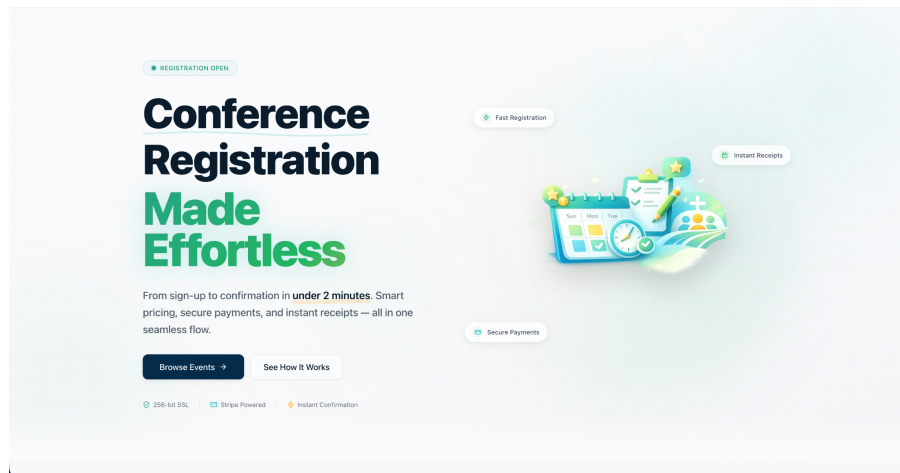


# FellowFlow Registration Walkthrough

Professional, scenario-based guidance for website visitors, registration admins, and first-time attendees. This guide explains each screen, what changes by attendee type, and what to expect after payment.



## What this guide covers

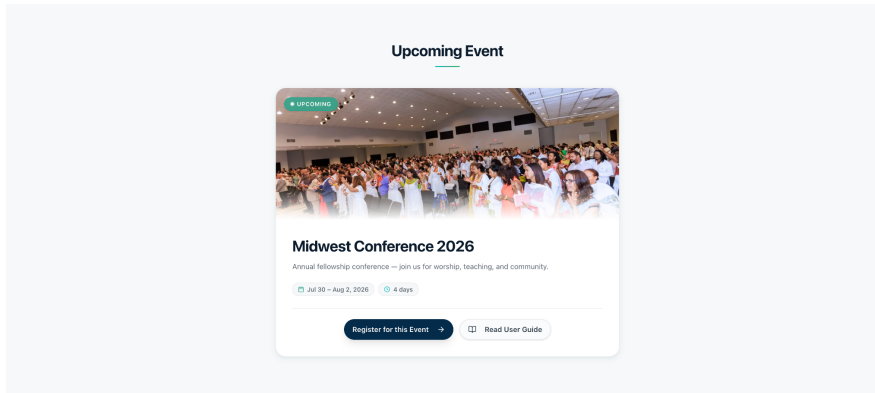
1. Starting from the homepage and event card.
2. Completing the registration wizard for adults, youth, children, and daily commuters.
3. Understanding pricing, meals, contact info, review, secure payment, receipt access, badge download, and Apple Wallet passes.
4. Answers to the questions users usually ask when something looks confusing.

## Support

support@fellowflow.online  
737-202-1887

Use this PDF as the “Read User Guide” document linked from your event page.

# 1. Start here: the public registration path



## What the user sees first

The homepage highlights fast registration, secure payment, and instant receipts. The event card then offers two clear actions: **Register for this Event** and **Read User Guide**.

Use **Read User Guide** when someone wants instructions before entering information.

Use **Register for this Event** when they are ready to start the registration wizard.

**Common question:** “Where do I find the guide?”

Answer: On the public event card beside the registration button.

## Three-step registration model

Step 1: **Registrants** - add one or more people and complete the fields that apply to each person.

Step 2: **Contact Info** - enter the email and phone number that should receive receipts and confirmations.

Step 3: **Review** - verify pricing, meal selections, and attendee details before paying.

