Step 1 – Login to you *Capernaum* Account

I have already accessed my *Capernaum* Account

- Go to the Login page at https://www.mycapernaum.org/
- Enter your username and password

I am not sure if I have a *Capernaum* Account

- Anyone who has ever taken a training or formation course with the Archdiocese had their record added to the system and an account created for them
- To Get access to your account:
  - Go to the Login page at https://www.mycapernaum.org/
  - Click the "Need Help?" link under the blue login button

I need to create a *Capernaum* Account

- If you have never taken a training or formation course with the Archdiocese you can create a new account through self-registration
  - Go to the Login page at https://www.mycapernaum.org/
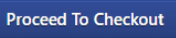 - All new accounts are reviewed to ensure no duplicate accounts are made

Step 2 – Register for the PROCLAIM 2020 Virtual Conference

Locate the PROCLAIM 2020 tile on the Learner Homepage

Featured

Curriculum

Proclaim 2020 - "Take Courage...

1 hour, 30 minutes

- Directly under the main announcement carousel, you will see a section titled "Featured"
- Click on the tile for the PROCLAIM conference (right)
- This will load the "learning details" page for the virtual conference

Register/Pay for the Conference

- Review the description and conference content on the learning details page
- Click the blue " Add to Cart " button
- Review the shopping cart purchase
  - ***NOTE***: *At this time we are only accepting online payments via debit/credit cards*
- Click the blue " Proceed To Checkout " button
- From the drop-down menu select the "PayPal" option
  - ***NOTE***: *This does not require you to have a PayPal account*
- You will be taken away from the *Capernaum* site to process the payment, then returned to *Capernaum* afterward

Step 3 –Select Live Sessions You Wish to Attend

Open the PROCLAIM 2020 Curriculum

- From your transcript page or Learner Homepage open the Proclaim Curriculum
- On the Learner Homepage, the PROCLAIM tile will be under the "Continue Learning" Section

- Click the part of the tile that says "Open Curriculum "

Selecting Your Live Sessions
- Each of the sections of PROCLAIM will be visible on the curriculum page, you can select one by clicking on the " View Details " in the main body of the page, or by selecting it on the navigation menu on the left-hand side of the page

Example: Keynote Presentations
- Open the "Keynote Presentations" sections
- Click on the " Select Session ▼ " button on the right-hand side of the tile for the keynote presentation you wish to attend, this will open a pop-up window
- Locate the session you wish to attend and click the " Request " link on the right-hand side of the session, this will register you for a spot in that Zoom session
- Repeat these steps for each keynote you wish to register for

Repeat This Process For:
- Prayer Experiences (Friday and Saturday)
- The Hub Experience (Friday and Saturday)

Step 4 – Launch Proclaim on November 13/14, 2020

From the Learner Homepage
- On the Learner Homepage, the PROCLAIM tile will be under the "Continue Learning" Section
- Click the part of the tile that says "Open Curriculum "

From the PROCLAIM Conference Page in Capernaum
- Click on the links within the schedule to go to the particular aspect of the conference.

Publisher Showcases

How to Access Publisher Showcases
- Sponsors/Publishers will be providing their own links for their virtual showcases
- These links will be sent out in an email to all registered participants the week before the conference
- Links will also be available in the "Sponsors" section of the conference homepage

Click to go to the PROCLAIM Conference Homepage on Capernaum