

Dear Parishioners,

We thank all of you for enthusiastically starting to sign up to attend Orthros and Divine Liturgy on Sunday. We appreciate your patience as we work through our first few days with the new registration platform. Below is a list of additional guidance to help with the registration process:

- 1) Please only sign up for 1 Liturgy. We would like to give as many people an opportunity to attend church as possible
- 2) Each week, we will prioritize parishioners who have yet to attend service in previous weeks. If, by Friday, the church has not reached full capacity, we will allow those who have attended services in previous week(s) to register for the coming week on a first-come, first-serve basis
- 3) Each person must reserve a location in a pew. Please do not add a name in the comments and do not add an additional name in the first or last name field.
- 4) Each person must provide valid contact information, including first & last name, home address, phone number, and e-mail address. This information is vital for contact tracing. We will cross-reference the information with the church's database. The only exception to this rule is for a family member without an e-mail address (e.g. for a young child). In this situation, please leave the e-mail address blank. Then, after reserving the spot, add a comment by clicking "comment" next to the pew you signed up in, and provide the appropriate emergency contact e-mail address for the family member without an email address.
- 5) Each Friday at 5pm, any registrants that have not provided complete registration information will be contacted, if possible, and alerted that their reservation may be canceled. Registrants will have 24 hours to update their information on file before having their reservation canceled.
- 6) Each Saturday at 5pm, the registration for the upcoming Sunday Liturgy will close. No registrations will be accepted thereafter. At this time, any registrants with incomplete registrations will have their spots canceled.
- 7) Right now, each pew is limited to 2 people, whether it is a "family" pew or an "individuals" pew. In the future, we envision allowing more people in the family pews (i.e those who have been quarantining together). But for now, no more than 2 people are allowed in any pew. If you are a family of 3, you will have to sign up as 2 people in one pew, and 1 person in another pew.
- 8) If you are an "individual" signing up, i.e. you are the only member of your household registering to attend church, we ask that you register in the "individuals" pews only. If multiple members of a household (quarantining together) are registering to attend church, we ask that you register in the "family" pews. If church has not yet reached capacity on Friday, any open pew may be reserved.
- 9) If no Memorials or call-ins have been reserved by Friday, the "Holds" on the Memorial pew and the call-in-designated pews will be released, and parishioners can reserve these pews on a first-come, first serve basis

## **REGISTRATION EXAMPLES**

*Scenario 1: Maria wants to attend Liturgy this Sunday; she has not registered to attend a service before. She will be the only member of the household to attend service. How should Maria register?*

Maria should register in an "Individual" pew. She should provide her full contact info (first name, last name, e-mail, home address, and phone number) and check the box indicating that she complies with all the conditions set forth.

*Scenario 2: Maria wants to attend Liturgy this Sunday; she has already attended a service before. She will be the only member of the household to attend service. How should Maria register?*

Maria should not register right away. Maria should wait until Friday to see if church has additional capacity. If there is still additional capacity, Maria can register in any pew. She should provide her full contact info (first name, last name, e-mail, home address, and phone number) and check the box indicating that she complies with all the conditions set forth.

*Scenario 3: Maria and Dimitri are members of the same household and have been quarantining together. They would like to attend church this Sunday. They have not registered for service before. How should Maria and Dimitri register?*

Maria and Dimitri should register in a "Family" pew. Maria and Dimitri should both register uniquely. Maria should provide her full contact info (first name, last name, e-mail, home address, and phone number) and sign the waiver indicating that she complies with all the conditions set forth. Dimitri should provide his full contact info (first name, last name, e-mail, home address, and phone number) and check the box indicating that he complies with all the conditions set forth.

*Scenario 4: Maria and Dimitri are members of the same household and have been quarantining together. They would like to attend church this Sunday, but they have already attended services before. How should Maria and Dimitri register?*

Maria and Dimitri should not register right away. They should wait until Friday to see if church has additional capacity. If there is still additional capacity, they can register in any pew. Maria should provide her full contact info (first name, last name, e-mail, home address, and phone number) and sign the waiver indicating that she complies with all the conditions set forth. Dimitri should provide his full contact info (first name, last name, e-mail, home address, and phone number) and check the box indicating that he complies with all the conditions set forth.

*Scenario 5: Maria, Dimitri, and their daughter Alexandra are members of the same household and have been quarantining together. They would like to attend church this Sunday; they have not attended services before. How should they register?*

Maria, Dimitri and Alexandra will not all be able to register in the same pew due to the current pew limitation of 2 people per pew. Therefore, we recommend registering Alexandra to sit with Maria or Dimitri in a family pew. The remaining person should register in an individual pew. In the future, when the family pew capacity increases, this should not be a problem. Once again, all three individuals must provide complete contact information, including Alexandra.

*Scenario 6: Maria, Dimitri, and their daughter Alexandra, who has no e-mail address, are members of the same household and have been quarantining together. They would like to attend church this Sunday; they have not attended services before. How should they register?*

Maria, Dimitri and Alexandra will not all be able to register in the same pew due to the current pew limitation of 2 people per pew. Therefore, we recommend registering Alexandra to sit with Maria or Dimitri in a family pew. The remaining person should register in an individual pew. In the future, when the family pew capacity increases, this should not be a problem. Maria and Dimitri must provide complete contact information. Since Alexandra does not have an e-mail address, please provide all other contact information, then provide a comment in your reserved pew with the appropriate emergency contact e-mail address for Alexandra.

~Domenic Carr