



School of Christian Studies

*P.O. Box 1019, Parkersburg, WV 26101-1019
snyder@wvbc.org*800.879.9822*304.422.6449*

From the Desk of: Donna Snyder,
Secretarial Assistant, West Virginia Baptist Convention

"Training Christian Leaders for the Church of the 21st Century"

Online Registration Now Available for School of Christian Studies and School of Christian Studies ADVANCED Classes

The West Virginia Baptist Convention School of Christian Studies and School of Christian Studies ADVANCED will now be offering online registration for all future classes.

The registration process is easy! When you receive your class registration form, go to www.wvbc.org and click on the Donations' link (last link). On the new screen, underneath "How to Give," click on the gold "Make a Donation" button. You will be directed to another screen to fill in your payment information. Please enter the exact amount from the School of Christian Studies' class registration form in the Unit Price box near the top right of your screen. **Please note: A 4% service charge/handling fee will automatically be added to all online registrations.** Then, complete the rest of the form and click the "Review Order and Continue" button. On the next screen, you will see the words "Add special instructions to the seller" near the top left of the page under Internet Donation. Click the plus sign to the left of this sentence. When the box is opened, please type exactly what you are paying for. For example, WV Baptist History, single credit fee for Donna Snyder. **Please list the class, whether you are taking the class for credit or audit, whether you are paying the single or couple fee and the person or persons you are paying for.** When you are finished, please review your information and then click on the "Pay \$ Now" button. Your payment transaction will now be complete and in moments you will receive an e-mail confirming your payment. **This e-mail confirmation must then be forwarded to snyder@wvbc.org with the same information underlined in bold above, plus the amount paid.** As soon as this e-mail is received, your payment is confirmed and both forms are received in the office, your class materials will be sent.

If you have any questions, please e-mail Donna at snyder@wvbc.org or call 800.879.9822.

The mission of the West Virginia Baptist Convention School of Christian Studies is to bring honor and glory to God, by developing quality church leaders, through training that will help them grow in spiritual maturity, biblical knowledge and ministry skills.