



## 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, he/she would have to register me as the primary contact and then add guests of Michael to my registration. Unless my administrative assistant included the emails of all the "guests of Michael," then I would be the only person receiving information. 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. Guests can be visitors OR voting members.
  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 could 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.)
- Any food issues (gluten free, vegetarian, vegan, allergies) for the person.
- If the person is willing to be a worship assistant.
- If the person is willing to be an assembly assistant (usher, learning times, etc.)
- If they are visitors, know if they wish to include any meals. (All three meals are, by default, included as part of voting member registration but visitors may choose to include or not.)

**Your final screen will let you know that you are officially registered.** Confirmation letters with final details will go out after May 17. Invoice emails are sent automatically when you register.

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### Fees

- \$136 Housing per room per night plus tax.
- \$50 Pre-Assembly Event (includes lunch)
- \$190 Early Registration for Pastors, Voting Members, Retired VOTING Rostered Ministers and visitors w/three meals (now through April 15)
- \$210 Late Registration for Pastors, Voting Member, Retired VOTING Rostered Ministers and visitors w/three meals (between April 16 – May 15)
- \$100 Visitor Registration no meals
- \$150 Retired NON-VOTING Rostered Ministers w/three meals
- \$60 Retired NON-VOTING Rostered Ministers w/no meals
- \$210 On-site registration—NO meals. **Register before May 15 to avoid this situation.**

Questions? [mdenise@nclutheran.org](mailto:mdenise@nclutheran.org)