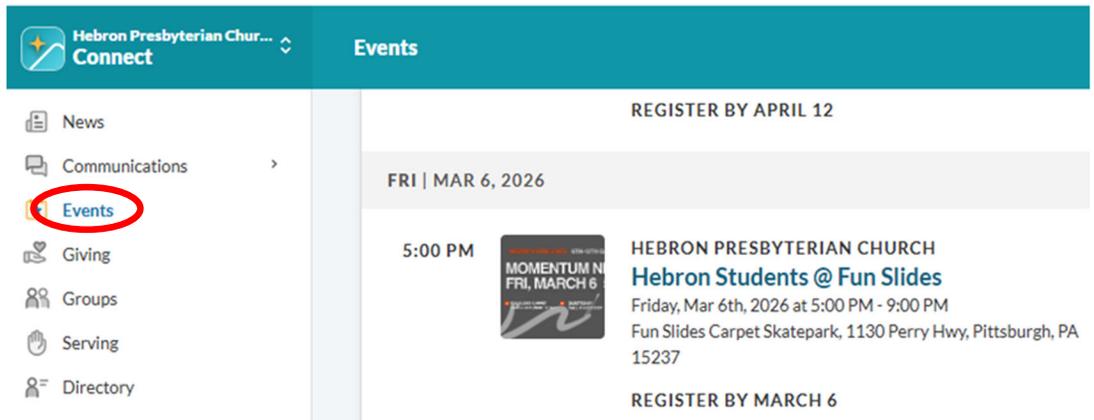


This tutorial will be a walk-through of the different parts of registering for an event in Realm. These images are taken from the web version of Realm (www.onrealm.org), so it may look a little different than the mobile app version on your phone. After logging into Realm, click on the **Events** tab. You will see the different events hosted by Hebron Church listed by date.

This tutorial will show you how to register for the Momentum Night for Students which is held on March 6. Click on the Event name to open the registration.

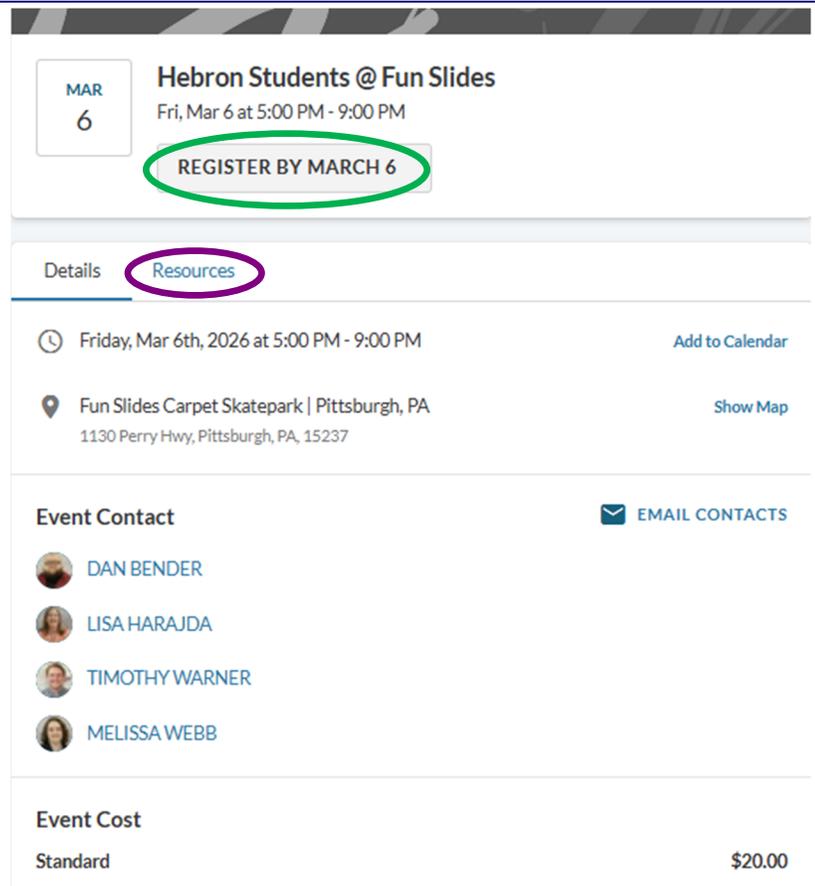
1



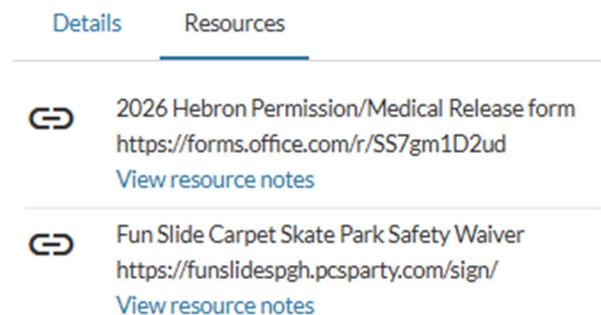
The event's page will show you some details about the date, time, location, and the cost.

