

FAQs About PCW Registration

Should I register individually or via bulk submission?

If you're a part of a staff of **five or more people**, you should submit your registration via bulk submission. If you're unsure whether you qualify for bulk submission, contact your Principal, EC Director, Lead pastor, or church secretary, as they are most often the ones submitting the bulk submission sheet.

I am a speaker; do I need to register?

Yes, but if you are **not planning on attending the rest of the conference** outside of your session, please contact the office for further instruction. If you are a speaker **and attending the conference**, you'll be registering the same way as the rest of the attendees either individually or in the bulk submission form.

Can children come?

This event does not include childcare. If children are being brought and **need their meals covered** then they should be registered the same as an adult, which means that they'll need to be paid for as well.

Do emeriti need to pay the same amount as other attendees?

Yes, under this event everyone is paying the same amount per registration.

Where can I find the agenda / session's list / hotel / presenter information?

All of this information can be found on the All Professional Church Workers Conference Event page. <https://michigandistrict.org/event/all-professional-church-workers-conference/>

Is it OK to use both bulk registration AND individual registration?

Yes! We realize this might be easier for some congregations and schools. Mark Yes as attending only for those you are specifically registering through bulk registration. Those who register individually should be marked No in the bulk registration form.

We are using the bulk upload registration to register our day school staff. The pastor already registered individually. Should I mark him Yes or No as attending?

Mark him No on the bulk submission. Only those you are currently registering for should be marked Yes.

We want to register church and school staff separately. Can we upload two bulk registrations?

Yes. Duplicate the Excel file you have received and save with separate names (example: Bulk submission, My City My Church_**school staff**.xlsx | Bulk submission, My City My Church_**church staff**.xlsx). On the copy you use for school staff, mark “No” for church staff. On the copy you use for church staff, mark “No” for school staff.