

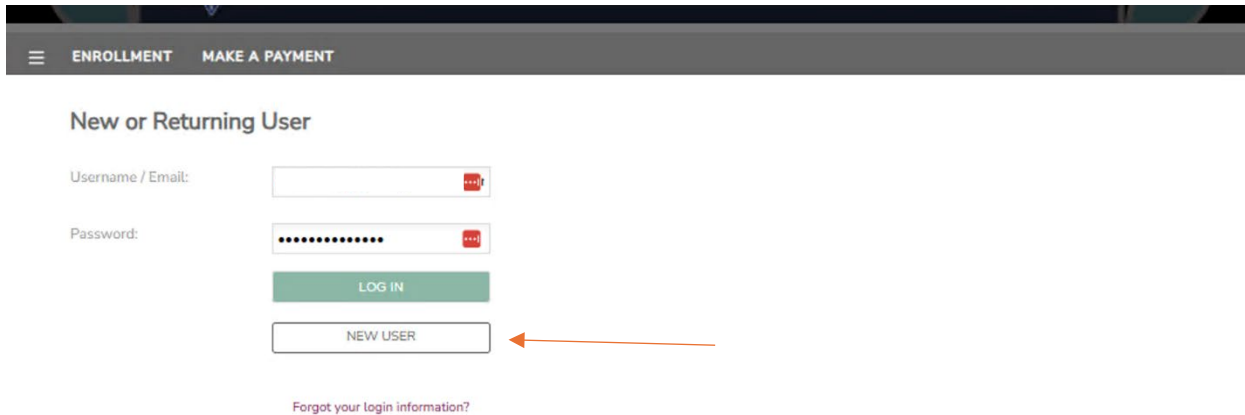
Jr. High Youth Gathering “How to Enroll” for Attendees (Adults & Youth)

NOTE: If you are making more than one “reservation” (ie need to enroll more than one person), several of the forms will only be completed when you create the FIRST enrollment reservation on your account. These forms will be in effect for all members of your account and therefore will only be completed once.

- 1) Click on the link provided to you by your youth leader OR copy it and paste it directly into your web browser.

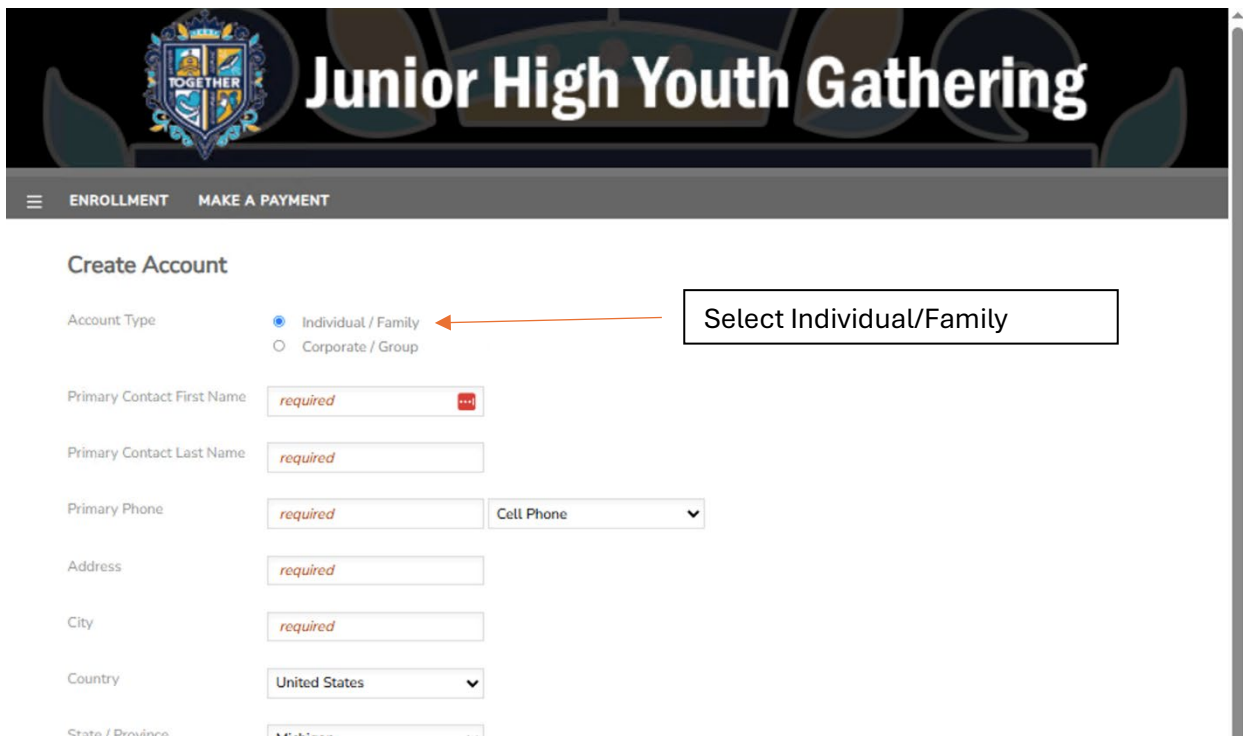
You should then see this page:

- 2) Click on NEW USER to begin setting up your Parent (Adult) Account (IF you have a child or you attended previously you can LOG IN with your account from last year)



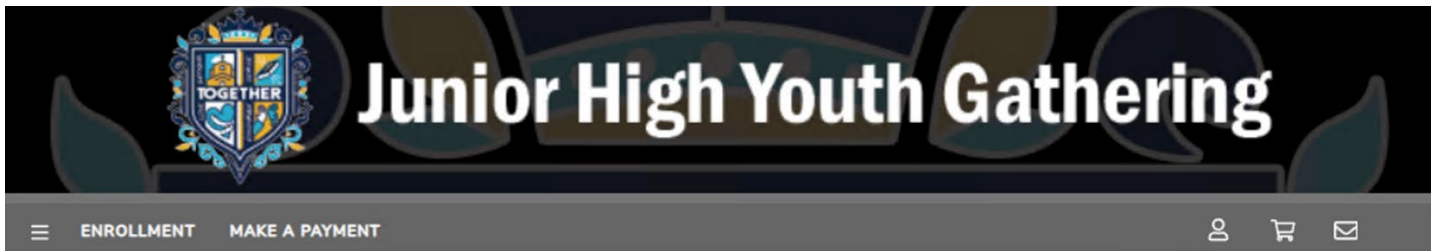
The screenshot shows the 'New or Returning User' login page. At the top, there is a navigation bar with a hamburger menu icon, 'ENROLLMENT', and 'MAKE A PAYMENT'. Below the navigation bar, the title 'New or Returning User' is displayed. The form includes two input fields: 'Username / Email:' and 'Password:', both with red eye icons for toggling visibility. Below the password field is a green 'LOG IN' button. Below the 'LOG IN' button is a white 'NEW USER' button, which is pointed to by an orange arrow. At the bottom of the form, there is a link that says 'Forgot your login information?'.

- 3) On this next page, create your Individual/Family Account. Fill in all the required information and then click “NEXT”



The screenshot shows the 'Create Account' page. At the top, there is a banner with the Junior High Youth Gathering logo and the title 'Junior High Youth Gathering'. Below the banner, there is a navigation bar with a hamburger menu icon, 'ENROLLMENT', and 'MAKE A PAYMENT'. The title 'Create Account' is displayed. The form includes an 'Account Type' section with two radio buttons: 'Individual / Family' (selected) and 'Corporate / Group'. An orange arrow points to the 'Individual / Family' radio button, and a box labeled 'Select Individual/Family' is next to it. Below the 'Account Type' section, there are several input fields: 'Primary Contact First Name' (required), 'Primary Contact Last Name' (required), 'Primary Phone' (required) with a dropdown menu for 'Cell Phone', 'Address' (required), 'City' (required), 'Country' (dropdown menu with 'United States' selected), and 'State / Province' (dropdown menu with 'Michigan' selected).

- 4) Next, Select “+ADD PERSON”



Select Individual

Welcome, Linda [Sign Out](#)

Linda Ekong-Test

This should say your First Name/Last Name – This is your parent account.

+ ADD PERSON

Click here to add your first reservation.

RESERVE GROUP SPACE

Do NOT select Reserve Group Space!

- 5) This is the first person you want to enroll to attend the gathering. If you (the parent/adult) are attending as an Adult Chaperone, complete an enrollment for YOURSELF first!
- If adult: Complete with the selections marked with arrows and your personal information and click “SAVE”

ENROLLMENTMAKE A PAYMENT

Welcome, Linda [Sign Out](#)

Add a Person

This person is:

☐ a child
 ☒ an adult

First Name:

Last Name:

Middle Initial:

Nickname:

Gender:

Birth Date:

E-mail Address:

☐ CC on all correspondence.

Phone:

Set As:

☐ The primary contact for account
 ☐ The secondary contact for account
 ☒ A standard account member

Address / Alternate Phone

☒ Same as Primary Parent or Guardian

Additional Information

Photo:

Roles:

Please check all that apply.

