

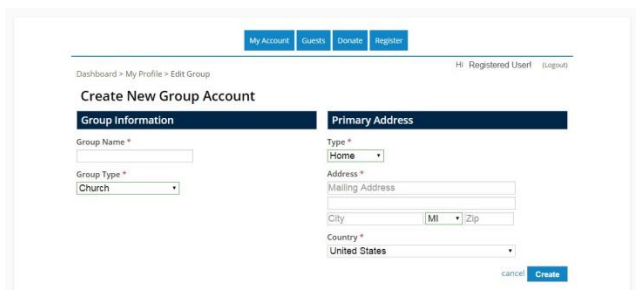
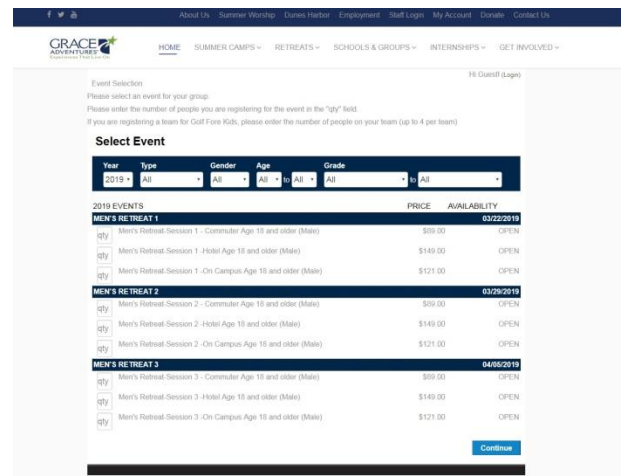
Online Group Registration

Your Group Registration including attendee health forms and liability waivers are now completely managed online. This online system allows you as the leader to access information on your group and attendees anytime/anywhere and helps eliminate paper forms and contracts for you, your group members, and Grace Adventures.

Online Registration

Use these basic steps to register your group

1. Go to GraceAdventures.org and click the "Register Now" button at the top of the event webpage you wish to attend.
2. Click the corresponding button to register "A Group"
3. Select your desired weekend and input your desired number of spots you'd like to register. You may register any number of spots for any housing type (if applicable) your group wants.
4. Login or create a new account
5. Select or create a group name
 - a. **If you are registering for a church, please input the church name and address**
6. Complete the deposit payment for your group registration



Complete Payment

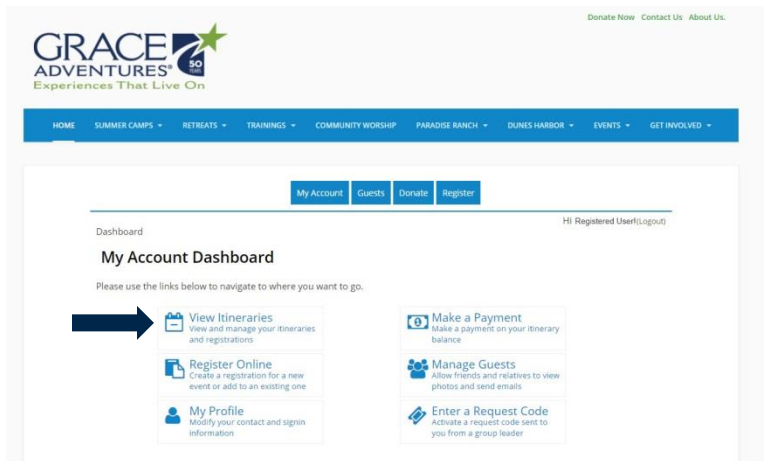
Using Credit Card

Visa, Mastercard, Discover, AmEx
Accepted

Online Health Forms and Liability Waivers

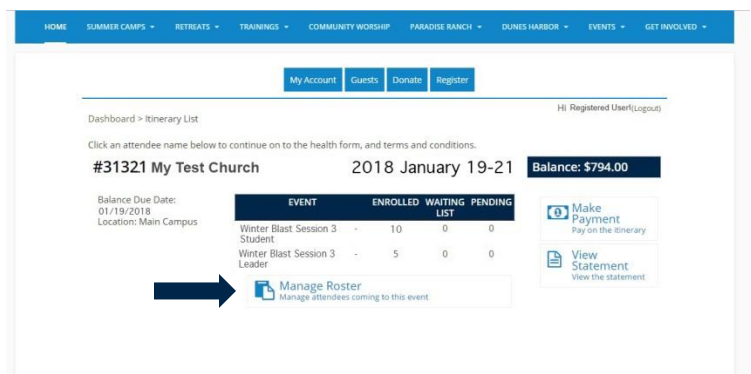
You'll now be able to invite your attendees to register for the retreat as part of your group and to complete the online health and liability waiver forms.

