

MIDDLE SCHOOL YOUTH GATHERING REGISTRATION

INSTRUCTIONS: revised from senior high registration! Register ALL of your adults and youth as one large group, but assign each group of one adult and up to four youth the same "rooming group" number.

WHEN REGISTERING ADULTS AND YOUTH, **begin with the PRIMARY ADULT** who should receive the confirmation information and who will be responsible for submitting payment.

1. Enter that person's email TWICE
2. click "Church Adults and Youth"
3. click "Continue"

To get started, enter your email address.

1 → * Email Address: [Already Registered?](#)

* Verify your email address by entering it again:

* Please select registration type: 2 → Church Adults & Youth (one adult for each four youth): \$105.00
 Individual Registrants (College Reps / Vendors / Camp Staff / Display Rep / etc.): \$105.00

[Registering a Group?](#)

3 →

4. Complete the next screen for Adult #1, and
5. create a password and complete special food needs.
6. click continue

*Registrant Email: kmueller@rmselca.org
* Verify Registrant Email: kmueller@rmselca.org
*First Name: Tom
*Last Name: Smith

4 → Congregation (or Organization): First Lutheran Church
* Congregation City: Denver
* Congregation State: Colorado
* Congregation Zip: 80222
* Youth Director or Primary Cell Phone: 555-555-5555
* Gender: Male Female
* Age: 29

Your Password:

5 → Create your own password below (6-20 characters long).
* Password:
* Re-Enter Password:

Other Registration Information:

*I have allergies or special food needs.

- yes
 no

No peanuts please summarize your allergy or special food needs

6 → [Continue](#)

7. Click Adult, then for the FIRST ADULT ONLY list how you are arriving so we know how to assign service project groups for transportation, then T SHIRT size
8. Then Assign Adult #1 as Room 1 and Continue

What grade are you in or if you are an adult

6
 7
 8
 9
 Adult

7 →

arriving in two cars

How are you arriving? (You need answer this ONCE for your congregation so that service project transportation may be assigned. Examples would be "in one van," "in two cars," "in a large bus along with First Lutheran Church.")

* T-Shirt Size

S
 M
 L
 XL
 XXL

Please assign each adult and up to four youth the SAME Room Group number. Adult #1 is "Room 1" and four youth of the same gender are "Room 1." Then use "Room 2" for one adult and four youth, etc.

8 →

Room Group

Room 1

Continue

9. On the next screen, to add your first youth, click "Add Another Person"

Add Another Person or Continue

10. When asked for a youth email address, you are encouraged to use the email address for a parent of each youth. That way the parent will receive the confirmation email, then click Continue.

* New Person's Email Address:

* Verify your email address by entering it again:

[Registering a Group?](#)

Continue

11. Complete information about your first youth. You can leave the password the same as the one that appears filled in, and continue.

12 Fill out more youth information, and assign this youth to Room 1. As you register, keep track! You are to sign up the first adult, then up to four youth, assigning them all to Room 1. Then you will register the second adult, assigning that adult and up to four youth to Room 2. Then Continue

You are registering person 2 in your group. ([View 2 Group Members](#))

What grade are you in or if you are an adult

- 6
- 7
- 8
- 9
- Adult

* T-Shirt Size

- S
- M
- L
- XL
- XXL

Please assign each adult and up to four youth the SAME Room Group number. Adult #1 is "Room 1" and four youth of the same gender are "Room 1." Then use "Room 2" for one adult and four youth, etc.

Room Group

Room 1

12 →

Continue ▶

13. Register everyone from your church clicking on "add another person" until the final person is registered.

13 → Add Another Person 14 → Continue ▶

14. You will click on "continue" only when ALL of your adults and youth are registered in ONE large group. You will then reach the confirmation screen.