

How To Confirm My Reservation...

This is a Step-By-Step process for each of your group attendees to confirm their registration after being sent a "Request Code" through our online system.

- 1) Upon receiving an e-mail with the subject line "Here is your Attendee Request Code", click the link provided in the e-mail to start confirming your registration spot.
- 2) The link should take you to a "Attendee Request Code Entry" page, where the information on the page should display the Retreat Name, Your Group Name, and Your Name. If all of that is correct, click Continue
- 3) Log in to your account, or create a new account if you have not registered for one of our events before
- 4) Follow the prompts to select yourself as the attendee for the event and confirm that all of your information is correct, then click Continue
- 5) Roommate Request Section ***PLEASE IGNORE THIS SECTION*** Since you are all registering as part of a group, you will all be roomed together in one or various housing units. Click Continue
- 6) Please read through and sign the Terms and Conditions for attending the retreat at Grace Adventures. Click Continue to advance to the next page
- 7) Fill out any necessary medical information including any food allergies or other medical needs so that our staff can adequately plan to meet those needs for you.
- 8) Fill out AT LEAST ONE emergency contact. This can be your spouse, parents, friend, relative, or neighbor.
- 9) Confirm that your medical information is correct, sign, and click Continue to finalize your reservation.

Following a successful reservation, you will be brought to an attendee information screen that will have your information displayed. No further action is required.

Please Note:

Attendees can NOT pay their own balance for the retreat. All payments must be done through the group coordinator.

