



Registration Guide

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.
*Note: All 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. All future information will be sent to the contact sponsor.*
2. After **Feb. 6 at 10 a.m.**, go to Convention.MennoniteUSA.org, click on the registration tab and find the link to the registration form.
3. **Contact Information.** As you complete the information, please enter **all** personal information **accurately** (birthdates, grade levels, name as you desire it printed on your name badge). *Note: If you're interested in volunteering at convention, please indicate that as you register. Daily volunteers are needed for ushering, childcare, seminars and more. You can volunteer for as little as one or two hours up to an entire day.*
4. **Accessibility.** We want to make convention as accessible as possible. Please indicate on the form if there is anything you need to fully participate while in Kansas City this summer.
5. **Convention Activities.** We have a variety of activities to choose from as you think about how you will participate in convention. Please select any options you would like to participate in. *Be sure to peruse the entire list of pre-convention trainings, special events and activities prior to registering. This year, all **youth and sponsors are automatically registered** to participate in a **servant project** at no extra cost. There are plenty of options for adults to participate also, if they are interested.*
6. **Meals.** Lunch on Wednesday, Thursday, and Friday is **included with registration** for all who register before **May 1**.
Dinner meal tickets are available to purchase for \$20/dinner/person. Please select the individual dinners you would like.
Breakfast is not included with registration and will not be available at the convention center.
7. **Scholarship Fund.** As you register, please consider what you might give to provide others an opportunity to attend convention. There is an opportunity on the registration form to contribute to the scholarship fund. For some attendees, the scholarship fund is the only way coming to convention is possible.
8. **Payment.** On the last page on the registration form, you'll find a summary of your registration(s) and you'll choose your method of payment.

- If you are paying for a **single registration**, you can enter the information in the credit card section.
- If you are **entering additional registrants** or you want to **pay by check**, change the payment method to **“Check.”**

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. **Confirmation.** You can see all the info you have entered and you know that you have successfully saved your registration when you see the confirmation page. *You will also receive an email confirmation.*
10. 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.