



Celebrant Assist Program Registration Guide

How To Register Celebrant Assist

The first time you run Celebrant Assist, the Registration screen appears. Please register within 30 days of installation otherwise the program will expire.

Registration

Enter the details of the registered celebrant who will be using the program.

First Name: [First Name]
Surname: [Family Name]
Celebrant Number: [Celebrant Number]
Celebrant Type: Authorised Celebrant
Address Line 1: [Address]
Optional Line:
City/Town/Suburb: [Suburb]
State: [State]
Note: You must enter the full name for your state, not the abbreviation
Postal Code: 4999
Country: Australia

Rites Used NOIM: Law
Rites Used Cert: Law
Password: [6 Characters required]
Reenter Password: [6 Characters required]

Note: Celebrant Assist advises you to keep a copy of your user password in a secure location, as the program can only be unlocked without the password by Celebrant Assist technical support at a rate of \$110.00/hr or part thereof

Registration Status: Evaluation
Registration Expiry: 20-Dec-2006
Request Number:
Registration Code: [] - [] - [] - []

Generate Request Number

Please take care when entering this information as this data will appear throughout the program and will be printed on the certificates produced. This information can be changed at any time but a new registration key may be required. After the initial registration is completed the 'Registration' screen can be accessed by clicking the 'ADMIN' button on the Main Menu

To register this program

1. After completing the registration screen, press the "Generate Request Number" button
2. E-mail your First Name, Surname, Celebrant Number, Celebrant Type and the Request Number to -
contactus@celebrantassist.com.au
3. A 16 digit Registration Code will be e-mailed to you

Unlock Ok Cancel

Enter your name as you want to see it on the documents. Please make sure that there are no spaces following either name.

Enter the rest of the information.

Select an entry from the drop down list. Please do not type or enter anything else, as these are the only selections allowed on the legal certificates.

Enter a password of your choice, 6 characters.

Only after you have entered all your information, click on Generate Request Number.



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1. The Registration Status and Request Number is displayed.

Registration

Enter the details of the registered celebrant who will be using the program.

First Name: Jane
Surname: Smith
Celebrant Number: A9999
Celebrant Type: Authorised Celebrant
Address Line 1: 1 The Street
Optional Line:
City/Town/Suburb: Anytown
State: NSW
Postal Code: 2999
Country: Australia

Rites Used NOIM: Law
Rites Used Cert: Law
Password: ***** 6 Characters required
Reenter Password: *****

Note: Celebrant Assist advises you to keep a copy of your user password in a secure location, as the program can only be unlocked without the password by Celebrant Assist technical support at a rate of \$110.00/hr or part thereof

Registration Status: Key Waiting
Registration Expiry: 20-Dec-2006
Request Number: BC0D-FDC8-D9B4-DA73
Registration Code: - - - -

Generate Request Number

Please take care when entering this information as this data will appear throughout the program and will be printed on the certificates produced. This information can be changed at any time but a new registration key may be required. After the initial registration is completed the 'Registration' screen can be accessed by clicking the 'ADMIN' button on the Main Menu

To register this program

1. After completing the registration screen, press the "Generate Request Number" button
2. E-mail your First Name, Surname, Celebrant Number, Celebrant Type and the Request Number to -
contactus@celebrantassist.com.au
3. A 16 digit Registration Code will be e-mailed to you.

Unlock Ok Cancel

The Registration Status has been set and a temporary Licence has been created, to allow use for the next month.

A Request number has been generated. Follow the instructions, below, to send us the registration information.

Click OK. Do not click Unlock.

