



ALL PROFESSIONAL CHURCH WORKERS CONFERENCE – November 19–21, 2023

BULK REGISTRATION INSTRUCTIONS

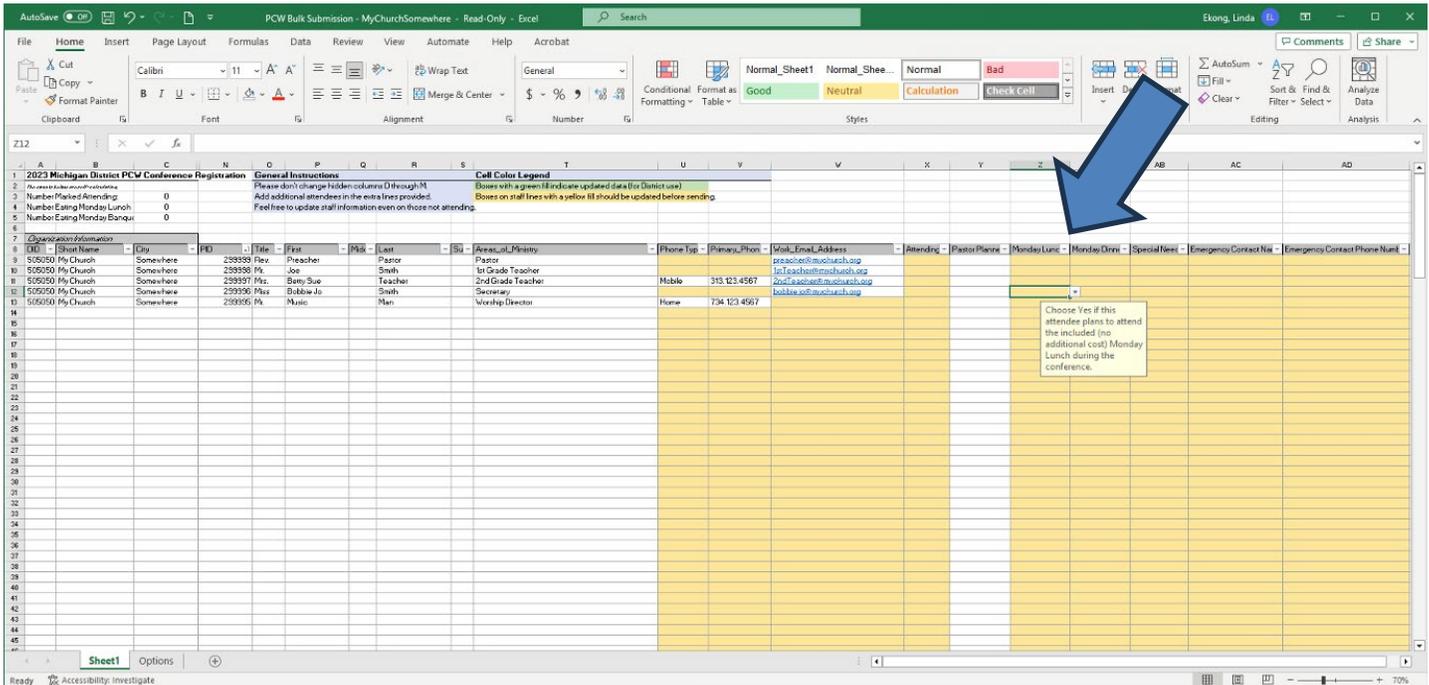
Note: These instructions are for those who want to register their entire organization's staff at once (bulk registration). If you would like to register individually, [click here](#).

1. **FIRST**, request your organization's PCW Bulk Submission Excel File from the District Office (contact Hannah MacAfee at hannah.macafee@michigandistrict.org 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.