☐ Youth Leader (Main Church Leader)
 ☒ Adult Leader (Chaperone)
 ☐ Youth Attendee
 ☐ Parent

If a youth: Complete this information and click “SAVE”

The screenshot shows the 'Add a Person' form. At the top, there's a header with a logo and the title 'Junior High Youth Gathering'. Below the header, there's a navigation bar with 'ENROLLMENT' and 'MAKE A PAYMENT' links. The main content area is titled 'Add a Person'. It starts with a radio button selection: 'a child' (selected) and 'an adult'. An orange arrow points to the 'a child' option. Below this are input fields for 'First Name', 'Last Name', 'Middle Initial', 'Nickname', 'Gender' (set to 'Female'), 'Birth Date' (with a date picker), 'Grade in the Fall of 2025' (set to '8th'), 'Child's Email', and 'Child's Phone'. There's a section for 'Address / Alternate Phone' with a checkbox 'Same as Primary Parent or Guardian'. Below that is 'Additional Information' with a 'Photo' upload section and a 'Roles' section. The 'Roles' section has checkboxes for 'Youth Leader (Main Church Leader)', 'Adult Leader (Chaperone)', 'Youth Attendee' (checked), and 'Parent'. At the bottom is a 'SAVE' button.

Junior High Youth Gathering

ENROLLMENT MAKE A PAYMENT

Welcome, Linda Sign Out

Add a Person

This person is:

☒ a child ☐ an adult

First Name: Child Attendee First Name

Last Name: Last Name

Middle Initial:

Nickname:

Gender: Female

Birth Date: mm/dd/yyyy

Grade in the Fall of 2025: 8th

Child's Email:

Child's Phone:

Address / Alternate Phone

☒ Same as Primary Parent or Guardian

Additional Information

Photo: Choose file... Browse

Roles: Please check all that apply.

☐ Youth Leader (Main Church Leader)

☐ Adult Leader (Chaperone)

☒ Youth Attendee

☐ Parent

SAVE

IF THIS IS YOUR SECOND RESERVATION, SKIP DOWN TO STEP #9

- 6) Group Membership (You will only complete this the first time through)
- a. Select Yes

The screenshot shows the 'Group Membership' form. It has the same header and navigation bar as the previous form. The main content area is titled 'Group Membership'. It starts with a question: 'Are you a member of a group that has already reserved space?'. Below this are radio button options: 'Yes' (selected) and 'No'. At the bottom is a 'NEXT' button. An orange arrow points to the 'NEXT' button.

Junior High Youth Gathering

ENROLLMENT MAKE A PAYMENT

Welcome, Linda Sign Out

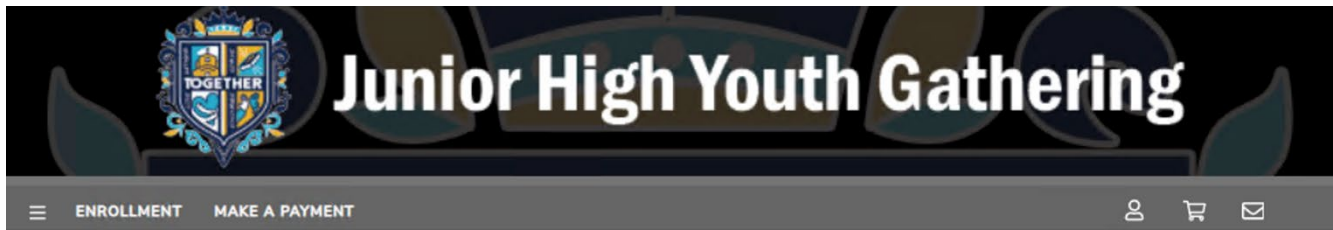
Group Membership

Are you a member of a group that has already reserved space?

☒ Yes ☐ No

NEXT

7) Select your group from the drop-down menu. Click “NEXT”



Select Your Group

Provide your group information

Input your group registration code:

OR

Select your group:

Michigan District LCMS - TEST ▼



NEXT

Welcome, Linda [Sign Out](#)

8) Your group should show up ... click “SELECT”



- 9) If you are registering as an adult, you would see the Adult Leader Attendee Form here. Complete this form, be sure to sign, and then click NEXT.