## 2. Before users begin: explain what changes by scenario

Scenario	What becomes required or visible	Why users ask about it
Adult	Standard identity and attendance fields. No service-group or grade-level field.	Users may expect fewer questions than children or youth. That is normal.
Youth	A <b>Grade / Level</b> field appears after selecting the youth age range.	Users often wonder why more educational detail is needed. It supports grouping and planning.
Child	A child workflow may show a <b>service group</b> selection and can also show <b>share bed with parent</b> .	Parents often need reassurance that lodging can become free when the child shares a bed.
Full Conference	All conference days are included. Lodging and meals are part of the full-conference setup unless a child shares a bed.	People want to know if they must tap individual days. For full conference, they usually do not.
Partial Attendance	Users select a date range or relevant nights, may receive lodging, and can purchase meals separately.	They may ask why the price changes after meal selection or room assignment.
Kote / Daily commuter	Users choose only the days they will attend and optionally add meals for those days.	This is the scenario where day selection matters most and users most often miss a meal or day.

Tip for website placement: link this PDF near the event card so users can read the right scenario before they start.

### 3. Wizard basics: the first registrant screen

**Midwest Conference 2026**  
Annual fellowship conference — join us for worship, teaching, and community.

1 Registrants 2 Contact info 3 Review

**Who is attending?**  
Add everyone you'd like to register for Midwest Conference 2026

**Person 1**

First Name \*  
John

Last Name \*  
Doe

Service \*  
Amharic English

Gender \*  
Select gender

Church  
Other (specify below)

Church name

City \*  
Dallas, TX

Attendance Type \*  
 Full Conference All 4 days — includes lodging, meals & all sessions  
 Partial Attendance 40night — lodging included, select meals per day  
 Kote (Daily commuters) 810stay — day attendance only, no lodging, select meals

+ Add Another Person

← Back

Next →

**Price Summary**  
Midwest Conference 2026  
Add registrant details to see pricing

View Pricing Processing Fees

#### How to read this screen

The first page asks who is attending. Users can add one person or build a group registration by selecting **Add Another Person**.

The **Price Summary** panel stays on the right and updates after enough details are entered.

If the price box says pricing cannot be shown yet, the user simply has not completed the required fields.

#### Most confusing parts on this page

- **Service:** selects language or ministry stream, such as Amharic or English.
- **Church** and **City:** these can drive auto-fill behavior. When church is recognized, city may auto-fill.
- **Attendance Type:** this changes the rest of the screen and the final price.

## 4. Child full-conference scenario

Age Range \*  
Infant 0-1 yrs | **Child 2-11 yrs** | Youth 12-17 yrs | Adult 18+ yrs

Gender \*  
Male

Church  
Ethiopian Evangelical Christian Church in Austin

City \*  
Austin, TX  
Auto-filled from church

T-Shirt Size (optional — for planning purposes only)  
L

Attendance Type \*  
 Full Conference All 4 days — includes lodging, meals & all sessions  
 Partial Attendance \$40/night — lodging included, select meals per day  
 Kote (Daily commuters) \$10/day — day attendance only, no lodging, select meals  
 Child will share bed with parent (no lodging fee)

+ Add Another Person

← Back Next →

Price Summary  
Midwest Conference 2026  
Test \$120.00  
Subtotal \$120.00  
1/1 Meal +\$72.00  
Processing Fee +\$5.87  
**\$197.87**  
View Pricing Processing Fees

Amharic | English

Age Range \*  
Infant 0-1 yrs | **Child 2-11 yrs** | Youth 12-17 yrs | Adult 18+ yrs

Gender \*  
Male

Church  
Ethiopian Evangelical Christian Church in Austin

City \*  
Austin, TX  
Auto-filled from church

T-Shirt Size (optional — for planning purposes only)  
L

Attendance Type \*  
 Full Conference All 4 days — includes lodging, meals & all sessions  
 Partial Attendance \$40/night — lodging included, select meals per day  
 Kote (Daily commuters) \$10/day — day attendance only, no lodging, select meals  
 Child will share bed with parent (no lodging fee)

+ Add Another Person

← Back Next →

Price Summary  
Midwest Conference 2026  
Test Free  
Subtotal \$0.00  
1/1 Meal +\$72.00  
Processing Fee +\$2.39  
**\$74.39**  
View Pricing Processing Fees

Amharic | English

Age Range \*  
Infant 0-1 yrs | **Child 2-11 yrs** | Youth 12-17 yrs | Adult 18+ yrs

