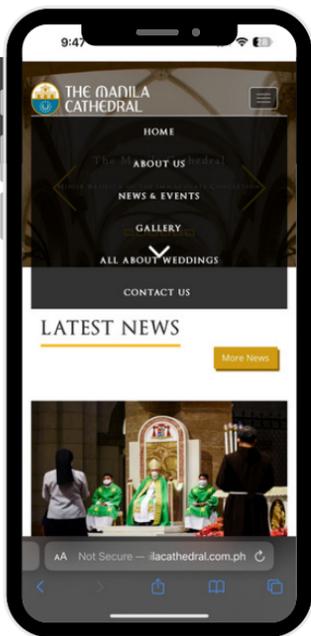




THE MANILA CATHEDRAL

# WEDDING RESERVATION PROCESS



## 1. GO TO THE MANILA CATHEDRAL WEBSITE

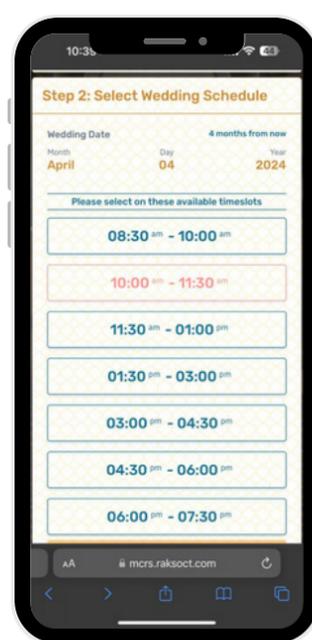
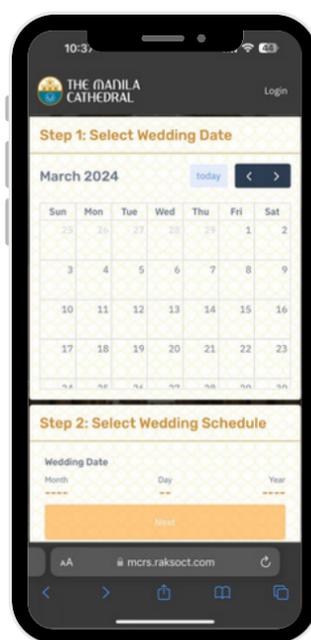
Visit [www.manilacathedral.com.ph](http://www.manilacathedral.com.ph)

Click “All About Weddings” and select “Make New Reservation”

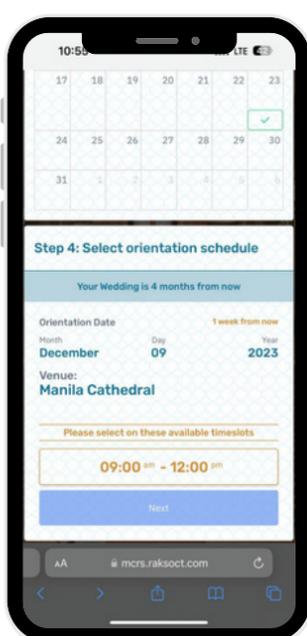
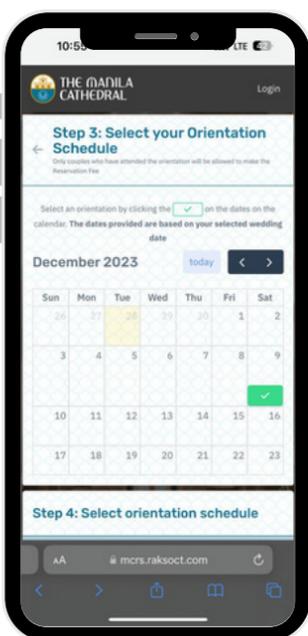
Once redirected, Click on “Make A Reservation” button

## 2. SELECT A WEDDING DATE AND TIME

Select your preferred wedding date and time based on the available schedules.