The screenshot shows the 'Adult Leader Attendee Form' for the 'Junior High Youth Gathering'. The header features a logo with the word 'TOGETHER' and the title 'Junior High Youth Gathering'. Navigation links for 'ENROLLMENT' and 'MAKE A PAYMENT' are visible. The form includes a dropdown for 'Indicate Tee Shirt Size (Adult Sizes)' with 'L' selected, a text area for 'Do you have any Medical Experience?' with 'N/A' entered, and radio buttons for 'Yes', 'No', and 'No Medical Experience'. A dropdown for 'What is your role at your congregation?' shows 'Parent'. Below this is a section for 'Gathering Guidelines' with a list of 7 rules. At the bottom, there are three checkboxes for agreement, all of which are checked.

Adult Leader Attendee Form

Welcome, Linda Sign Out

The information collected below is for

Indicate Tee Shirt Size (Adult Sizes)
L

Do you have any Medical Experience? If yes please share type of experience. If no please enter N/A.
N/A

Please share if you consent to be contacted in the event of a medical emergency where your experience is necessary.
(Required)
☐ Yes
☐ No
☒ No Medical Experience

What is your role at your congregation?
Parent

If your role is "other", please share what that role is or enter N/A.
N/A

Gathering Guidelines
Here are a few guidelines to assist us while we are together ...
1. Remember! You have a great opportunity to be a Christian witness and reflect Christ's love in all your words and actions.
2. Adult leaders are the "head" of the family group and will be responsible for supervising and maintaining the family group. Leaders may act as "step-parents" to other family groups when needed.
3. No boys may be in girls' rooms and no girls may be in boys' rooms.
4. You must stay in the room to which you are assigned unless an adjustment has been made with the housing coordinator.
5. Observe lights out and quiet at designated times.
6. Please be sure to have your room key on your person before you leave your hotel room.
7. If you have any problems, concerns, or questions at any time, please stop at the information table in the Pavilion during mass gathering time or call our Gathering Chairman, Darren Kaschinske, at 989.798.5904.

- I have read the Gathering Guidelines and agree to abide by them for the 2025 Michigan District Jr. High Youth Gathering, and will lead my group in full participation of all Gathering activities.
(Required)
☒ Yes I agree.

- I authorize the representatives of the Michigan District, LCMS to consent to any needed medical or dental care necessary for my welfare and I do hereby release the Michigan District of the Lutheran Church—Missouri Synod, the congregation and their respective representatives from and of any liability for injury.
(Required)
☒ Yes I agree.

- I authorize the Michigan District, LCMS to obtain and use reasonable photographs, audio, and video of me for purposes of District record, public relations, and/or advertising in print, video and web media outlets. I understand that I will not be given creative control of images, nor will I be compensated for image use.
☒ Yes I agree.

If you are registering a youth, you would see the Youth Attendee Form here:

The screenshot shows the 'Youth Information Form' for the 'Junior High Youth Gathering'. The header is identical to the adult form. The form includes a dropdown for 'Indicate Tee Shirt Size (Adult Sizes)' with 'M' selected, a text area for 'Please share all allergies or special medical conditions: (if none enter n/a)' with 'N/A' entered, and a checkbox for 'I agree to participate and cooperate in every way at the 2025 Michigan District Junior High Gathering' which is checked. Below this is a section for 'Completion Acknowledgement' with a checkbox for 'Yes, this information is complete and accurate.' and a 'Signature Required' section with a 'CLICK TO SIGN' button.

Youth Information Form

Welcome, Linda Sign Out

The information collected below is for Text Child Test Child Last Name.

Indicate Tee Shirt Size (Adult Sizes)
M

Please share all allergies or special medical conditions: (if none enter n/a)
N/A

I agree to participate and cooperate in every way at the 2025 Michigan District Junior High Gathering.
(Required)
☒ I Agree