1. Go to GraceAdventures.org and click the "My Account" button on the top of the screen
2. Login to your account using the e-mail and password you used to register your group
3. Click "View Itineraries" and find your registration.
 - a. You'll now be able to Manage Your Roster, View Statements, or Make Payments



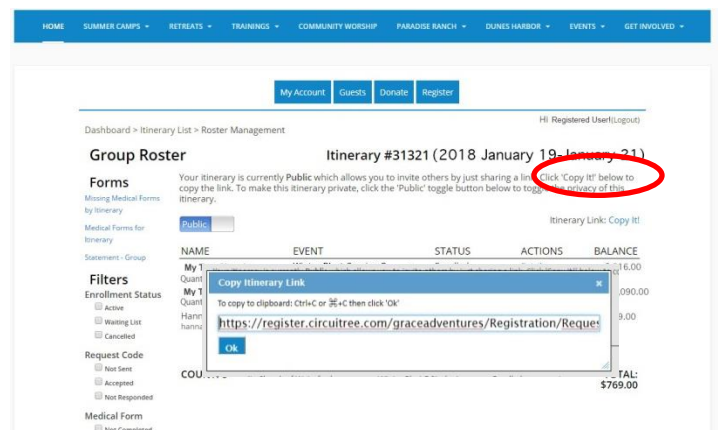
4. Select Manage Roster

- a. All of your attendee registrations will be listed as unnamed or anonymous, these are the spots that your group members will fill for your group
- b. **PUBLIC:** By default, your group will be listed as Public. You can copy a general registration link (see red circle on picture below) to send to your group and post it on your ministry facebook page, in a mass e-mail, website, or a printed flyer. All of your attendees will be able to follow that link and fill out their individual health and waiver forms.



5. Make sure you, as the group leader, register yourself through the Public link as well!

6. You can login to your account anytime and view your registered attendees and who has completed their online forms.



7. Once all of your unnamed or anonymous registrations are filled and everyone has completed their online health and waiver forms, you are all set!

Common Registration Questions

Is there a deposit to register your group?

Yes, there is a \$25.00 per spot deposit required to register your group. Payment must be made by credit card. We accept Visa, MasterCard, Discover, and American Express cards.

Can my group members pay their own deposit and balance?

Unfortunately at this time your group members are not able to pay their own portion of the deposit or retreat fee through their online account. Only the group leader can make payments for the group.

If one of your attendees reaches a payment screen while trying to register within your group, please have them stop and call our office for assistance before proceeding.

Do all of my group members have to create an account to register? Can they use my account?

All of your group members must create their own individual accounts to register as part of your group. The only things that are required are your name and email address. Minors (ages 0-17) that are attending with your group must have a parent/guardian create an account to sign them up as part of your group.

Your group members CAN NOT use your account to register. Please do not give out your account information to any of your group members.

What if some of my attendees don't have an email address?

We highly encourage your members to create an email address to register as part of your group. Free email addresses can be made at Google, Yahoo, Outlook, Hotmail, and many other services.

If a particular group member has a personal reason for not having an email address, they must call our office so that we can help them register. All registrations, health forms, and waiver forms must be completed online.

Do you have paper Registration, Waiver, and Health Forms?

We do not have any paper forms for your attendees to register or complete their health and waiver forms. All forms and registrations must be completed online.

Should my group be Public or Private?

We encourage you to keep your group Public (see the Manage Roster webpage) for simplicity. Copy your itinerary link on the Manage Roster page to send out to your group members.

Because I created the group registration, I am automatically registered, right?

No, you must send yourself the itinerary link from the Manage Roster webpage and go through the steps to register yourself as part of your group. You'll need to review or fill out your Health and Waiver forms as well.

Can I add more people to my group registration later?

Of course! You can register more spots for your group by calling our office or by creating another registration online and selecting to register them as part of the same group you registered before.