Online Special Events Application

Parishes have the option to fill out the Special Events Application (SEA) online and only send in the corresponding payment without having to print and mail any paperwork. While this process may require a few extra steps, it can all be filled out with a few clicks of the mouse and some simple data input. The step-by-step instructions are below but we'd like to highlight a few things that will make this procedure more efficient and convenient for everyone.

- The procedure uses a Third-Party platform – DocuSign – to process the SEA. You will be asked to sign up for DocuSign throughout the process, but you can simply ignore those prompts.

- You will need the following information from the Host before you begin the SEA process:
    1. Name
    2. Email Address
    3. Phone Number
    4. Mailing Address

- You must tell the host that they will receive an email with a link to electronically sign the SEA. Until they sign it, the MCC will not receive nor be able to approve it since Special Events is a contract between the host and parish and must be signed.

- **Please note: If emailing the host is not an option, simply email yourself, follow the instructions to sign and have the host present to provide their signature.**

- All payments must originate from the Parish and be sent to:

    Michigan Catholic Conference
    PO Box 670986
    Detroit, MI 48267-0986

- Parish check must have the Name of Host or Organization on the Memo Line to be processed by the MCC and can be sent once the initial step is completed (more on this below).

- Once the MCC approves the SEA, all parties (Host, Parish, MCC) will receive an email with the completed form; this will be proof of coverage for the event.

Step-by-Step instructions begin on the next page

Online Special Events Application Instructions

1. Follow the link to the Special Events Application from either Bookkeeper Self-Serve or the Risk Management page on the Michigan Catholic Conference website. (http://www.micatholic.org/risk-management/)

2. The "PowerForm Signer Information" window should show up. This is where you put your name and email as well as the name and email of the Host who will be having the event.

PowerForm Signer Information

If there are other 'roles' required for this document to be completed, please enter the name and email of these other recipients. An email will be sent inviting them to sign along with you.

Please enter your name and email to begin the signing process.

Your Role:

Unit Representative *

Your Name:

John Greenburg

Your Email:

jgreenburg@micatholic.org
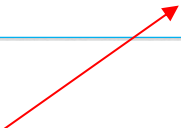
Please provide information for any other signers needed for this document.

Role:

Host *

Name:

John Greenburg

Email:

johngreenburgemail@email.com

[Begin Signing]

