Welcome to our new Foundry Friday Mission registration system. Please use this as a reference guide for logging into the system and getting clients registered.

1. From our main webpage at www.foundryumc.org click on "Social Justice," then "Local Opportunities," followed by "Friday Mission."

2. Check for any updates and read the introduction on the next page. Then scroll down and click on the registration button.

3. Check for updates on cancelations located right under the Welcome to Friday Mission header, then log-in to your account. This login is the username and password that was originally provided to you. There is one username and password per organization that refers clients to Foundry and it is ONLY to be used by the organization and not to be given out to any clients (organizations found to have given out their login information to clients will have their account shut down). Please check around your office in order to locate this username and password. If you cannot locate it, please contact Ben Roberts at broberts@foundryumc.org.

4. Read the provided instructions then click on 'Add a Registrant.'(or if changing a client's appointment, follow the steps to 'Edit an existing registration' that are found on the screen).

5. Select an appointment date and time from the dropdown menu, and enter the Client's name and contact phone number. If there is not a contact number please enter the case worker's number and click the box indicating that the number is for the case worker. Then click save and you will be taken to a page that redisplays the client's information and appointment selected. This would be a best page to print and provide to your client to keep as a reference.

Create Registrant

Appointment Date *

– Select a value –

Select the appointment you wish to set for your client.

Client First Name *

Client Last Name *

Contact Phone Number

Please enter in case worker's contact number if client has no phone number.

☐ Case Worker's Phone Number?
Check here if the contact number belongs to the associated case worker.

Save   Preview

Let us know if there are any questions. Contact Ben Roberts at broberts@foundryumc.org or 202-332-4010 ext. 224 if you are ever unable to locate your log-in information. We ask that you share the log-in information with anyone who makes reservations within your organization, but not to your clients.