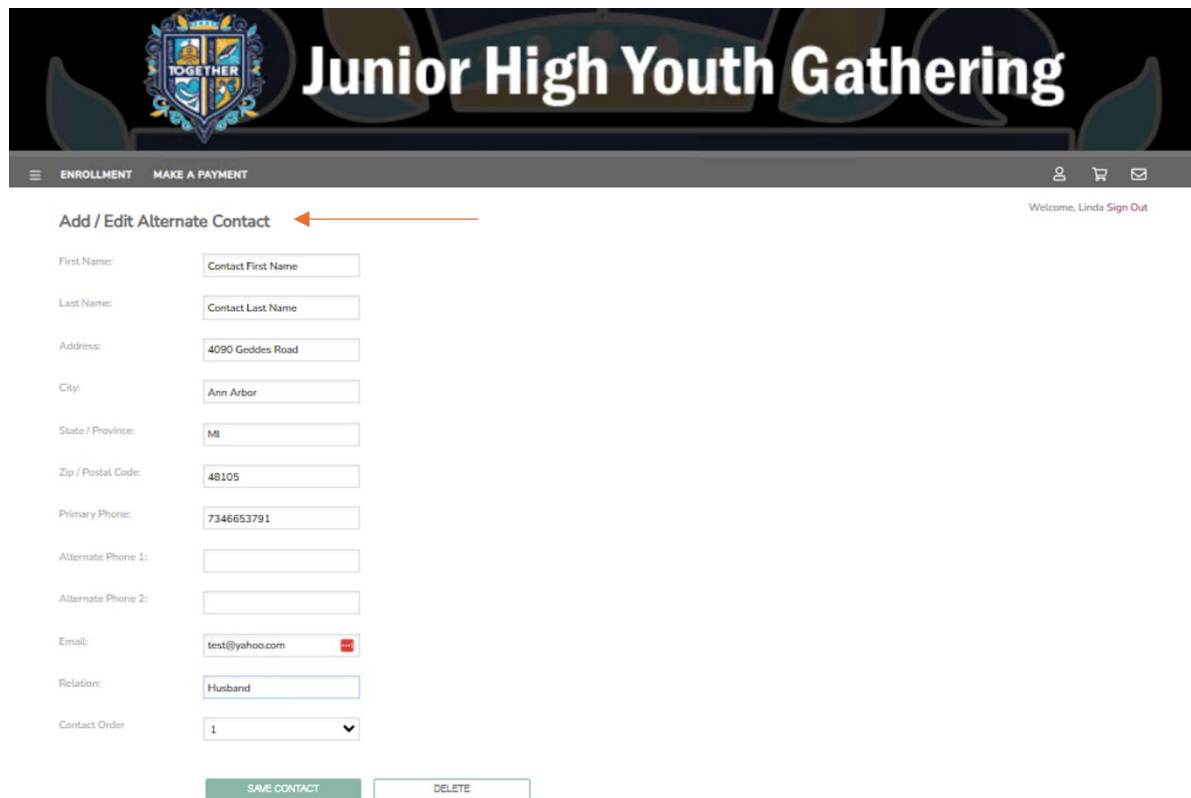
Below please have your child digitally sign this portion.

Completion Acknowledgement
☒ Yes, this information is complete and accurate.

Signature Required
CLICK TO SIGN

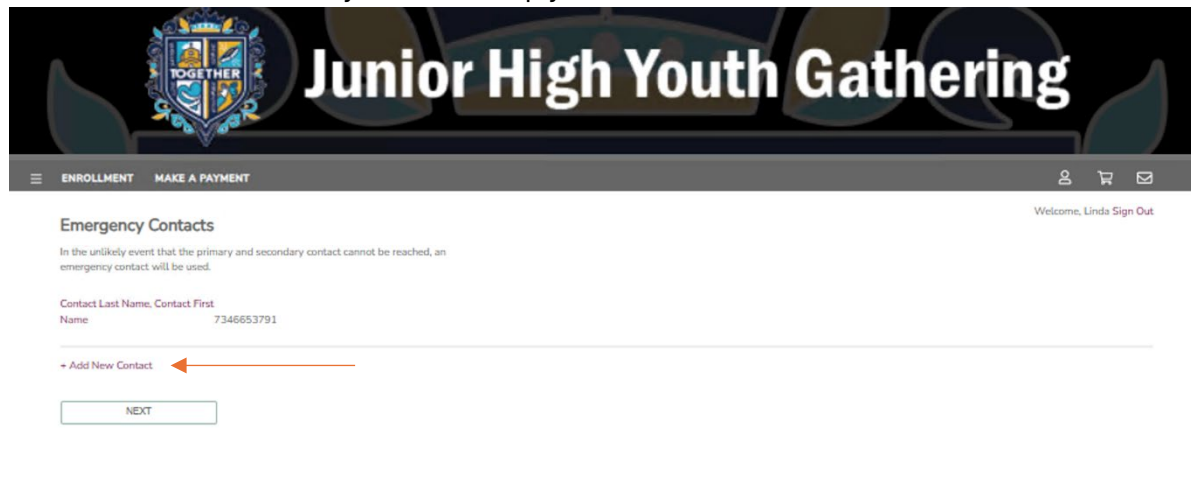
NOTE: IF THIS IS YOUR SECOND RESERVATION, SKIP TO STEP 13

- 10) Next, you will create an alternate contact (someone we will contact in the case of an emergency!) ... Click “SAVE CONTACT”