2a Please note the **Resources** tab. This means that there are forms or links to complete for this event.

When you are ready to register, Click on the **Register by March 6** button.



2b I've clicked on the **Resources** tab to show you the forms that need to be completed for this event.



# Hebron Students @ Fun Slides

Friday, March 6, 2026 5:00 pm - 9:00 pm

Fun Slides Carpet Skatepark  
1130 Perry Hwy  
Pittsburgh, PA 15237

Join us as we go to Fun Slides Carpet Skate Park in the North Hills for a night of amazing activities. Carpet skates are provided. You can bring your own helmet.

This is a perfect opportunity to bring a friend.  
Meet at the Barclay to depart at 5pm and return by 9pm.

Dinner is included.

The Fun Slide Carpet Skatepark Safety Waiver is located under Resources. Please forward a copy of the completed waiver confirmation email to Dan Bender at danb@hebrononline.org.

STUDENTS

Who is attending this event?

- MARK WEBB
- MELISSA WEBB
- PAIGE WEBB
- SARAH WEBB



Name  
Outside Friend  
Like this: Mr. James Aaron Jr. (Jim)  
[+ Add another registrant](#)

**Next**  
Close

This page will show you a more detailed description of the event and allow you to choose who in your family will attend the event, by clicking the box beside their name.

3

You can register a guest by first clicking **+ Add another registrant** then typing their name in the box.

Click **Next** when you have added all of the guests you would like to register.

Hebron Students @ Fun Slides  
Mar 6, 2026 (5:00 - 9:00 pm)

Tell us more about who's coming.

MELISSA WEBB

---

Outside Friend (Guest)

Name  
Outside Friend  
Like this: Mr. James Aaron Jr. (Jim)

Email

Phone  
(555) 555-5555 ext. 555

REGISTRATIONS

2 Standard Registrations @ \$20.00 \$40.00

SUMMARY

Total Cost \$40.00

Previous **Next: Review**  
Close

EVENT CONTACT

If you have additional questions about your registration, reach out to the event contact.  
[Email Event Contacts](#)

This screen will confirm who you want to register. If there is a ^ beside the registrants name, there are **Custom Questions or Fields** to complete.

4

This is where you will see the cost of the event (if there is a cost). Please click **Next: Review** to continue the registration process and view payment options.

[View all events](#)

Hebron Students @ Fun Slides  
Mar 6, 2026 (5:00 - 9:00 pm)

Fun Slides Carpet Skatepark  
1130 Perry Hwy  
Pittsburgh, PA 15237

Contacts: DAN BENDER, LISA HARAJDA, TIMOTHY WARNER, MELISSA WEBB

[2026 Hebron Permission/Medical Release form](#)  
Notes

[Fun Slide Carpet Skate Park Safety Waiver](#)  
Notes

Almost done! Review your details and click Register to complete your registration.

MELISSA WEBB  
1 Standard Registration @ 20.00  
(412) 512-0275

Outside Friend (Guest)  
1 Standard Registration @ 20.00  
[info@hebrononline.org](mailto:info@hebrononline.org)  
(412) 371-2307

[Edit Details](#)

REGISTRATIONS

2 Standard Registrations @ \$20.00 \$40.00

SUMMARY

Total Cost \$40.00

**Pay Now**  
Pay In-Person  
Pay Now

REGISTER WITH

No saved accounts

[+ Add New Payment Method](#)

**Register**  
Cancel

This is a review screen. It will show you the links to the forms under the **Resources** tab, the **names** of those guests being registered, and let you select payment methods.

5

If you choose to **Pay In-Person** or pay at a later date, go ahead and click **Register** then follow to **Step 8**.

Follow along for the steps to **Pay Now** with a credit/bank card.

**Paying for your event registration.** This can be done online when you register, at a later date online, over the phone with the Church Office staff, or you can **Pay In-Person** with cash or a check.