Service Group \*  
Preschool 2-3 yrs | Children 3-10 yrs

Gender \*  
Male

Church  
Ethiopian Evangelical Christian Church in Austin

City \*  
Austin, TX  
Auto-filled from church

T-Shirt Size (optional — for planning purposes only)  
L

Attendance Type \*  
 Full Conference All 4 days — includes lodging, meals & all sessions  
 Partial Attendance \$40/night — lodging included, select meals per day  
 Kote (Daily commuters) \$10/day — day attendance only, no lodging, select meals  
 Child will share bed with parent (no lodging fee)

+ Add Another Person

← Back Next →

Price Summary  
Midwest Conference 2026  
Test Free  
Subtotal \$0.00  
1/1 Meal +\$72.00  
Processing Fee +\$2.39  
**\$74.39**  
View Pricing Processing Fees

### What parents need to know

Selecting the child age range can introduce extra grouping information, such as a **service group**. This is used for planning and ministry placement.

If **Child will share bed with parent** is checked, the lodging fee can be removed. The price summary may change from a paid registration to a lower-cost or free base registration, with meals still priced separately.

If meals are selected, the **Meal** line stays visible in the price summary even when the base registration cost becomes free.

The city field may be auto-filled from the chosen church. Users do not need to type the city again unless the church is custom or missing.

**Explain this clearly on the website:** “For children, some extra planning fields appear depending on age and lodging choice. This is expected.”

## 5. Youth and adult variations

The screenshot shows a registration form for a youth attendee. The language is set to English. The age range is 'Youth' (12-17 yrs), which is highlighted. The grade/level is '7th - 8th Grade'. The church is 'Ethiopian Evangelical Christian Church in Austin'. The city is 'Austin, TX'. The attendance type is 'Full Conference'. The price summary shows a subtotal of \$120.00, a meal fee of +\$108.00, and a processing fee of +\$6.91, totaling \$234.91.

The screenshot shows a registration form for an adult attendee. The language is set to English. The age range is 'Adult' (18+ yrs), which is highlighted. The grade/level is 'College / Career'. The church is 'Ethiopian Evangelical Christian Church in Austin'. The city is 'Austin, TX'. The attendance type is 'Full Conference'. The price summary shows a subtotal of \$120.00, a meal fee of +\$108.00, and a processing fee of +\$6.91, totaling \$234.91.

### What changes here

For **Youth**, the wizard can request **Grade / Level**. That helps event teams organize youth attendees by school range or equivalent grouping.

For **Adult**, these education-specific fields should not normally matter. Adults should still verify service, church, city, attendance type, and any optional T-shirt selection.

If a user switches age range after entering details, some dependent fields may reset. That is normal because the form is reconfiguring the scenario.

**Good support answer:** "Choose the age range first, then fill only the fields that appear for that age group."

### Quick checks before clicking Next

Confirm the correct age range is highlighted.

Confirm the correct attendance type is selected.

If the user is a youth, complete the grade/level field before moving on.

If the user is a child, confirm whether the child is sharing a bed with a parent.

## 6. Daily commuter (Kote) scenario

Attendance Type \*

- Full Conference All 4 days — includes lodging, meals & all sessions
- Partial Attendance \$40/night — lodging included, select meals per day
- Kote (Daily commuters)** \$10/day — day attendance only, no lodging, select meals

Number of days 3 days

THU 30 Jul

FRI 31 Jul

SAT 1 Aug

SUN 2 Aug

Tap each day you plan to attend

**Add Meals (Optional)** 6 Meal - \$60

10(meal) Select meals you'd like to purchase

FRI, JUL 31 Deselect

- Breakfast 08:00
- Lunch 12:00
- Dinner 17:30

SAT, AUG 1 Select All

- Breakfast 08:00
- Lunch 12:00
- Dinner 17:30

SUN, AUG 2 Select All

- Breakfast 08:00
- Lunch 12:00

+ Add Another Person

← Back Next →

**Price Summary**

Midwest Conference 2026

Test	\$30.00
Subtotal	\$30.00
111 Meal	+\$60.00
Processing Fee	+\$2.91
<b>Total</b>	<b>\$92.91</b>

[View Pricing](#) [Processing Fees](#)

### How this scenario works

Kote is the daily-commuter path. The user attends only on selected days and does not receive lodging.

Users must tap each day they plan to attend. The selected days control both the registration charge and which meal options become available.

Meals are optional. A user can select breakfast, lunch, and dinner by day. The meal total is shown separately from the registration subtotal.