3. Click on "Begin Signing"

4. You will then be redirected to enter an access code that you will receive via email within seconds.
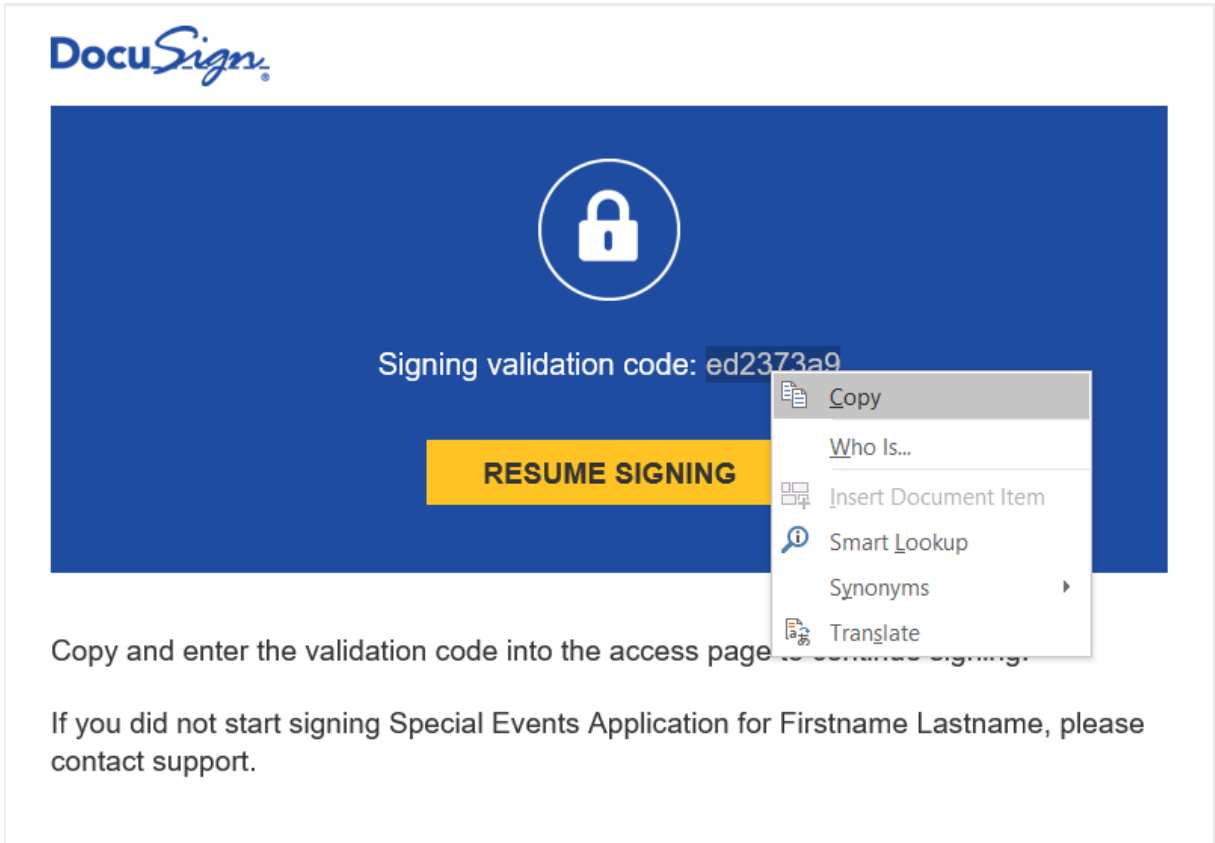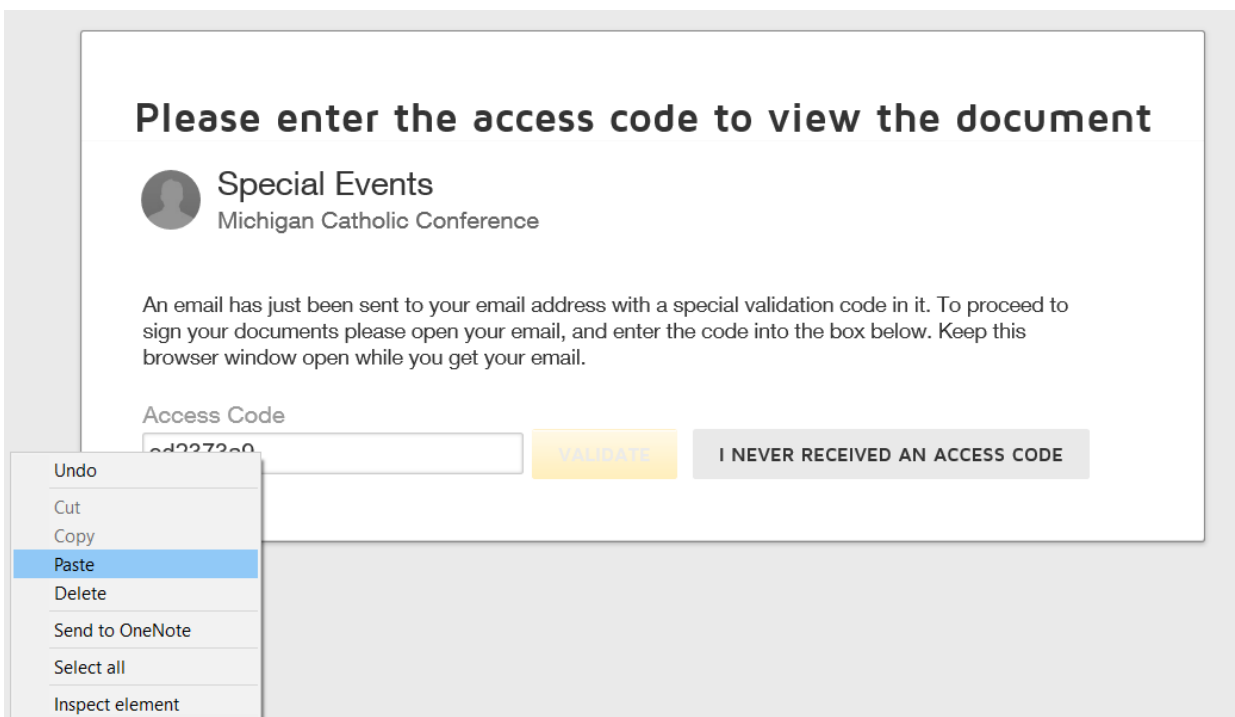   Email looks like this:

From:	Subject:
Special Events via DocuSign	**Email Validation: Special Events Application for John Greenburg**

Simply highlight and copy the code, click on RESUME SIGNING (or go back to the browser as the below screen should still be there) and paste the code into the appropriate field:

5. Click on Validate

6. Click on continue to begin filling out the form:

7. All fields are required. You can either tab from field to field or simply click on each field to fill them out.

8. Please note: The Host Name will not show up to you on the form, but it will when the host receives the email. It will then be populated and visible to all parties from this step forward.

9. Once all fields are filled out, click on FINISH. If you haven't done so already, instruct the host that they will be getting an email shortly and they will need to follow the simple instructions to electronically sign the form.

10. This screen will pop up but you can simply hit the X or click on "NO THANKS" then you can completely close out the browser as your part is done. You will receive a completed copy once the MCC receives the check and approves the application:
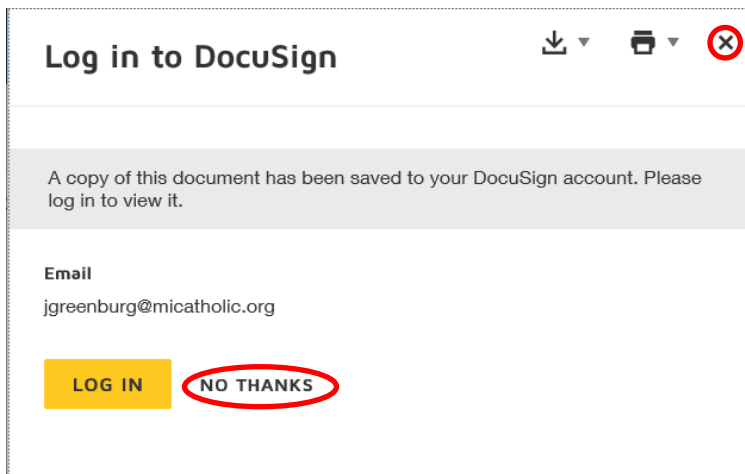
11. Send a check to the MCC lockbox making sure the number matches what was entered into the form and the host's name is in the Memo field. Remember, send all checks to the following address:

Michigan Catholic Conference
PO Box 670986
Detroit, MI 48267-0986

12. Moments after you click on FINISH, the host will get an email from DocuSign that will look like this:

From: Subject:

● Special Events via DocuSign   Special Events Application for John Greenburg

● Special Events Application for John Greenburg

DocuSign.

Special Events sent you a document to review and sign.