## 3. SELECT YOUR ORIENTATION DATE AND TIME

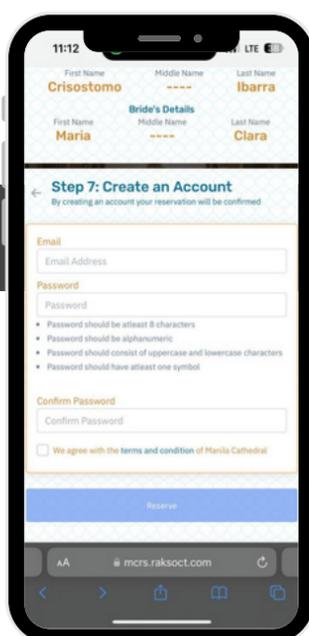
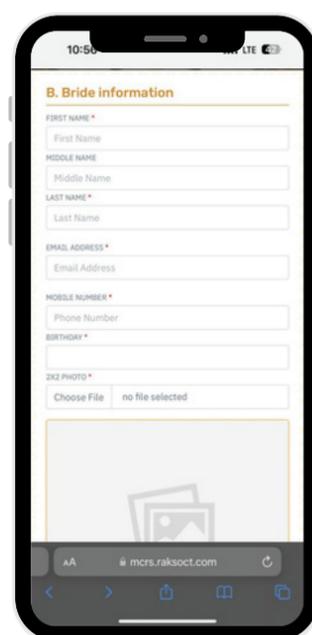
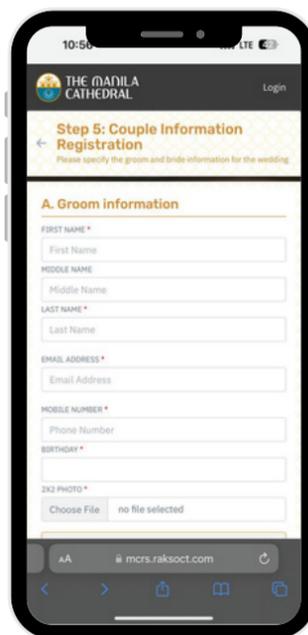


Select an orientation date and time based on the available schedules. Available schedules will have a green checkmark.

**NOTE: Failure to attend your wedding orientation will forfeit your reservation.**

## 4. FILL UP COUPLE INFORMATION REGISTRATION

Fill up the necessary information for the groom and bride and upload your 2x2 photo.



## 4. CREATE ACCOUNT

Proceed with your reservation by creating an account.

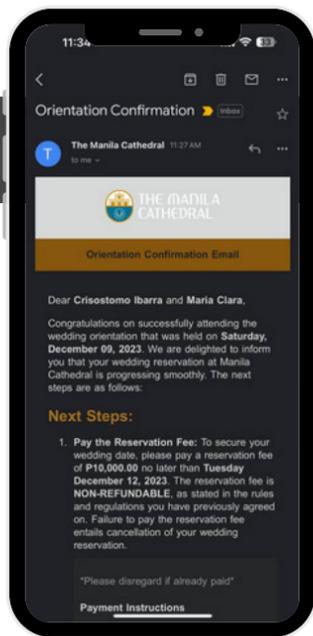
**NOTE: Register with an active email account.**



