



Registration

Registration for one person takes about five minutes. Please set aside enough time to complete at least one registration so as not to lose any information during the registration process.

1. Download a [registration worksheet](#) from the website.
If you are registering others in addition to yourself, ask them to fill out a worksheet too so that you have handy all their correct and complete information.
2. Enter and verify your email address. **If you have previously registered for convention, you can access your account by entering your password.**
3. Choose one of these **registration tracks**:
 - **Adult** – If you are an adult (delegate or non-delegate) and plan to attend the entire convention, mark this option. If you are a delegate be sure to indicate that on your registration.
 - **Delegate Only** – This option is for those only attending delegate sessions, Thursday, July 6 – Saturday, July 8.
 - **Junior Youth/Junior Youth Sponsor**
 - **Youth/Youth Sponsor**
 - **Children**
*Note: Junior youth and youth groups must designate a **contact sponsor** (the main contact person for your group). The contact sponsor should register first, before entering other members of the group.*
4. On the **Personal Information** page, enter **all** personal information accurately (birthdates, grade levels, name as you desire it printed on your name badge).
5. On the **Special Activities** page, choose the special events and activities you plan to participate in at convention.
*Be sure to peruse the entire list of special events and activities prior to registering. This year, all **youth and adults will be automatically registered** to participate in a **servant project** at no extra cost.*
6. No you didn't miss them, meals are not included the registration process for Orlando 2017.
Instead, replacing more standard, catered meals, our dining area will be filled with food carts available for both lunch and dinner — offering you significant cost savings and greater variety.
7. On the **Scholarship Fund** page, consider what you might give to provide others with the opportunity to attend convention.
8. On the **Checkout and Payment** page, you'll find a **summary of your registration(s)** and you'll choose your method of payment.

- If you are **paying by credit card**, enter the information at the bottom of the page.
- If you are **entering additional registrants** or you want to **pay by check**, change the payment method to **“Check”** and **click “Finish.”**

This effectively saves your registration. If you have multiple registrations to enter and want to pay for all of them on one credit card, choose “Check” as the method of payment until you have all of your registrants entered. Then you can change the method of payment back to “Credit Card” and enter payment information.

9. On the **Confirmation** page, you can see all the info you have entered and you know that you have **successfully saved your registration**.
 - If you are only registering yourself, you are done and can exit the registration system.
 - If you chose to pay by check, **mailing information is at the bottom of this page.**
10. If you are registering a group, select **“Manage your registration”** from the menu on the right side of the screen and you will be redirected to the **Sign in Page**.
 - Choose **“continue”** and you will be back in the registration system.
 - **Underneath the name of the last person you registered**, choose the option of **“Add another person”** and enter the next person’s e-mail address and a choice of registration forms.
 - On the **Personal Information** page, you’ll enter the next person’s accurate and correct information.
You’ll have the option to use the same responses as the first person registered but we recommend you choose options for each individual. For example, if you ordered a t-shirt, the second person might need a different size than the first or they may not want to attend the special dinner that the first registrant signed up for.
 - Be sure to click **“Finish” after each registration.**
Once on the confirmation page, you can enter additional registrants if needed, as described above.
 - If you wish to **pay by credit card**, change the payment method after you have entered your **final registrant** and then, you will be prompted for credit card information.
 - If you wish to pay by check, send it to the address listed on the confirmation page.
11. Make sure your account is **paid in full** before **June 1**.

Beware: The registration is not saved unless you see the confirmation page.

From the confirmation page, you can print out your receipt, a list of everything you registered for, as well as registration information for every person in your group.