If a day is not selected, its meals should not be expected. This is one of the easiest mistakes for users to make.

**Most common confusion:** “Why is my total changing?”

Because both selected days and purchased meals update the price summary live.

### Important reminders for commuters

Choose days first, then add meals.

Use **Select All** or **Deselect** carefully so users do not accidentally remove meals from a chosen day.

Tell users that the day tiles and meal tiles are both interactive; they are not just labels.

## 7. Contact info and review before payment

**Midwest Conference 2026**  
Annual fellowship conference — join us for worship, teaching, and community.

1 Registrants 2 **Contact Info** 3 Review

**Contact Information**  
Provide the email and phone for registration confirmations and receipts.

**Email \***  
support@fellowflow.online  
Confirmation emails and receipts will be sent to this address.

**Phone \***  
1234567890

**Price Summary**

Midwest Conference 2026

Test	Free
Subtotal	\$0.00
Meal	+\$72.00
Processing Fee	+\$2.39
<b>Total</b>	<b>\$74.39</b>

View Pricing Processing Fees

Back Next

**Midwest Conference 2026**  
Annual fellowship conference — join us for worship, teaching, and community.

1 Registrants 2 Contact Info 3 **Review**

**Review & Submit**  
Verify all details before submitting.

**CONTACT**  
support@fellowflow.online  
1234567890

**REGISTRANTS (1)**

Test User Adult	\$120.00
Full Conference	
Sharing bed with parent — lodging free	-\$108.00 Meal
Meal	+\$108.00

Subtotal \$120.00  
Meal \$108.00  
Processing Fee \$6.91  
**Total \$234.91**

View Pricing Processing Fees

Back Proceed to Payment

**Review & Pay**  
Review 1 registrations and complete payment.

Test User Adult \$120.00

Full Conference

Sharing bed with parent — lodging free

Meal

support@fellowflow.online

Subtotal (1 people) \$120.00  
Meal \$108.00  
Processing Fee \$6.91  
**Total \$234.91**

Pay \$234.91

### What to verify before paying

The **email** entered here is where confirmations and receipts are sent.

The **phone number** should be reachable in case event staff need to contact the registrant.

On the review step, confirm the attendee count, attendance type, lodging note, meal count, subtotal, meal total, and processing fee.

The final button changes to **Proceed to Payment** or a direct pay action depending on the screen version. Both mean the same next step: secure payment through Stripe.

## 8. Payment flow

Pay FellowFlow sandbox  
**\$234.91**

Midwest Conference 2026 — Registration (adult, full conference)	\$120.00
<small>Full conference registration for adults (18+). Dates: July 29 – August 1, 2026. Includes: All sessions, materials, and activities...</small>	
Breakfast — Fri Jul 31 (Midwest Conference 2026)	\$12.00
<small>Conference breakfast service. Date: Friday, July 31, 2026. Time: Morning meal service. Options: Adult/Youth (\$12) or Child (\$8)...</small>	
Lunch — Fri Jul 31 (Midwest Conference 2026)	\$12.00
<small>Conference lunch service. Date: Friday, July 31, 2026. Time: Midday meal service. Options: Adult/Youth (\$12) or Child (\$8)...</small>	
Dinner — Fri Jul 31 (Midwest Conference 2026)	\$12.00
<small>Conference dinner service. Date: Friday, July 31, 2026. Time: Evening meal service. Options: Adult/Youth (\$12) or Child (\$8)...</small>	

Show all 11 items

Pay with **link**

OR

Contact information

Email support@fellowflow.online

Payment method

Card

Card information

1234 1234 1234 1234

MM / YY CVC

Cardholder name

Full name on card

Country or region

United States

ZIP

Bank **\$5 back**

Save my information for faster checkout  
Pay securely at FellowFlow sandbox and everywhere Link is accepted.

Phone number

(201) 555-0123

Pay

By paying, you agree to Link's [Terms](#) and [Privacy](#).

Powered by **stripe** | [Terms](#) [Privacy](#)

### What users should expect on the payment page

FellowFlow uses **Stripe** for secure online payment.