THE MANILA CATHEDRAL

# WEDDING RESERVATION PROCESS

## 5. AFTER ORIENTATION



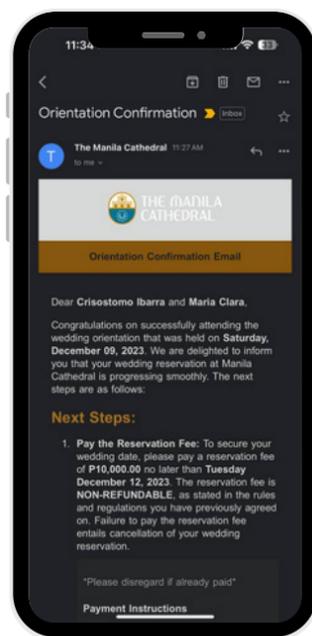
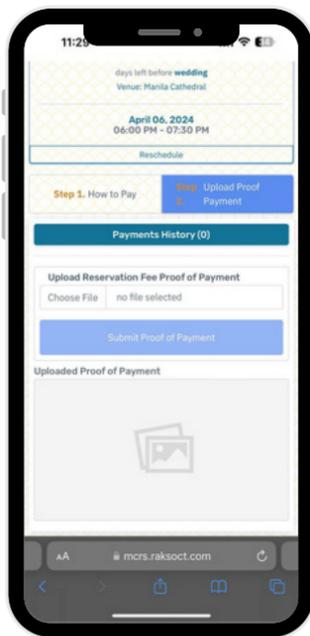
You will receive a confirmation email after attending your orientation.

**NOTE: You may pay your reservation fee on the orientation day itself. If not, you have up to 2 weeks to secure your slot.**

## 6. RESERVATION FEE ONLINE PAYMENT

Upload proof of payment and wait for an email confirming your payment.

**NOTE: You have up to 2 weeks to settle your payment or your wedding reservation will be CANCELLED.**



## 7. ACCOMPLISH REQUIREMENTS

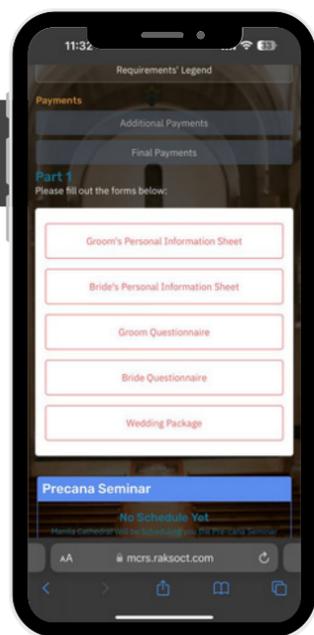


Once your reservation fee is paid, fill out the necessary forms for each part.

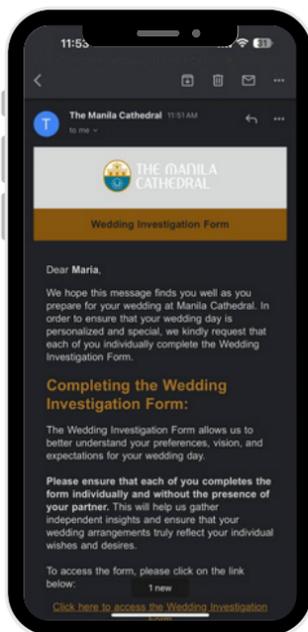
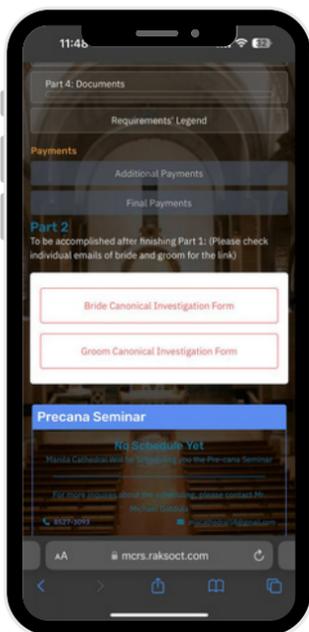
## 8. PART 1: WEDDING DETAILS

Accomplish the following:

- Groom's Personal Information Sheet
- Bride's Personal Information Sheet
- Groom Questionnaire
- Bride Questionnaire
- Wedding Package



## 9. PART 2: CANONICAL INVESTIGATION FORM



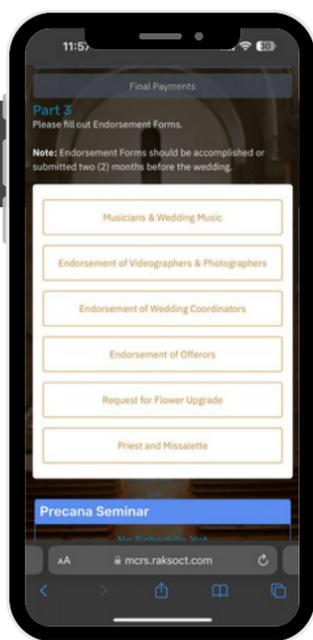
Link to the forms will be sent individually to the groom and bride's emails.