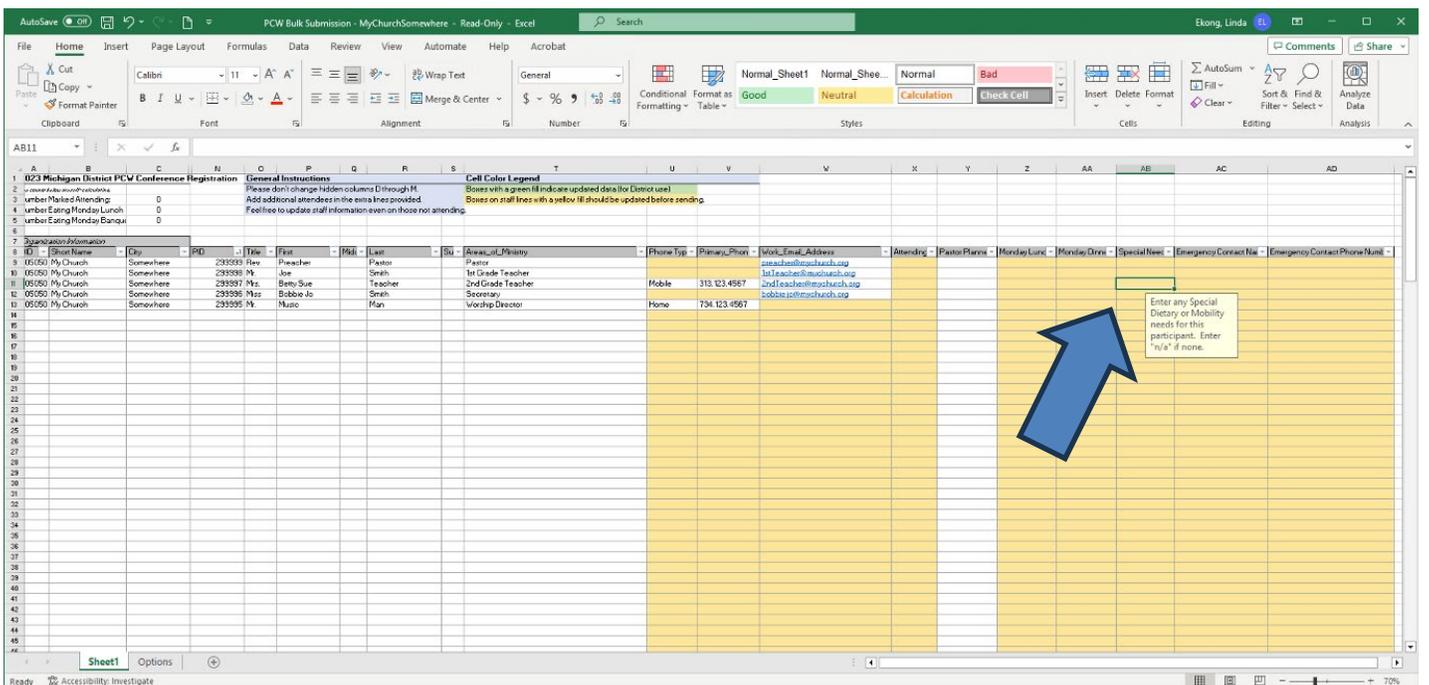
1	2023 Michigan District PCW Conference Registration																				
2	General Instructions																				
3	Please don't change hidden columns D through M																				
4	Add additional attendees in the next lines provided																				
5	Feel free to update staff information even on those not attending																				
6	Buses with a green fill indicate updated data (for District use)																				
7	Buses on small lines with a yellow fill should be updated before sending																				
8	Organization Information	City	PID	Title	First	Last	MI	Sex	Birth Date	Ministry	Phone Type	Primary Phone	Michigan Email Address	Attending	Pastor/Planner	Monday Lunch	Monday Dinner	Special Needs	Emergency Contact Name	Emergency Contact Phone Number	
9	505050 My Church	Somewhere	293959	Rev.	Preacher					Pastor			peachoff@michchurch.org								
10	505050 My Church	Somewhere	293958	Ms.	Joe	Smith				1st Grade Teacher			Joe.Smith@michchurch.org								
11	505050 My Church	Somewhere	293957	Ms.	Betty Sue	Teacher				2nd Grade Teacher	Mobile	313 123 4567	Betty.Sue@michchurch.org								
12	505050 My Church	Somewhere	293956	Miss	Bobbie Jo	Secretary							bobbie.jo@michchurch.org								
13	505050 My Church	Somewhere	293955	Ms.	Musto	Man				Worship Director	Home	734 123 4567									

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.