If you would like to pay online at the time of registration, choose **Pay Now** and click on the **+Add New Payment Method**.

**6** If you have an account set up for online giving that you have saved to your profile, it may show up here. You are not obligated to use that account for every registration payment. You can click on **+Add New Payment Method** for a one-time payment if you want to use a different card.

REGISTRATIONS

2 Standard Registrations @ \$20.00

\$40.00

SUMMARY

Total Cost \$40.00

Pay Now

Pay In-Person

Pay Now

REGISTER WITH

No saved accounts

+ Add New Payment Method

Register

Cancel

If you would like to save this payment method for use for additional payments for future events, you can click the box beside **Save for future use**.

If you have a Realm profile, some of the fields may pre-populate with your name, address, and email. Once you complete all of the required fields, click **Save**.

**7** This is a secure way for processing payments online. You will receive a payment confirmation via email for your records. If you do not receive a confirmation email or are unsure if your payment went through, call the Church Office and ask to speak with the Treasurer for confirmation.

**Note:** For trips with a higher cost, you are able to make multiple partial payments.

Add New Payment Method

Save for future use

Account Type

Credit/Debit Card

Account Number \*

VISA MasterCard DISCOVER AMERICAN EXPRESS

Expiration Date \*

CVV2

Name on card \*

Billing Address Line 1 \*

Billing Address Line 2

Billing City \*

Billing State \*

Pennsylvania

Billing Postal Code \*

Email Address \*

Save Cancel

[View all events](#)

### Hebron Students @ Fun Slides

Mar 6, 2026 (5:00 - 9:00 pm)

Fun Slides Carpet Skatepark  
1130 Perry Hwy  
Pittsburgh, PA 15237

Contacts: DAN BENDER, LISA HARAJDA, TIMOTHY WARNER, MELISSA WEBB

[2026 Hebron Permission/Medical Release form](#)  
Notes

[Fun Slide Carpet Skate Park Safety Waiver](#)  
Notes

**Thanks for registering!**  
A receipt was emailed to *Your email address*  
Remaining Balance: \$40.00

**MELISSA WEBB**  
1 Standard Registration @ 20.00  
(412) 512-0275

**Outside Friend (Guest)**  
1 Standard Registration @ 20.00  
[info@hebrononline.org](mailto:info@hebrononline.org)  
(412) 371-2307

[Edit Details](#)

#### REGISTRATIONS

2 Standard Registrations @ \$20.00 \$40.00

#### SUMMARY

Total Cost \$40.00

Pay Now

Register

Cancel

#### EVENT CONTACT

If you have additional questions about your registration, reach out to the event contact.

[Email Event Contacts](#)



8 You will see this confirmation message in the **green box** once your registration is complete.

## Hebron Students Momentum Night Out Registration Confirmation

Thanks for registering for Hebron Students Momentum Night Out! Below are details of your registration. If you need to make changes, log back into Realm or contact someone at Hebron Presbyterian Church.

Please remember to complete the 2026 Hebron Church Permission/Medical Release form- [2026 Hebron Church Family Ministry K-12 \(Kids & Students\)-Medical Release & Permission Form – Fill out form](#) and the Fun Slides Skatepark Safety Waiver - <https://funslidespgh.pcsparty.com/sign/> then forward Dan Bender the confirmation email.

### Event Details

Hebron Students @ Fun Slides

March 6, 2026 5:00 pm - 9:00 pm

[1130 Perry Hwy](#)  
[Pittsburgh, PA 15237](#)

[Add Event to your Calendar](#)

### Registration Summary

2 Standard Registrations

### Registrants

MELISSA WEBB  
1 Standard Registration  
Outside Friend (Guest)  
1 Standard Registration

Sincerely,  
Your friends at Hebron Presbyterian Church

A confirmation email will be sent to you. It will include the date, location, and the names of the people that you registered for the event.

9 In our example, this **confirmation email** includes the links to the necessary forms that must be completed for this event.

If you don't receive a **confirmation email**, please call the church office to confirm that the registration went through.

If you need to make a change to your registration or make a payment, go back to the Events list in Realm (shown in Step 1) and click on the particular event.

10

In our example, we see that 2 people are registered, and that there is a remaining balance of \$40.00.

