

## ALL PROFESSIONAL CHURCH WORKERS CONFERENCE – November 19–21, 2023 BULK REGISTRATION INSTRUCTIONS

Note: These instructions are for those who want to register their entire organization's staff at once (bulk registration). If you would like to register individually, <u>click here</u>.

- 1. **FIRST**, request your organization's PCW Bulk Submission Excel File from the District Office (contact Hannah MacAfee at <u>hannah.macafee@michigandistrict.org</u> or 734.665.3791 ext 235).
- 2. The Excel File will have **ALL** of your organization's staff (church/school/preschool), listed alphabetically by last name. Please check to make sure it is accurate and edit as needed. If there's new staff (or a spouse), add them to the bottom of the list. If you don't know their PID#, you may leave it blank.



- 3. Go to **column X** and mark Yes or No to indicate if the person is attending or not. Note: All columns that need to be filled are yellow and have pop-up windows with instructions that will appear once you hover over the column with your mouse.
- 4. **Column Y** relates to pastors only. See pop-up window with explanation.

5. Fill **columns Z and AA** – "Yes" if attendee will take included meal, "No" if not. Monday lunch and dinner are included with the registration fee. However, we need a head count to be good stewards and order only the meals that will actually be consumed.

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6. Fill **column AB** with any dietary (ex.: gluten-free, dairy-free, allergic to nuts) or mobility needs, or n/a as appropriate.

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7. Fill **columns AC and AD** for each participant. Note: The entire staff can have the same emergency contact if that person has everyone's information.

8. When you are done, **check column C, rows 3-5** for the total number of attendees and meals. The fields are self-calculating. If there's a discrepancy, go over your data and make sure you filled in all the information for all attendees.

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- 9. Save your Excel File and take note of the number on column C, row 3. You will need it for the next step.
- 10. Go to the <u>online registration page</u> and fill in your information. Under "Registration Details," put in the total number of attendees calculated by the Excel File, then upload your Excel File.
- 11. Select your payment option. If not paying by credit card, please mail in your check (payable to the Michigan District, LCMS) as soon as possible with a copy of your confirmation email.
- 12. Once you complete and submit your registration, you will receive a **confirmation email with instructions on how to use the conference app**. Make sure to share that with all staff attending, as **each person will have to log in individually** to select their breakout sessions.

Michigan District of The Lutheran Church – Missouri Synod | 3773 Geddes Road, Ann Arbor, Michigan 48105-3098 Phone: 734.665.3791 | Toll Free: 888.225.2111 | Fax: 734.665.0255 | michigandistrict.org | facebook.com/milcms | twitter.com/milcms