- 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.

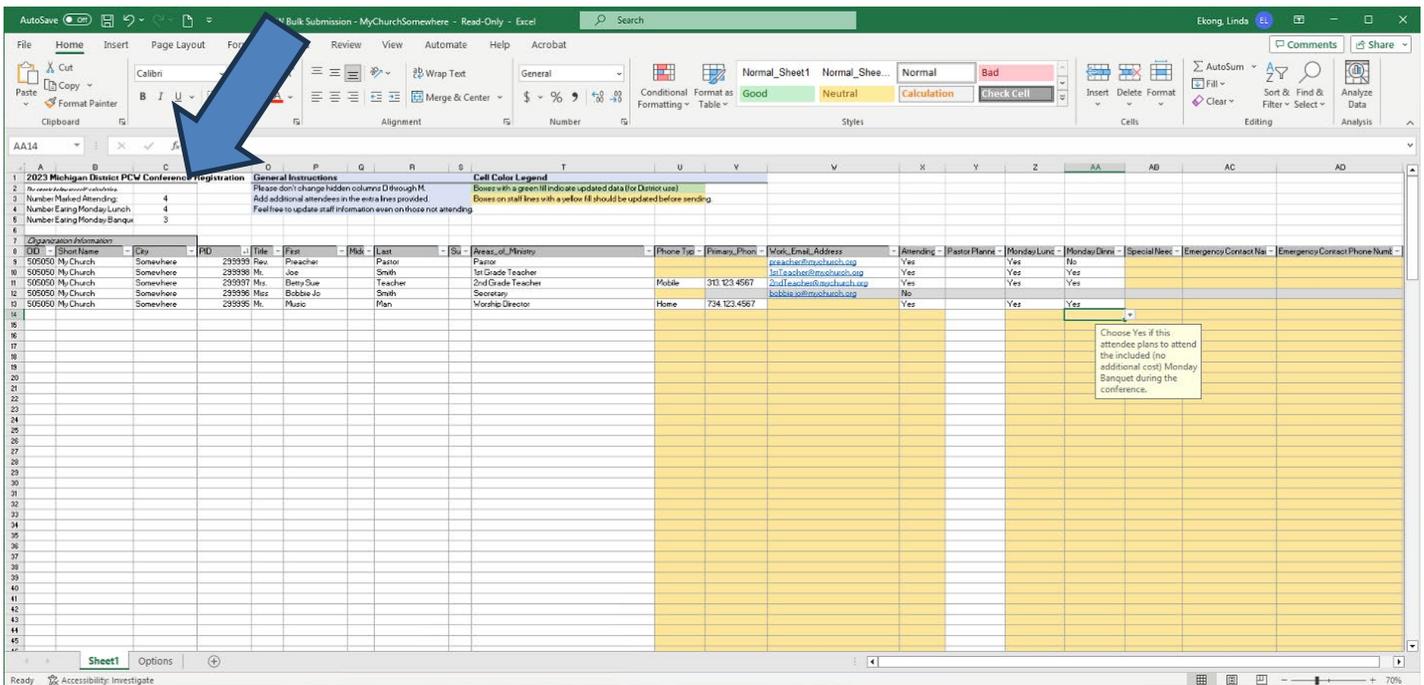


- Fill column AB with any dietary (ex.: gluten-free, dairy-free, allergic to nuts) or mobility needs, or n/a as appropriate.



- 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.



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 [online registration page](#) 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.