HEBRON STUDENTS 6TH-12TH GRADES  
**MOMENTUM NIGHT OUT**  
**FRI, MARCH 6 5PM-9PM**

FUN SLIDES CARPET SKATEPARK (NORTH HILLS) | QUESTIONS? CALL 412-371-2307 | SIGN UP IN REALM! DEADLINE MARCH 4

MAR 6  
 Hebron Students @ Fun Slides  
 Fri, Mar 6 at 5:00 PM - 9:00 PM  
 REGISTERED

2 People Registered, Balance: \$40.00 | Manage Registration

Details Resources

Friday, Mar 6th, 2026 at 5:00 PM - 9:00 PM | Add to Calendar

Fun Slides Carpet Skatepark | Pittsburgh, PA  
 1130 Perry Hwy, Pittsburgh, PA, 15237 | Show Map

Clicking on **Manage Registration** will allow you to go back into your event registration and do the following actions outlines below—

1. Edit Who's Coming.

You can add or remove someone.

2. Cancel Registration.

3. Make a payment.

If you did not make a payment at the time of the initial registration, you can make a payment or partial payment at a later date. Click the **Make a Payment** button and follow the same steps as previously outlined in Step 7.

11a

Edit Who's Coming | Cancel Registration

View all events

Hebron Students @ Fun Slides  
 Mar 6, 2026 (5:00 - 9:00 pm)

Fun Slides Carpet Skatepark  
 1130 Perry Hwy  
 Pittsburgh, PA 15237

Contacts: DAN BENDER, LISA HARAJDA, TIMOTHY WARNER, MELISSA WEBB

2026 Hebron Permission/Medical Release form  
 Notes

Fun Slide Carpet Skate Park Safety Waiver  
 Notes

REGISTRATIONS	
2 Standard Registrations @ \$20.00	\$40.00
SUMMARY	
Total Cost	\$40.00
Previous Payments	\$0.00
Balance	\$40.00

Make a payment

EVENT CONTACT

If you have additional questions about your registration, reach out to the event contact.  
 Email Event Contacts

HEBRON CHURCH

# Hebron Students @ Fun Slides

Friday, March 6, 2026 5:00 pm - 9:00 pm

Fun Slides Carpet Skatepark  
1130 Perry Hwy  
Pittsburgh, PA 15237

Join us as we go to Fun Slides Carpet Skate Park in the North Hills for a night of amazing activities. Carpet skates are provided. You can bring your own helmet.

This is a perfect opportunity to bring a friend.  
Meet at the Barclay to depart at 5pm and return by 9pm.

Dinner is included.

The Fun Slide Carpet Skatepark Safety Waiver is located under Resources. Please forward a copy of the completed waiver confirmation email to Dan Bender at danb@hebrononline.org.

STUDENTS

STANDARD	\$20.00
----------	---------

19 spots available

### Edit Registration

Who is attending this event?

- MARK WEBB
- MELISSA WEBB
- PAIGE WEBB
- SARAH WEBB

ADDITIONAL GUESTS

- Outside Friend
- [+ Add another registrant](#)

**Next**  
Cancel

If you need to **Edit Who's Coming** You can uncheck a name to remove someone previously registered,. Click on a name to add a new person to the event or click **+Add another registrant** to add another guest. Click **Next** to continue with your updated registration as outlined the same way as in **Step 3**.

11b

## Hebron Students @ Fun Slides

Mar 6, 2026 (5:00 - 9:00 pm)

Tell us more about who's coming.

- MARK WEBB NEW
- MELISSA WEBB
- Outside Friend (Guest)

REGISTRATIONS	
3 Standard Registrations @ \$20.00	\$60.00
SUMMARY	
Total Cost	\$60.00
Previous Payments	\$0.00
Balance	\$60.00
<a href="#">Previous</a> <a href="#">Next: Review</a>	
Cancel	

In this example, someone was added to the event registration. The **Total Cost** and **Balance** is updated to reflect the change.

11c

## Cancel Registration

This registration includes other people.

What would you like to do?

- Cancel everyone (2 total)
  - Outside Friend (Guest)
  - MELISSA WEBB
- Cancel only certain people

**Cancel Registration** [Close](#)

REGISTRATIONS	
SUMMARY	
Total Cost	\$0.00

If instead you choose to cancel the registration for everyone previously registered, this screen with an orange border will pop up as a confirmation. When you click **Cancel Registration**, it will show that the **Total Cost** will change to **\$0.00**.

11d

## We're sorry you can no longer attend Hebron Students @ Fun Slides

Sorry you can't make it.

You will receive an **event cancellation email** similar to the initial confirmation email.

11e