



## Register a VIP/Sibling on the Buddy Break Online Database

### To Complete Your VIP Family Information Form:

1. Go online to [www.BuddyBreak.org](http://www.BuddyBreak.org)
2. Click on left menu button for "I am a VIP/Registration"
3. Click on left menu button for "Register Online Now" - there will be a reminder of these steps on that webpage.
4. Click on "Register Now"
5. Click on the link for New Users to create an online Buddy Break account.
6. Fill in the information - the email address will be what you use when logging in. Both your email address and the password that you choose will be case sensitive, so make sure you pay attention to how you type it.  
In fact, go ahead and write it down here so you have a record of it:

**Email Address:**

**Password:**

7. Click on the Create User button.
8. It will show you a "success" message, and then you can log in.
9. **Fill out your VIP child's form (this one may take you some time).  
The great thing is that you can fill out a portion of it, and then save and come back later if you need to.**
10. If your VIP child has any siblings that will also be attending Buddy Break, please fill out a Sibling form for each sibling.

### To Update Your Information About Your Kids:

Follow steps #1-3 that are listed above and then look for the "Update Information" button. Remember that you will need your User Name (email address) and Password to make any changes.

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## **IMPORTANT !!!**

### To RSVP for Buddy Break:

Be sure to notify Crossview that you have completed your VIP/Sibling Application.  
[buddybreak@crossviewfca.com](mailto:buddybreak@crossviewfca.com) OR 815-756-8729

You will receive a follow-up contact from Sharon Wyland, Crossview Buddy Break Coordinator

**Questions:** [buddybreak@crossviewfca.com](mailto:buddybreak@crossviewfca.com) OR 815-756-8729