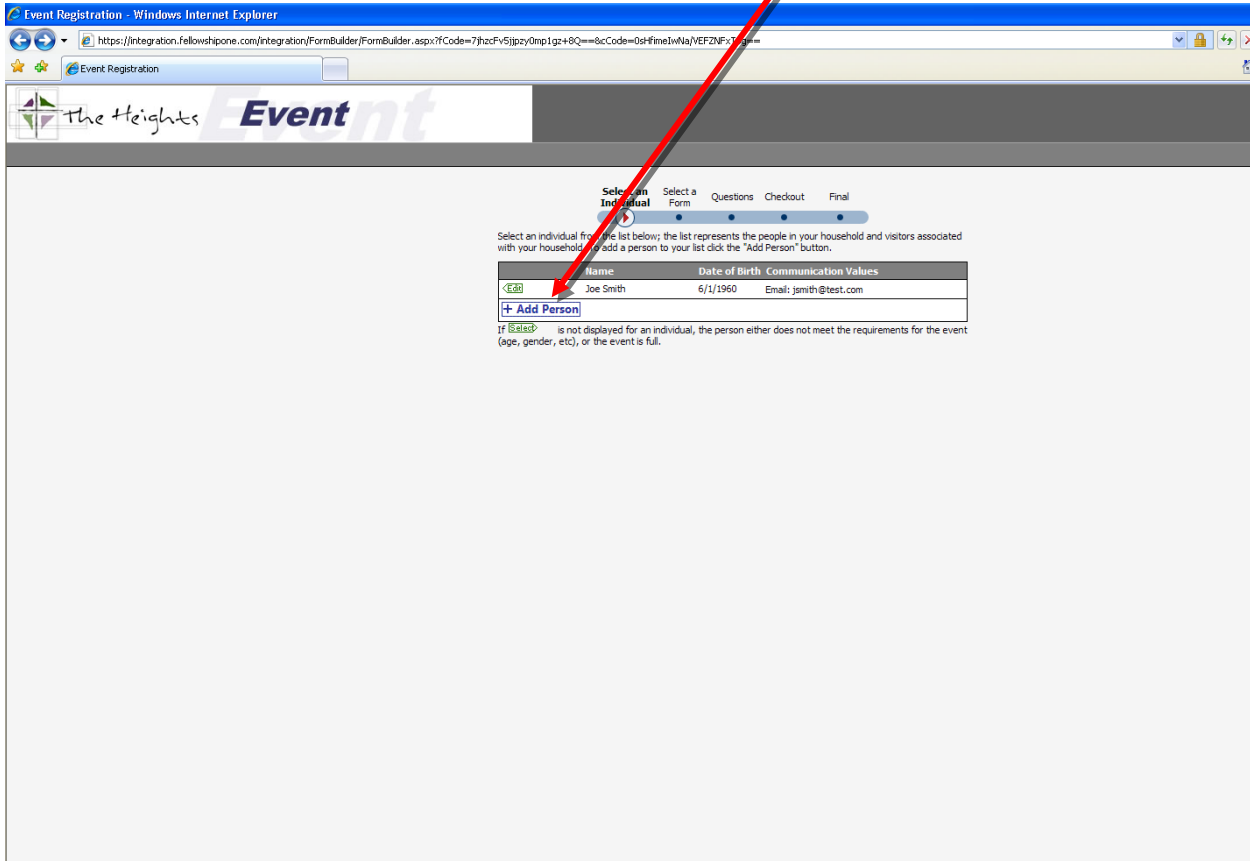
Challenge Question:

Response: \*

Re-enter Response: \*

## Step 4 - (cont'd for those setting up an account for the 1st time)

To add other family members, click on the blue “+ Add Person” button and fill out their information on the next screen. Continue this process until all family members have been added.



The screenshot shows a web browser window titled "Event Registration - Windows Internet Explorer". The address bar contains a URL from "Integration.fellowshipone.com". The page header features the logo "The Heights Event". A progress bar at the top indicates the current step is "Select an Individual". Below the progress bar, a text instruction reads: "Select an individual from the list below; the list represents the people in your household and visitors associated with your household. To add a person to your list click the 'Add Person' button." A table with the following data is displayed:

	Name	Date of Birth	Communication Values
<>	Joe Smith	6/1/1960	Email: jsmith@test.com

Below the table is a blue button labeled "+ Add Person". A red arrow points from the text in the instructions above to this button. A small note at the bottom of the table area states: "If **Stats** is not displayed for an individual, the person either does not meet the requirements for the event (age, gender, etc), or the event is full."

## Step 5

You should now see everyone in your family on this screen.

There should be a green “select” button beside the names of your kid(s). To begin, click on the green “select” button. If you have more than one child, you will come back and “select” your other children in a few steps. The system is designed to register each child individually (and not as one group).

The screenshot shows a web browser window titled "Event Registration - Windows Internet Explorer". The address bar contains a URL starting with "https://Integration.fellowshipone.com/Integration/FormBuilder/FormBuilder.aspx?". The page header includes "The Heights Event". A navigation bar at the top of the content area has five steps: "Select an Individual" (active), "Select a Form", "Questions", "Checkout", and "Final". Below this, a text instruction reads: "Select an individual from the list below; the list represents the people in your household and visitors associated with your household. To add a person to your list click the 'Add Person' button." A table with the following data is displayed:

	Name	Date of Birth	Communication Values
<select>	Joe Smith	6/1/1960	Email: jsmith@test.com
<select>	Mary Smith	6/2/1960	Email: msmith@test.com
<select> <select>	Joey Smith	8/14/1997	
<select> <select>	Susie Smith	2/2/2000	

Below the table is a blue "+ Add Person" button. A note at the bottom states: "If <select> is not displayed for an individual, the person either does not meet the requirements for the event (age, gender, etc), or the event is full."

