



Registration Process

“I’m ready to register. What do I need to know in order to register?”

- Registration can happen two ways.
 1. One person can register the entire group from your congregation, but that person must be attending the assembly. So, if I had an administrative assistant who was going to register the group, they would have to register me as the primary contact and then add guests of Michael to my registration. The administrative assistant would have to include the emails of all the “guests of Michael,” so that everyone gets the emails that are sent through that system. If each person does not have an email, they will not get the necessary information required for assembly such as their voter ID. Guest information does NOT become a part of the new synod database. Using this method, you can pay by credit card for the entire group. Be sure to only register those are attending as voting members! Guests will be able to join our live feed through Facebook or YouTube.
 2. You can have each voting member register themselves. However, you will need their confirmations to pay with one check. You would not be able to pay by credit card for the entire group. They can pay by credit card and be reimbursed by your congregation.
- General information for the person you’re registering such as name, congregation, etc., as well as an email address that is checked regularly.
- Whether the person is attending both the pre-assembly event and the assembly.
- The age range of person. (Confirmed to 17; 18-30; 31-40, 41-50, etc.)

Your final screen will let you know that you are officially registered. Confirmation letters with final details will go out after May 1. Invoice emails are sent automatically when you register.

What if our voting members are not determined by the early bird deadline?

You will have to register them late and pay the full price. If you register them before without their individual email address, they will not get the information for joining and voting because it is sent directly through the registration system and those emails cannot be changed.

There will be no onsite registration. If you are not registered by May 1 you may only join the assembly as a guest watching on Facebook or YouTube.

Fees

- \$50 Early Registration for Rostered Ministers, Voting Members, Retired VOTING Rostered Ministers (now through April 15)
- \$75 Late Registration for Rostered Ministers, Voting Members, and Retired VOTING Rostered Ministers between April 16 – May 1)

Questions? mdenise@nclutheran.org