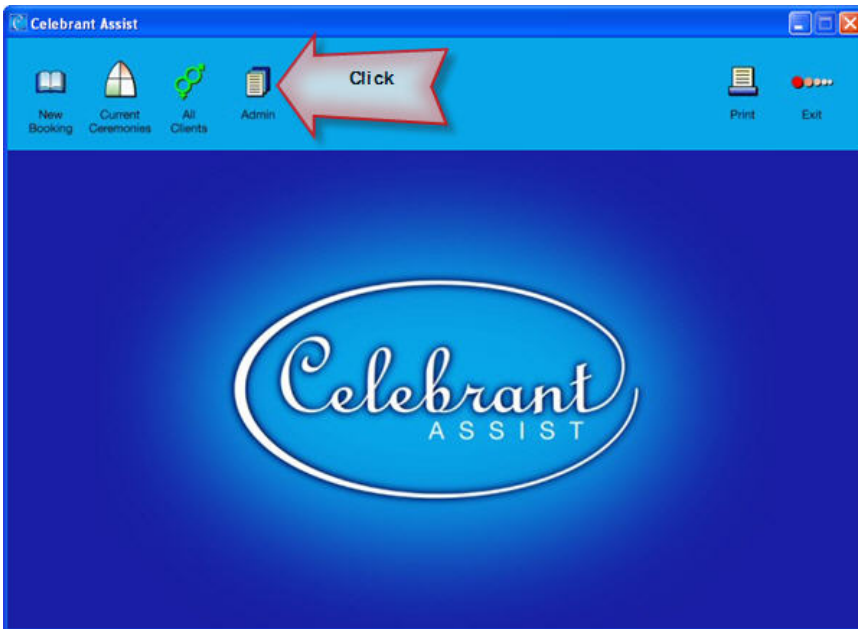
2. Email your **First Name, Surname, Celebrant Number, and Celebrant Type and the Request Number** to support@celebrantassist.com.au
3. Your Registration Code will be emailed back to you.



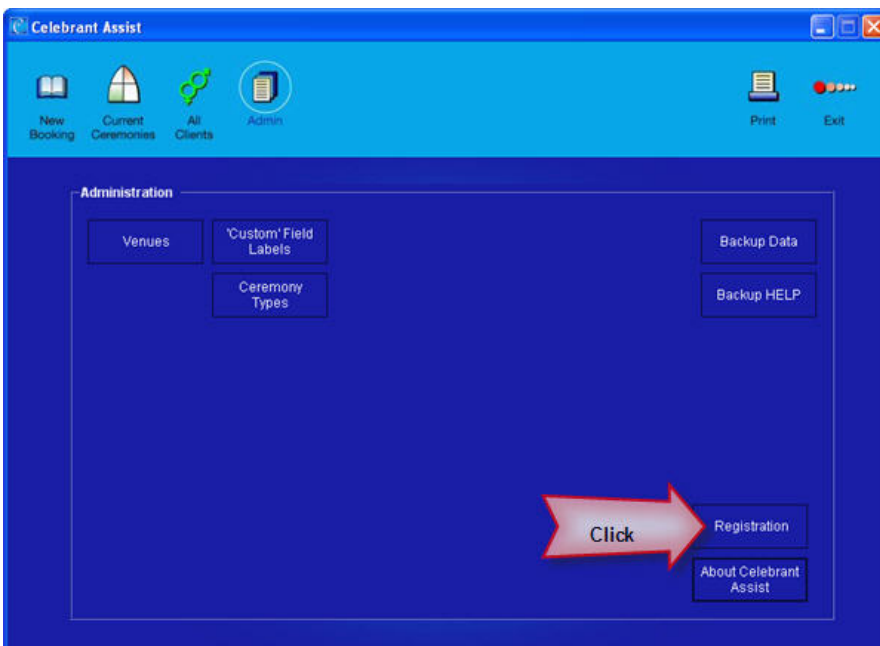
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Entering the Registration Code

- When you receive your Registration Code, open the registration screen by Clicking the "Admin" icon



- Click the "Registration" button on the Admin screen





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6. Enter the Registration Code

Enter your Registration Code in the four text boxes provided.

Click Unlock. Do not click OK.

7. Click on Unlock. You will get a message saying the program has been successfully registered.

8. Click on OK.

NOTE Please register within 30 days of the date of installation, otherwise Celebrant Assist will cease to function.