



# Walking Toward Oneness 2011 Northwest District All Workers Conference October 18-21, 2011 -- Seaside, Oregon

## **TO CREATE YOUR USER ACCOUNT FOR REGISTRATION:**

1. Use the link in number 4 (below) to register and CREATE your User Account. When you land on this login page you will need to click the option at the bottom which says "Need a Login? Click here" (as shown in the picture below) You will be asked to fill in some basic information about yourself in this area.



### For group registration:

If you are completing the registration for a church or school as a group (rather than each individual registering for themselves) but you will not be attending the conference yourself, go ahead and enter this basic information for yourself. This way the confirmation emails will come to your email address. As you enter the registration process, it will list you as the first attendee, but your name will be marked as "Not Registered". You will just leave yourself as not registered and use the ADD button to add the attendees and choose the appropriate registration option for each of them. (If you are attending, just choose the appropriate registration option for yourself and then add the other attendees)

2. Once you've entered your information, click CONTINUE. The next screen will ask you to create and confirm a password for entering the Event Registration Site. Enter a password of your choice.
3. You may now register for WALKING TOWARD ONENESS, All Workers Conference 2011!
4. [CLICK HERE TO START REGISTRATION!](#)
5. Once you have logged in, you should see the Event Registration Screen. If you do not see the Event Registration screen immediately – look for a link on your home page called Upcoming Available Events and click the REGISTER button. This will take you to the All Workers Registration.

**Event Registration will time-out after one hour of non-activity so don't let it sit idle that long.**

### **INSTRUCTIONS FOR REGISTERING AFTER LOGIN: (For an INDIVIDUAL)**

- 1) Click Next. Use the drop down box to choose your registration type.
- 2) Click Next. This page allows you to complete your registration. (Name Badge info, workshop choices...)
- 3) Click NEXT. This page allows you to confirm your name and registration fee. **Use the BACK button if you need to make changes.**
- 4) Click NEXT. The last page allows you to print an invoice (they call it a receipt) of your total registration fees. Please attach your check (payable to NOW District LCMS) to this invoice and mail it to the District Office at 1700 NE Knott Street, Portland, OR 97212. Once you have completed registration, you will also automatically receive an email confirmation from the system which contains your fees owed as well. Please keep a copy of this for your records.
- 5) This first confirmation email does not give you a detail of the registration information you have entered, however, another confirmation by email will follow at a later date which will consist of YOUR REGISTERED CHOICES for workshops, etc.

NOTE: This 2<sup>nd</sup> email confirmation does not mean that you have been enrolled in any particular workshop. This will only be a record of what you have requested as 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices for workshops. Workshop availability is on a first come, first served basis. We will make every attempt to fulfill your requests. Early registration and selection of second and third choices for workshops is highly recommended.

- 6) October 7 is the deadline for payment. Refunds after this date cannot be guaranteed and will be handled on a case by case basis.

### **INSTRUCTIONS FOR REGISTERING AFTER LOGIN: (For a GROUP)**

- 1) If you are registering for a group but not attending, leave your attendee registration set at "Not Registered" and continue to step 2. If you are attending, choose the appropriate registration from the drop down list.
- 2) Under "Register Additional Individuals", use the add button to enter all additional conference attendees by name.
- 3) Click NEXT. This page allows you to complete a registration for each name you entered on page 1; (workshops choices, etc).
- 4) Click NEXT. This page shows you the names of each person you have registered along with their fees. **Use the BACK button if you need to make changes.**
- 5) Click NEXT. The last page allows you to print an invoice (they call it a receipt) of your total registration fees. Please attach your check (payable to NOW District LCMS) to this invoice and mail it to the District Office at 1700 NE Knott Street, Portland, OR 97212. Once you have completed registration, you will also automatically receive an email confirmation from the system which contains your fees owed as well. Please keep a copy of this for your records.
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