The screenshot shows the 'Add / Edit Alternate Contact' form. At the top is a header with a logo and the title 'Junior High Youth Gathering'. Below the header is a navigation bar with 'ENROLLMENT' and 'MAKE A PAYMENT' links. The form itself is titled 'Add / Edit Alternate Contact' and contains several input fields: 'First Name' (with a sub-label 'Contact First Name'), 'Last Name' (with a sub-label 'Contact Last Name'), 'Address' (4090 Geddes Road), 'City' (Ann Arbor), 'State / Province' (MI), 'Zip / Postal Code' (48105), 'Primary Phone' (7346653791), 'Alternate Phone 1', 'Alternate Phone 2', 'Email' (test@yahoo.com), 'Relation' (Husband), and 'Contact Order' (a dropdown menu set to 1). At the bottom of the form are two buttons: 'SAVE CONTACT' and 'DELETE'. An orange arrow points to the 'Add / Edit Alternate Contact' title.

- 11) On this next screen, you can add ADDITIONAL Emergency contacts if you would like ... a grandma, an aunt, etc. But this isn't necessary. You can simply click “NEXT”



The screenshot shows the 'Emergency Contacts' screen. At the top is a header with a logo and the title 'Junior High Youth Gathering'. Below the header is a navigation bar with 'ENROLLMENT' and 'MAKE A PAYMENT' links. The main content area is titled 'Emergency Contacts' and contains a warning message: 'In the unlikely event that the primary and secondary contact cannot be reached, an emergency contact will be used.' Below this is a table with one row showing 'Contact Last Name, Contact First Name' and '7346653791'. At the bottom of the table is a link '+ Add New Contact' with an orange arrow pointing to it. Below the link is a 'NEXT' button.

12) Here you can add additional individual(s) to pick up your child from the gathering.

If you do not wish to add anyone else simply click “NEXT”. If you do, click “Add Non-Account-Member” and enter their information.

The screenshot shows the 'Authorized Pick-up' section of a web application. At the top is a banner with a logo and the text 'Junior High Youth Gathering'. Below the banner is a navigation bar with 'ENROLLMENT' and 'MAKE A PAYMENT' links. The main content area is titled 'Authorized Pick-up' and includes a sub-header 'Below is a list of those authorized to pick up a child.' There are two sections: 'Authorized Account Members' and 'Non-account Members'. The 'Authorized Account Members' section lists 'Linda Ekong-Test' with a phone number '7346372062' and an 'EDIT AUTHORIZATIONS' button. The 'Non-account Members' section is currently empty, showing 'None Found'. At the bottom of the 'Non-account Members' section, there is an 'ADD NON ACCOUNT MEMBER' button, which is highlighted by an orange arrow. Below this is a 'NEXT' button. The top right corner of the page shows a user greeting: 'Welcome, Linda Sign Out'.

13) Medication ... Be sure to complete this for the person whom you are doing this enrollment for. If it is for you (an adult chaperone), enter ONLY your information. You will enter your youth’s information when you complete THEIR enrollment.

If you say yes, it will take you to another screen to enter all your medications.

If you say no, it will take you to the next section.

The screenshot shows the 'Medication' section of the web application. It features the same banner and navigation bar as the previous screen. The main content area is titled 'Medication' and contains three radio button options: 'Yes, Linda has medications.', 'No, Linda does NOT take any medications.', and 'I do not wish to record medications at this time (they may be added to Linda later)'. At the bottom of the section is a 'NEXT' button. The top right corner of the page shows the same user greeting: 'Welcome, Linda Sign Out'.

If you said yes, you will see this screen. Simply add all medications that you or your child takes by clicking on +NEW MEDICATION. When done, click on the box “All medications are listed and correct” and then click NEXT.

The screenshot shows the 'Junior High Youth Gathering' website interface. At the top, there is a header with a logo on the left and the title 'Junior High Youth Gathering' in large white text. Below the header, a navigation bar contains 'ENROLLMENT' and 'MAKE A PAYMENT' links. On the right side of the navigation bar, there are icons for a user profile, a shopping cart, and an email. The main content area is titled 'Medication for Linda Ekong'. Below this title, there is a button labeled '+ NEW MEDICATION' with an orange arrow pointing to it from the right. Underneath the button, there are sections for 'Current Medications' and 'Confirmation Required'. The 'Confirmation Required' section contains a checkbox labeled 'All medications are listed and correct'. At the bottom of the page, there is a footer with a language selector set to 'English', links for 'Contact Us', 'Privacy Policy', 'Refund Policy', and 'Frequently Asked Questions', the address '3773 Geddes Road - Ann Arbor, MI 48105', and a logo.