**NOTE: Groom and Bride should answer the Canonical Investigation forms separately.**



THE MANILA CATHEDRAL

# WEDDING RESERVATION PROCESS



## 10. PART 3: ENDORSEMENT

Accomplish the following endorsement forms seen on your screen.

**NOTE: These forms should be submitted 2 months before the wedding.**

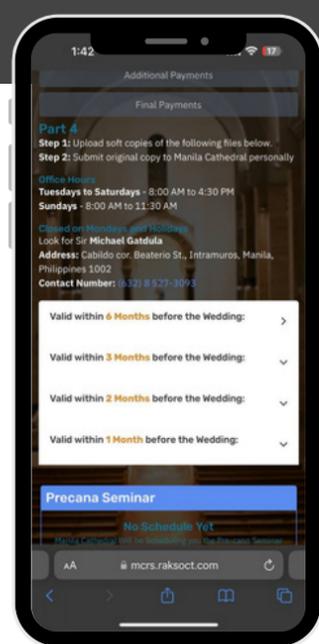
## 11. PART 4: DOCUMENTS

Upload necessary documents under each tab

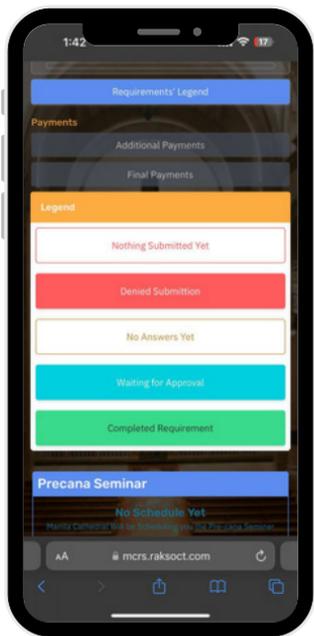
A. We require you to upload the soft copies of the required documents to your account.

B. Original hard copies of all documents should also be submitted to the Manila Cathedral office.

**NOTE: Click on each tab to view the required documents, and upload the files respectively.**



## 12. CHECK STATUS OF YOUR DOCUMENTS



Take note of the status of your documents with the following legends seen on the screen.

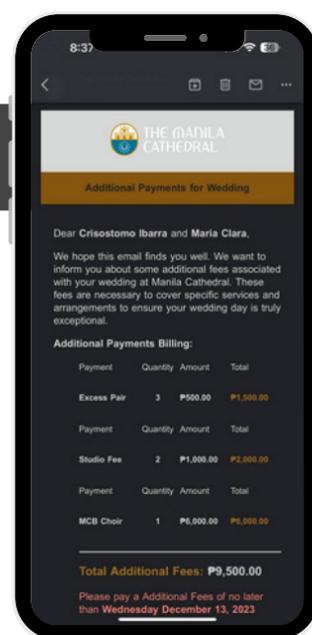
**NOTE: You cannot proceed unless your documents are tagged green "completed requirement"**

## 13. SETTLE OTHER PAYMENTS

If applicable, settle any additional payments.

If none, you may proceed to the Precana Seminar and Canonical Interview.

**NOTE: The Manila Cathedral will schedule your seminar and interview once you have completed all requirements.**



## 14. PRECANA SEMINAR AND CANONICAL INTERVIEW



After accomplishing all requirements and settling your payments, you will be scheduled for a Precana Seminar and Canonical Interview for your final evaluation. Updates will be set via email.

Once confirmed, you will see this message on your dashboard.

