

# Checklist for Women's Retreat Leaders

## Registering as a Group

### Before You Register

- Go to [www.graceadventures.org/women](http://www.graceadventures.org/women) and select your desired weekend (make sure there is space available)
- Start a sign-up sheet, Facebook event/group, or tally sheet at your church
- Start collecting names, email addresses, and phone numbers of potential attendees
- Get a ballpark number of how many spots your group will need (be realistic!)
- Start collecting deposit payments (\$25/person to reserve a spot)

### Register For an Event

#### By Phone:

1. If you have not already, create an online account at [www.graceadventures.org/women](http://www.graceadventures.org/women)
2. Have your desired weekend and number of spots ready
3. Call Grace Adventures at 231-873-3662 to speak to our staff about reserving spots for your group
4. Our staff can assist you with your registration and inviting group members

#### Online:

1. Go to [www.graceadventures.org/women](http://www.graceadventures.org/women) and click "Register Now" at the top of the screen
2. Under "Who are you registering?", select "A Group"
3. Create a new account or log-in with an existing account
4. Select your desired weekend, housing type, and number of spots
5. Follow the registration prompts
6. After you have successfully registered, manage your roster, pay balances, and invite attendees through your account

### After You Register For the Retreat

- Promote the event at your church, small group, etc. (promotional resources available at [www.graceadventures.org/women](http://www.graceadventures.org/women))
- Invite your attendees through your online account (for detailed instructions, go to <https://graceadventures.org/group-registration>)
  - Keep track of who has registered
- Make sure your attendees review the *Women's Retreat Information Packet* found on the Women's Retreat website at [www.graceadventures.org/women](http://www.graceadventures.org/women)
  - This will help answer questions your group members may have about the weekend
- Start collecting final payments from attendees
  - Please have attendees write checks to your church
  - Have your church use one credit card or check for final payment for your group



- You can pay your group balance through your account
- If you need to cancel any spots, call Grace Adventures immediately
  - Please refer to the Cancellation Policy on the website

## **2 Weeks before the Event**

- Make sure all of your attendees have confirmed their registration online and completed the:
  - **Online Medical Form + Terms And Conditions Form** (you can find that information on the Manage Roster page on your account)
- Make sure your attendees have transportation to the event (Grace Adventures 2100 N Ridge Rd, Mears, MI 49436)
- Complete final payment

## **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!**