IF THIS IS YOUR SECOND RESERVATION, SKIP TO STEP 17


14) Medical Emergency Form (Treatment and Release)

Complete this form with your family’s insurance information. If you are going to complete a chaperone Enrollment and a youth enrollment, you should only have to enter this information once. This form will be in effect for EACH member on your account.

The screenshot shows the 'Medical Emergency Form' page. At the top, there is a header with the title 'Medical Emergency Form' and a link 'Welcome, Parent Adult Sign Out'. The form is divided into several sections. The first section is 'Medical Treatment and Release', which contains a paragraph of text and a checkbox labeled '(Required) Yes I agree'. Below this, there are five input fields, each with a 'required' label: 'Insurance Company:', 'Insurance Company's Address:', 'Insurance ID or Contract Number:', 'Family Physician's Name:', and 'Physician's Phone Number:'. Below these fields, there is a gray box with the text 'Be sure to sign this form as you (the parent). Not with the child's name.' The next section is 'Completion Acknowledgement', which contains a radio button labeled 'Yes, this information is complete and accurate.' Below this, there is a 'Signature Required' section with a green button labeled 'CLICK TO SIGN'.

15) General Parental Consent Form

Complete this form. It will be in effect for EACH member on your account.



Junior High Youth Gathering

ENROLLMENT MAKE A PAYMENT

Welcome, Linda Sign Out

General Parental Consent Form

I agree to the participation of my child(ren)/self in the activities of the 2025 Michigan District Junior High Youth Gathering. I authorize the representatives of the Michigan District, LCMS to consent to any needed medical or dental care necessary for the welfare of this child(ren)/self on this registration form, and I/we do hereby release the Michigan District of The Lutheran Church—Missouri Synod, the congregation, and their respective representatives from and of any liability for injury. I also agree to support the representatives of the Michigan District should they deem it necessary to remove my youth from the Gathering for disciplinary reasons, and to come to Frankenmuth to bring my youth home.

(Required)

☒ Yes I agree.

Photo Release

I authorize the Michigan District, LCMS to obtain and use reasonable photographs, audio, and video of my child(ren)/self for purposes of District records, public relations, and/or advertising in print, video, and web media out-lets. I understand that I will not be given creative control of images, nor will I or my child be compensated for image use.

(Required)

☒ Yes I agree.

Completion Acknowledgement

☒ Yes, this information is complete and accurate.

Signature Required

[CLICK TO SIGN](#)

16) You will now simply review the information you provided, confirm it, then click NEXT.

ENROLLMENT MAKE A PAYMENT

Welcome, Linda Sign Out

Confirm the Primary Contact's Information

First Name:

Last Name:

Middle Initial:

Nickname:

Gender:

Birth Date:

E-mail Address:

Phone:

Opt Out of SMS Messages: ☐

Address / Alternate Phone

Alternate Phone 1:

Alternate Phone 2:

Address:

City:

State / Province:

Zip / Postal Code:

Additional Information

Photo:

Rules: Please check all that apply.

☐ Youth Leader (Main Church Leader)

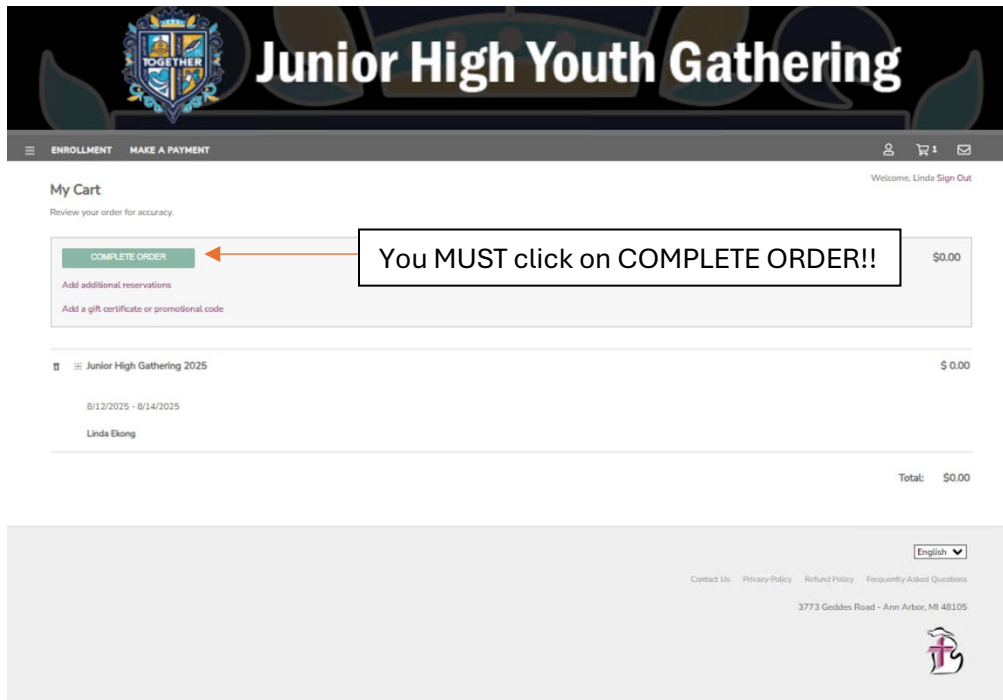
☐ Adult Leader (Chaperone)

