

## Registration Process

### Two Ways to Register

1. One person can register the entire group from your congregation (up to 15). When you begin, you will indicate the number of people you are registering, and the form will allow you that number of entries. Using this method you can pay by credit card for the entire group. Before you begin, you should gather the following information for each person:
  - a. general information such as name, congregation, and email address (an address that is checked regularly as they will receive important emails prior to assembly)
  - b. whether they plan to attend the pre-assembly event
  - c. their age range (confirmed to 17; 18-30; 31-40, 41-50, etc.)
  - d. food issues (gluten free, vegetarian, vegan, allergies)
  - e. if they are: a person of color or primary language other than English, a first-time assembly voting member, requesting a large-print bulletin, or requesting hearing accommodations
  - f. If their primary language is Spanish
  - g. if they are willing to be a worship assistant
  - h. if they are willing to be an assembly assistant (usher, etc.)
  - i. visitors: if they wish to include meals  
(All meals are included, by default, for voting members; they may not opt out. Visitors may choose to include meals or not.)
2. Each voting member may register themselves. In this scenario, they would pay by credit card and be reimbursed by your congregation. (You will not be able to pay by credit card for the whole group if folks register themselves separately.) Or, if you'd prefer to pay for the whole group with one check, each attendee can register separately, click "Pay by mail," and let you know they have registered. Include names of all attendees when you mail the check.

You will see a thank-you screen to let you know that you have completed your registration(s). If you have registered a group, a confirmation email will be sent to the first person registered. Emails with final details will go out after May 17.

*NOTE: There are a few exceptions to these two ways to register:*

- A. *Synod Council members MUST register themselves and may not be registered as part of a group. Look for the heading of Special Registrations in the form.*
- B. *Anyone attending ONLY the Pre-Assembly Event will register using the same form. They may be included as part of a group registration. Just select Pre-Assembly under their entry.*

### Registration Categories & Fees—Choose one of these when you register (see top).

\$50	Pre-Assembly Event (includes lunch)
\$225	Early Registration w/Meals (now through April 15) This is the default option for Voting Attendees: Pastors, Deacons, Lay Voting Members, and can also be a choice for VOTING Retired Rostered Ministers and Visitors
\$250	Late Registration w/Meals (between April 16 and May 10) This will become the default option (after April 15) Voting Attendees: Pastors, Deacons, Lay Voting Members, VOTING Retired Rostered Ministers and Visitors
\$100	Visitor Registration (Non-Voting) NO meals
\$150	Retired Rostered Ministers (Non-Voting) w/meals
\$75	Retired Rostered Ministers (Non-Voting) NO meals

**Housing Fees** are reserved and paid separately, directly to the hotel. \$144/night per room.

**Questions?** Contact Michael DeNise by emailing [mdenise@nclutheran.org](mailto:mdenise@nclutheran.org).