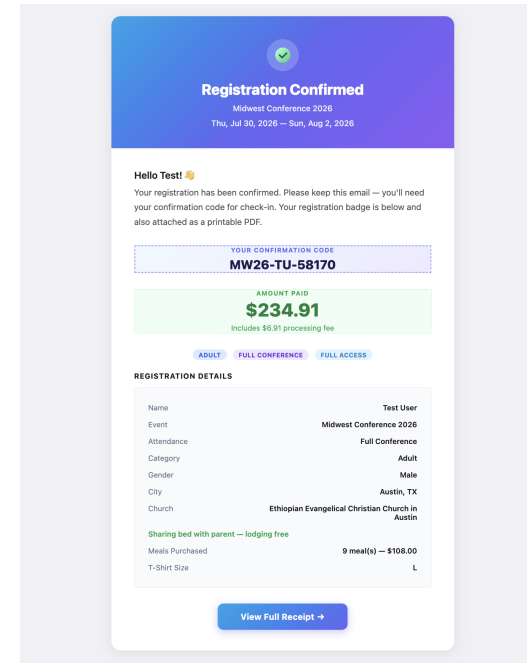
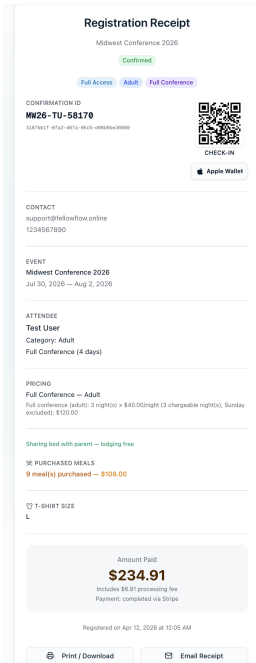
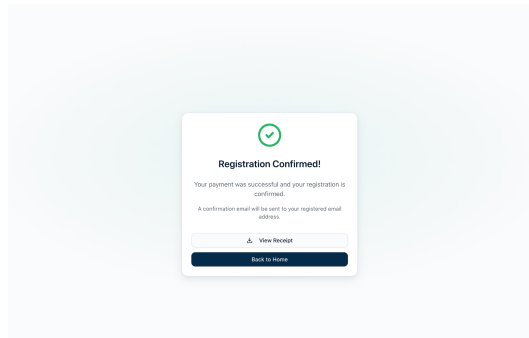
The left side shows the purchased registration items and meals. The right side collects the card details or other supported payment method details.

The contact email visible on the payment page should match the email entered in the wizard.

Users may see saved-information prompts or Link checkout options depending on Stripe settings. Those are normal Stripe features.

**If payment fails:** verify the card details, ZIP code, or bank/card selection, then retry. The registration is not complete until Stripe confirms success.