☐ Youth Attendee

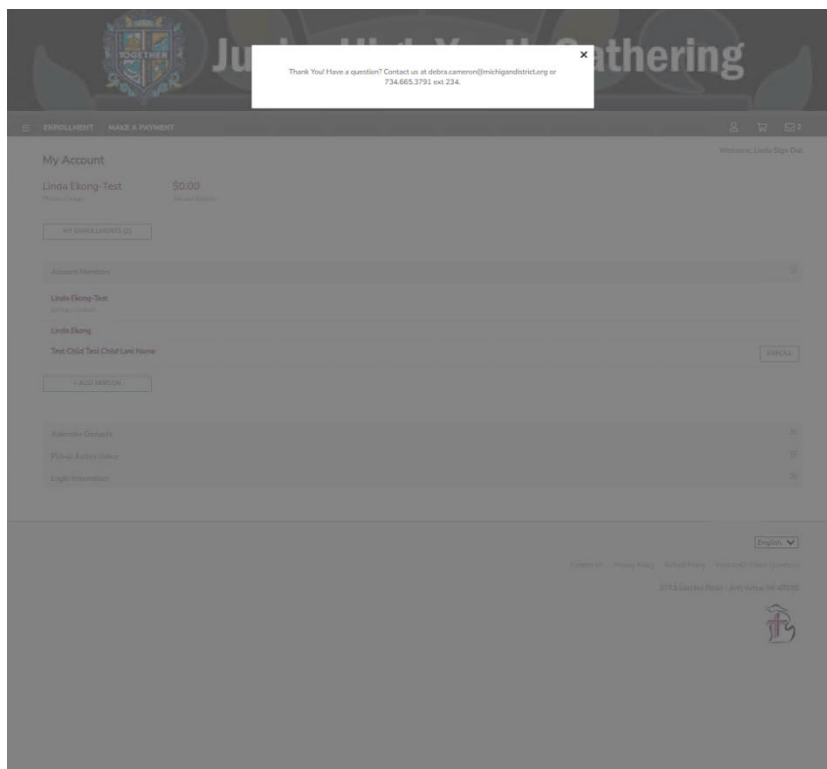
☐ Parent

[NEXT](#)

17) My Cart - Here you will click on “COMPLETE ORDER”



18) You will then see the following screen to know you completed your FIRST Order.



19) If you were completing an Adult Chaperone Enrollment, you will now need to complete your YOUTH's enrollment (if you have a child you would like to enroll). To do this, you will copy the link provided to you by your youth leader and paste it into the browser to start your second reservation. You will do this step for every enrollment you need to complete.

20) You will start again at STEP #4 above.

21) IF you do NOT have any more reservations to complete, you can click on the (x) to close out the thank you message.

- a. You should then see this under your account information:

Junior High Youth Gathering

ENROLLMENT MAKE A PAYMENT

Welcome, Linda Sign Out

My Account

Linda Ekong-Test Primary Contact \$0.00 Account Balance

MY ENROLLMENTS (2)

Account Members

Linda Ekong-Test (primary contact)

Linda Ekong

Test Child Test Child Last Name ENROLL

+ ADD PERSON

Alternate Contacts

Pickup Authorization

Login Information

- b. To make sure your reservations are completed, click on the “MY ENROLLMENTS (#)” BUTTON
- c. You should see the name(s) of the people that are ATTENDING the gathering under the “Enrollment History”
- i. If they are not listed here, something was not done correctly.

If you decide you need to complete a reservation for ANOTHER person later on, you can do so by copying and pasting the link in the browser again, and start back at STEP 4.

DO NOT log into your account and simply click on ENROLL on your “My Enrollment” screen. This new enrollment would not be linked to the proper Group Reservation of your church. **You must use the link that you were emailed to start ANY and ALL Enrollments.**