REVIEW DOCUMENT
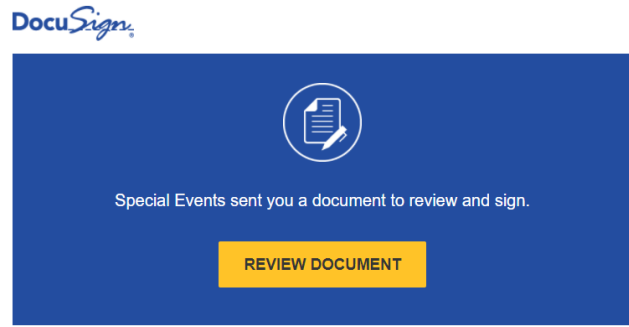
Special Events
specialevents@micatholic.org

PRIVATE MESSAGE

Please follow the link and simply sign where indicated. You can accept to use the suggested signature or choose to draw your own. You will receive a completed copy of the form once the MCC receives the parish check and approves it - this will be your receipt.

John Greenburg,

Please DocuSign SPECIAL EVENTS ONLINE APPLICATION.pdf

Thank You, Special Events

13. Once the host clicks on "REVIEW DOCUMENT," DocuSign will launch, they will then have to agree to terms and hit CONTINUE:

Please read the Electronic Record and Signature Disclosure.
☑ I agree to use electronic records and signatures.   **CONTINUE**   **OTHER ACTIONS ▾**

they will then be prompted to sign (as mentioned, their name now appears):

John Greenburg
_____
Host Name
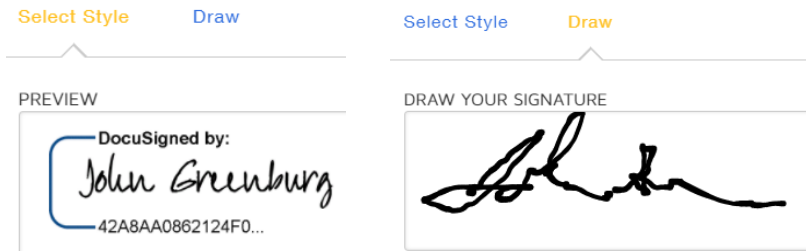Individual or Organization Requesting Coverage (Named Insured)
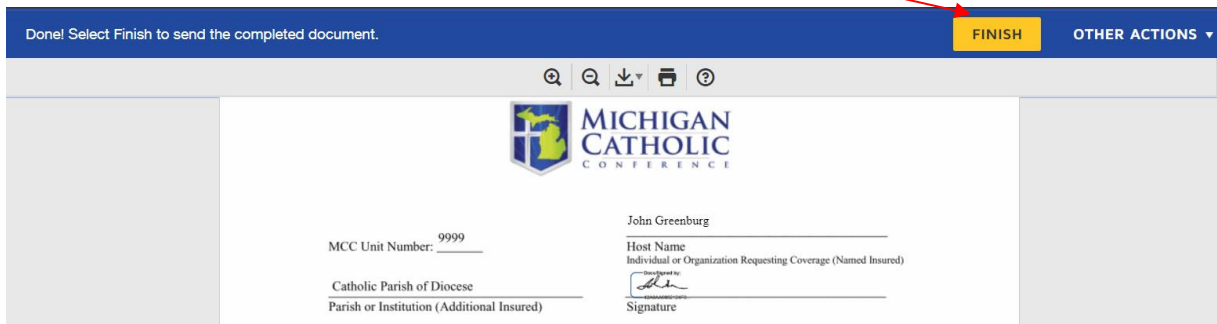**Sign**
⬇
_____
Signature

Click on Sign

14. They can either accept the suggested signature or draw their own:

15. After they "adopt and sign" they then click on FINISH

16. Once they click finish, they will be prompted to save a copy of the document, if they choose. They will get a copy of the completed form once the MCC approves it so saving it at this step is not necessary.

17. After the MCC receives the parish check, validates the information and approves, both the Parish Representative and the host will receive the completed application via email:

From: Subject:
📎 **Special Events via DocuSign**   **Completed: Special Events Application for John Greenburg**

18. The process is completed and the event is insured once the host and parish receive the email with the completed form.