

MCI 25th Reunion Registration Process

Registration for the MCI 25th Reunion is a two-step process. Each current or former staff member and student attending the events must follow this process.

1. Create an individual account at **School Cash Online** to allow you to pay for the Reunion registration. Each person must create an account. You can't register for someone else.
2. Register by selecting a Reunion event from the list of events for MCI, complete the form and pay through **School Cash Online**.

The reunion has two events

1. A reception at MCI on Friday May 25th from 7 pm to 10 pm. The cost is \$10 (includes entrance and appetizers). This event is only for MCI current and former staff and students. (Max 400)
2. The main event at MCI on Saturday May 26th from 11 to 4 pm. The cost is \$15 for each current or former staff member and student (includes a limited edition 25th Reunion t-shirt). Family and friends are welcome to attend for free. (Max 400)

You need to register separately for both events if you wish to attend both.

School Cash Online Account Creation

1. Go to the MCI website at:
<http://www.yrdsb.ca/schools/middlefield.ci/Pages/default.aspx>
2. At the lower right of the MCI website is the link to School Cash Online. Click on the Red **Registration Instructions** link and then follow them. Don't worry or do anything about Step 3.
3. When you get the response email from Student Cash Online you can continue with the registration. At this point you have an account with a login and a password.



Registration and Payment

1. Go again to the MCI website and click on the School Cash Online box.
2. Sign in to your account. This takes you to a page with a drop-down list to choose the school. Ignore anything about Student.
3. Choose Middlefield CI and then below beside the Confirm button click on **"I don't want to add a student"**. (Do **NOT** click on the Confirm button)
4. This takes you to a list of schools with events showing. Select Middlefield CI events. Scan down the MCI Reunion events to select your event(s). (Staff includes teachers, administrators and other staff).
Complete the form using the checklist below as a guide
 - a. Check the box beside each item to be ordered.
 - b. Check off the appropriate boxes for when you were at MCI. (You may check more than one, but you must check at least one.)
 - c. **BEFORE** you click on **Add to Cart**, you must **UNCHECK** the **MYSELF** box and then enter your contact information (**Phone Number**, **Email Address**, **Name**, and **Maiden Name** if appropriate) in the **Who are you purchasing this for?** space. If you do not do this, we will have no way to get in touch with you if necessary, or even know who you are.



Enter your **phone no**, your **email address**, your **name** and maiden name if appropriate

Who are you purchasing this for?: Myself

UNCHECK

Back Add To Cart

- d. Once all orders have been checkmarked, the year boxes checked, **AND** the contact information entered, click on **Add to Cart** in the lower right of the form.
- e. Click on Checkout in the checkout box that pops up. This takes you to the Checkout to finalize your order and pay for your items. (If the Checkout popup closes, click on Checkout at the upper right of the screen.)
- f. Once you have checked out you are done. You cannot go back and change your registration or order or add contact information. The system will not allow this. If there is a problem, contact us by email at middlefield.ci@yrdsb.ca. You can go back in to see what you have purchased (Your Payment History).
- g. You can print the receipt if you wish, but you will also get a receipt via email. The receipt shows what you ordered and what you paid for.



5. If you wish to attend the **MCI 25th Reunion** on Saturday May 26th, repeat this process for that event. It is listed as an Event under Middlefield CI. **You need to provide your contact information again for this event. UNCHECK** the Myself box and in “Who are you purchasing for” we need your **Phone Number, Email Address, Name, and Maiden Name** if appropriate as above. **This event has a maximum of 400 people who can attend. We will close the event when we reach the limit.**