

Checklist for Women's Retreat Leaders

Registering as Individuals

Before You Register

- Go to www.graceadventures.org/women to make sure there is space available for your desired weekend
- Promote the event at your church, small group, etc. (promotional resources available at www.graceadventures.org/women)
- Start a sign-up sheet, Facebook event/group, or tally sheet at your church

Register For an Event Online:

1. Go to www.graceadventures.org/women and click "Register Now" at the top of the screen
2. **Under "Who are you registering?", select "Myself"**
3. Create a new account or log-in with an existing account
4. Select your desired weekend and housing type
5. Follow the registration prompts
6. If other members from your church are all registering individually, have them fill in your church name on the question "do you want to be housed with a group" to ensure that everyone from your group is placed together during the retreat.

2 Weeks before the Event

- Make sure you have completed your final payment and completed the Online Medical Form + Terms And Conditions Form found inside your account
- If you or someone in your group needs to cancel, please have them call Grace Adventures immediately
 - Please refer to the Cancellation Policy on the website

Day of the Event

- All participants must complete a health screening upon arrival
 - More detailed information about check-in will be sent out one week before arrival

If you have any questions, please contact us at 231-873-3662

We look forward to seeing you at the Women's Retreat!

