

Reserving Spaces for Your Group

1. Go to the registration website found at this link:
<https://mycircuitree.com/ngumc//Registration/EventSelection.aspx?filter=peid|fbQ1vcTnGtc%3d>
 2. Under 2018 Children's Ministry retreat, input the quantity of spaces you would like to reserve for both male and female students. Press "Continue".
 3. On the next screen, press "Create New Account".
 4. Input the information required to create an account. Once all fields have been filled, press "Create" at the bottom of the screen.
 5. On the next page you will select if you would like to add any Glisson-Led Activities for your group. If you would like to add an activity to your group registration, click "Add" beside the activity you would like to select and press "Continue" at the bottom of the screen. ***This will need to be done twice***, once for the females you have reserved spaces for and again for the males you have reserved spaces for.
 - a. The activity that is selected will be held during your scheduled church group time. You do not have to select an activity - it is only an option for your group. If you do not select an activity, it will be your group's responsibility to plan your own activity during that session.
 - b. The activity fee is listed beside each activity, this fee is an additional charge per participant
 6. On the next screen, verify that the number of spaces displayed for male and female participants is correct along with the price per person and total price. The price per person will be the \$135 tuition fee plus the program fee of the activity you selected.
 - a. A breakdown of the per person cost can be viewed by clicking on this price in the second column.
 7. If changes are made, press "Update Quantity", then press "Check Out".
 8. Read the Conference Terms in full. After reading the terms, check the box that says you agree to the terms and Type your name in the Required Signature field. Press "Continue".
 9. Input the payment info for the card you will be using to make payment.
 - a. The minimum deposit per participant (\$30/person) is all that is required at the time of checkout.
- *If you are not paying with a credit card and prefer to mail a check, you will need to log out from this screen and send a check for the deposit to Glisson Camp & Retreat Center. Once the check has been received, we will apply to the account and the spots will be held at that time.**
10. Press "Save Account" at the bottom of the page.
 11. Input the Card Security Code, verify the amount, and press "Continue"
 12. Check the total amount one more time, and press "Finish" to complete group registration.

Managing Roster - Adding Participants

1. Login to your account.
2. Select "View Registrations".
3. Select "Manage Roster" underneath your event group registration
4. You then have two options:
 - a. Making it a Private Itinerary: Individually Naming Participants and Request Codes
 - i. A private itinerary is managed by sending specific, one-person use request codes to each potential participant or individually naming each participant.
 1. This option gives you much more control over your roster and the space you have available
 - b. Making it a Public Itinerary
 - i. A public itinerary is managed by sharing your Itinerary Link publicly with as many people as you would like which allows multiple people to reserve spaces using the same link. Example: sending out the Itinerary Link to all parents in an email newsletter.
 1. This option gives you much less control over your roster and the space you have available
5. Private Itinerary is the default. To switch from private to public, press the toggle switch at the top of the page

Private Itinerary (continued from Managing Roster)

1. To add participants, under the actions column press “Invite” beside the division (male or female) you would like to add participants to
2. You again have 2 options to select from:
 - a. Send Request Code
 - i. Fill in the required information and hit “Send Request”
 1. This sends a specific, one-person use code to a potential participant
 - ii. Do this for as many participants as you would like, but keep in mind the number of spaces your group has reserved.
 - b. Name Attendee
 - i. Using the dropdown menu under “Select Attendee”, select “Add a new individual” and press “Continue”.
 - ii. Input all required information for the participant and press “Continue” on the bottom of the page.
 - iii. On the next screen, input all required information and select “Continue” on the bottom of the page
 - iv. The new screen, will display any activities that have already been selected and paid for during group registration. Make any changes you would like to make, and press “Continue”
 - v. This will send an email to the parent/guardian
 - vi. Do this for as many participants as you would like
 - vii. You are not able to add a participant if there is any missing information, so in this document we have included a list of the fields that are required to complete this option so you can ask parents for this beforehand.

Public Itinerary (continued from Managing Roster)

1. Make the itinerary public by pressing the private/public toggle button at the top of the page so that “public” is what is displayed there
2. To the right of this toggle button, you will see the text “Itinerary Link: Copy It!”. Press “Copy It!”
3. Copy the link in the popup window that appears.
4. Share this link with the people you would like to share it with.

Information Required to Add a Participant

1. Attendee Name _____
First Middle Last
2. Attendee Birthdate _____, 20____
3. Attendee Grade (for 2018-2019 school year) _____
4. Attendee Gender _____
5. Attendee Email Address (optional) _____
6. Attendee Relationship to Family _____

1. Parent/Guardian Name _____
First Middle Last
2. Parent/Guardian Family Role _____
3. Parent/Guardian Email Address _____
4. Family Address _____
Street Address City State Zipcode
5. Phone Number _____

**If you have any questions about the registration process, please call
Glisson Camp & Retreat Center
706-864-6181**