## Step 6

Fill in the fields with the appropriate information.

Fields with an asterisk (\*) must be answered in order to go on to the next step.

Event Registration - Windows Internet Explorer

https://integration.fellowshipone.com/integration/formBuilder/SelectAForm.aspx?code=7fzcfv5jpszy0mp1gz%208Q==8cCode=0st#timeIwNaVEFZNFxTpg==

Event Registration

The Heights Event

Select an Individual   Select a Form   **Questions**   Checkout   Final

**Form Information**

**Attendee:** Joey Smith  
**Form:** Test for 11.23  
**Schedule:** Test for 11.23

**Questions**

Parent Questions/Information

What ABF are you in? \*

Cell Number you can be reached at \*

What is the name of your small group leaders? \*

Child Questions/Information

Any allergies we need to know about? If "yes," please list

<< Select a Different Individual   Continue >>

## Step 7

If you are only registering one child, click on the “Submit Form” in the bottom right hand corner. Move on to Step 8.

If you are registering more than one child, click on the “Register Another Person” button in the upper right hand corner. Go back to Step 5 and select the green “select” button by your other children’s names and fill in the fields again for each child.

Event Registration - Windows Internet Explorer

https://integration.fellowshipone.com/integration/FormBuilder/FormOrder.aspx?rcode=7jzcfv5jpxy0mp1gz%208Q==&cCode=09f1me1vNa\VEFZNFx1pg==

Event Registration

the heights **Event**

Select an Individual   Select a Form   Questions   **Checkout**   Final

**Finished?**  
If you would like to fill out an additional form before submitting, click the button to the right. If you are finished, fill out the appropriate information below and submit the form(s). **Register Another Person**

**Payment**  
Joey Smith  
[Remove](#) **Test for 11.23**

**Confirmation**  
 Send a confirmation email to: jsmith@test.com  
Carbon Copy email: |

**Submit Form(s)**

## Step 8

This final screen is a summary screen of who you are requesting childcare for and the event.

The system will send a confirmation email to the address shown in the window towards the bottom of the screen. You'll see another field ("carbon copy email") where you can enter the email address of someone else you'd like to receive a confirmation email (i.e. your spouse).

If everything is correct, click on the "Submit Form" button in the lower right hand corner.

The screenshot shows a web browser window titled "Event Registration - Windows Internet Explorer". The address bar contains a URL starting with "https://integration.fellowshipone.com/integration/FormBuilder/FormOrder.aspx?". The page header features the logo for "The Heights Event". A progress bar at the top indicates the current step is "Checkout".

The main content area is titled "Finished?". It contains the following sections:

- Register Another Person** (button)
- Payment**

Joey Smith	
<a href="#">Remove</a> Test for 11.23	
Susie Smith	
<a href="#">Remove</a> Test for 11.23	
- Confirmation**
  - Send a confirmation email to:
  - Carbon Copy email:

A "Submit Form(s)" button is located at the bottom right of the form area. A red box highlights the "Carbon Copy email:" field and the "Submit Form(s)" button.

This is a final confirmation screen. You will also receive a confirmation email with the same information. This confirmation screen and the confirmation email will have reminders for you.

The screenshot shows a web browser window titled 'Event Registration - Windows Internet Explorer'. The address bar contains a URL from 'Integration.fellowshipone.com'. The page header features the 'The Heights Event' logo. A progress bar at the top indicates the current step is 'Final'. Below this, a table lists registration details for two individuals:

Joey Smith	3817853C	
<b>Test for 11.23</b>		
Susie Smith	3817853C	
<b>Test for 11.23</b>		

Below the table, the page provides a reminder for each registrant:

**Joey Smith**  
**Test for 11.23** - Thanks for using our online childcare reservation system.  
 As a reminder, please:

- Make sure you have fed your kids before dropping them off.
- Check-in at the Joyland desk to find the correct room for your child(ren).
- Email Kendra ([kstout@theheights.org](mailto:kstout@theheights.org)) if you need to cancel your reservation.

**Susie Smith**  
**Test for 11.23** - Thanks for using our online childcare reservation system.  
 As a reminder, please:

- Make sure you have fed your kids before dropping them off.
- Check-in at the Joyland desk to find the correct room for your child(ren).
- Email Kendra ([kstout@theheights.org](mailto:kstout@theheights.org)) if you need to cancel your reservation.

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The screenshot shows an email client window titled 'Form Submission Confirmation From The Heights'. The message header includes:

From: [kstout@theheights.org](mailto:kstout@theheights.org)  
 To: [jsmith@test.com](mailto:jsmith@test.com)  
 Cc: Chris Havard  
 Subject: Form Submission Confirmation From The Heights Baptist Church - 11/5/2008 8:14:07 AM

The body of the email contains the same information as the web browser screenshot, including the registration table and reminders for Joey and Susie Smith.

Joey Smith	3817853C	
<b>Test for 11.23</b>		
Susie Smith	3817853C	
<b>Test for 11.23</b>		

**Joey Smith**  
**Test for 11.23** - Thanks for using our online childcare reservation system.  
 As a reminder, please:

- Make sure you have fed your kids before dropping them off.
- Check-in at the Joyland desk to find the correct room for your child(ren).
- Email Kendra ([kstout@theheights.org](mailto:kstout@theheights.org)) if you need to cancel your reservation.

**Susie Smith**  
**Test for 11.23** - Thanks for using our online childcare reservation system.  
 As a reminder, please:

- Make sure you have fed your kids before dropping them off.
- Check-in at the Joyland desk to find the correct room for your child(ren).
- Email Kendra ([kstout@theheights.org](mailto:kstout@theheights.org)) if you need to cancel your reservation.