## 9. After payment: success page, receipt, and email



### What happens next

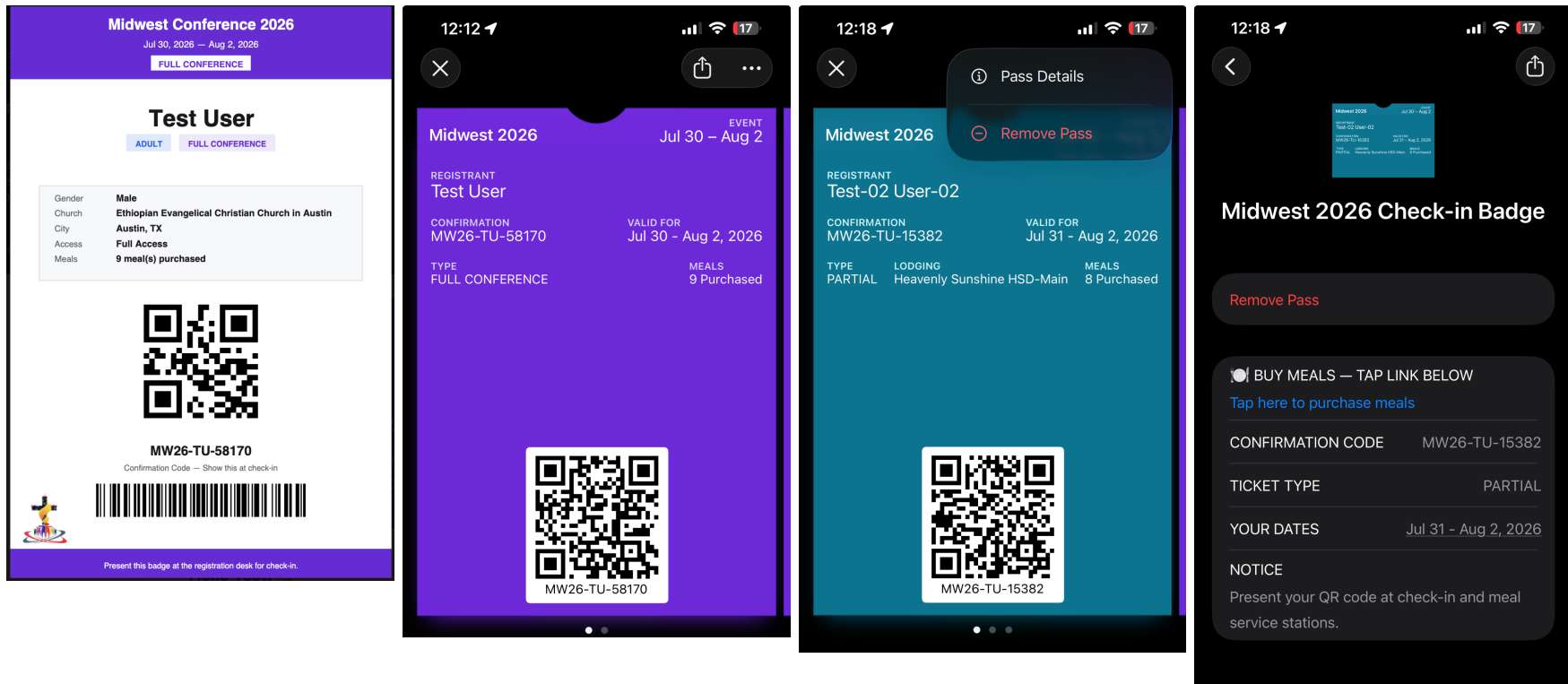
The success page confirms that the payment was successful and offers a **View Receipt** action.

The receipt is the main post-payment reference. It includes the confirmation code, contact details, event dates, attendee details, pricing breakdown, check-in QR code, and Apple Wallet button.

A confirmation email is also sent. That email repeats the registration summary and directs the user to the full receipt.

If someone leaves the success page too quickly, they can still retrieve the receipt later using the confirmation ID and last name.

## 10. Check-in assets: printable badge and Apple Wallet pass



### How to explain these screens to attendees

The **printable badge** is useful for paper-based check-in or advance printing.

The **Apple Wallet pass** is a mobile-friendly check-in option. It shows the event name, attendee name, confirmation code, valid date range, ticket type, and QR code. For scenarios such as **partial** or **Kote**, the wallet pass can also expose a back-of-pass meal purchase link. That makes it easier to buy meals later without returning to the wizard.

Users should present the QR code at check-in. When meals are purchased separately, the pass can also be referenced at meal service stations.

## 11. Frequently asked questions

### Registration FAQ

#### Why do some people see more fields than others?

The wizard changes by age range and attendance type. Youth may need grade/level. Children may need service-group or share-bed details. Adults usually see fewer conditional fields.

#### Why is the city auto-filled?

When the selected church already has a city on file, FellowFlow can auto-fill the city to save time. Users can still review it before continuing.

#### Why did the total change after I clicked a checkbox?

The price summary updates immediately when the user changes attendance type, selected days, meal choices, or the child “share bed with parent” option.

#### Do I have to buy meals right away?

Not always. Daily commuters and partial attendees may be able to purchase meals separately later from the receipt or wallet pass if meal purchase access is available.

### Payment and check-in FAQ

#### How do I find my receipt again?

Use the confirmation ID and the attendee last name. That combination is the main lookup path for a previously completed registration.

#### What should I do if the payment page closes or fails?

Return to the registration flow or receipt flow and retry payment. The registration is only complete after a successful confirmation screen appears.

#### What should I bring to check-in?

Bring either the printable badge, the receipt, or the Apple Wallet pass. The QR code and confirmation code are the most important items.

#### Why is there a processing fee?

The fee is shown separately so users can see the final payment total clearly before completing checkout.

### Need help?

**Email:** [support@fellowflow.online](mailto:support@fellowflow.online)

**Phone:** 737-202-1887

Recommended support wording on the website: “If you are unsure which registration scenario applies to you, contact FellowFlow support before completing payment.”