

# User Guide for Provincial Coordinators

## 2025 RCGG Junior Church Convention Registration Portal

Welcome to the **2025 RCGG Junior Church Convention Registration Portal**. This guide provides a step-by-step walkthrough of how to navigate and utilize the platform effectively.

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### How to Access the Portal

#### Log in to the Portal

- Visit [www.rccgjuniorchurch.org](http://www.rccgjuniorchurch.org)
  - Click on "**Convention Portal**" in the navigation menu.
  - Select your **Zone, Region, and Province** and enter your **Province Password** to proceed.
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### Dashboard Overview & Features

Once logged in, your **dashboard** provides access to various functions:

#### Key Dashboard Options & Their Uses:

- **Dashboard** – The central hub for all registration and report activities.
- **New Registration** – Start a fresh registration and generate a **new RRR code**.
- **Continue Registration** – Complete any **incomplete registrations**.
- **Registration Status** – Check the status of your registration (**Pending or Approved**).
- **Payment Status** – Verify if your payment is **Pending or Approved**.
- **Transactions** – View a record of all transactions made on your dashboard.

- **Children Registration** – Access reports on children’s registration.
  - **Teens Registration** – View reports on teens’ registration.
  - **Teachers Registration** – Monitor teachers' registration progress.
  - **Documents** – Download important documents uploaded on the platform.
  - **Convention Registration** – Review all registration details and their current status.
  - **Support Ticket – (Important!)** Contact the **DTCE Convention Support Team** for assistance. Issues raised here will be resolved, and the ticket will be closed once addressed.
  - **Newsletter Updates** – A new strip on the dashboard allows you to check for **new DTCE newsletters**. Simply click on each new title to view the content.
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### **Important Notes**

#### **Incomplete Registrations:**

- If a registration is incomplete, you can generate a **new RRR code**.
- However, the system **will not approve incomplete registrations**.

#### **First-Time Login:**

- On your first login, the system **will prompt you to change your password**.
  - **You must update your password** before gaining full access to the dashboard.
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### **Additional Features on Your Dashboard**

-  **Light & Dark Mode** – Toggle between themes for a comfortable viewing experience.

-  **Notifications** – Stay updated with system alerts.
-  **Newsletter Updates** – Easily check and read the latest DTCE newsletters.
-  **Support Ticket** – Raise concerns and get support from the DTCE team.
-  **E-Receipt** – Access and download your electronic payment receipts.
-  **Share Registration Details via WhatsApp** – Quickly share key information.
-  **Online Payment** – Securely complete payments directly on the portal.
-  **Download Registration Reports** – Retrieve and save important reports.
-  **Edit Existing Registrations** – Modify previously submitted registration details if needed.
-  **DTCE Meetings Information** – Get details about upcoming meetings.
-  **Join Zoom Meetings** – Direct access to online meetings.
-  **Read PDF Documents** – View official documents shared within the portal.
-  **Upcoming Events Information** – Stay informed about DTCE programs.
-  **Watch DTCE Live Videos** – Access live streaming and recorded sessions.

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This guide ensures you can efficiently manage registrations and navigate the system with ease.

For any issues, use the **Support Ticket** feature to reach out to the DTCE Convention Support Team.

 For further assistance, visit [www.rccgjuniorchurch.org](http://www.rccgjuniorchurch.org) or contact support through the portal.

**Thank you for your cooperation!**

**RCCG DTCE ICT TECHNICAL TEAM**