

# A Guide to Registering Online for Annual Conference

## Annual Conference 2023 – Cincinnati, Ohio

Welcome! We are glad you're going to register for Annual Conference this year. Registering does not take long, and this information should help you in understanding and following the process.

### Dates of Registration

Annual Conference registration for all persons will open online at 12:00 Noon central time on Wednesday, March 1. It will remain open through Saturday, June 10 for in-person registrations, June 27 for Virtual participants. After that, registration will take place onsite in Cincinnati beginning at 3:00pm on Monday, July 3.

#### There are four types of Annual Conference registrations:

- **Delegates.** Delegates are the official representatives from congregations and are the only persons who can vote on items of business. Pastors are not automatically considered Delegates.
- **Standing Committee Delegates.** These delegates are the official representatives selected by their district.
- **Non-Delegates.** Non-delegates are everyone else.
- **Non-Delegates-Virtual.** Registrants for the virtual option will have access to business, some equipping sessions, and special events. There will not be opportunity for table group conversations as in the past. **Worship Services** will be streamed live and available to watch at no charge as in the past. They will also be recorded for viewing at a later date.

### Registering a CONGREGATION'S Delegate(s)

- Follow the delegate registration link found on the Annual Conference website at [www.brethren.org/ac2023/registration](http://www.brethren.org/ac2023/registration). Click on the Delegate Registration button, then click on the Register a Delegate button.
- At this point, be sure to choose and click on the Register a Congregational Delegate button!
- Select your district from the drop-down box, then click Continue.
- Select your congregation from the drop-down box, then click Continue. Note: be certain you have chosen the correct congregation. Some names are similar.
- Review the information to be sure it is correct. If yes, click Continue.
- Enter the delegate's full name, email address, birthday, gender, and telephone number. A cell phone number is preferred.
- Choose if it's the delegate's first Annual Conference.
- Next enter the home address where their Conference booklet will be sent.
- Click yes if you're interested in finding a roommate for Annual Conference. This is simply a courtesy service that adds your name to a list of those of the same gender who are also looking for a roommate.
- Click Next Page.
- A complimentary Annual Conference booklet will be mailed to all Delegates. If the Delegate prefers a digital PDF that will be emailed instead of the printed book make that selection.
- Choose if you would like to pre-order a copy of the Conference wrap-up and/or sermons DVD or digital download. These will be sent out after Annual Conference by Brethren Press.
- Scroll to the bottom and click Save Delegate. At this point you will be given the opportunity to register a second delegate if your congregation is allowed more than one. If not, Continue to Billing.

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- For the Billing Information, be sure to enter the name of the person who is paying for the registration.
- Choose whether payment is being made by credit card or if a check will be sent. If by credit card, be sure the name and address information that is filled out matches the address information for the credit card that is being used. If paying by check, print out the confirmation page and mail it with the payment within seven days to 1451 Dundee Ave, Elgin IL 60120.

## Registering a **STANDING COMMITTEE Delegate**

- Follow the delegate registration link found on the Annual Conference website at [www.brethren.org/ac2023/registration](http://www.brethren.org/ac2023/registration). Click on the Delegate Registration button, then click on the **Register a Delegate** button.
- At this point, be sure to choose and click on the **Register a Standing Committee Delegate** button!
- Choose the district for this Standing Committee delegate from the drop-down menu.
- Enter the delegate's full name, email address, birthday, gender, and telephone number. A cell phone number is preferred.
- Choose if it's the delegate's first Annual Conference.
- Next enter the delegate's postal mailing address information then click Next Page.
- Click yes if you're interested in finding a roommate for Annual Conference. This is simply a courtesy service that adds your name to a list of those of the same gender who are also looking for a roommate.
- Click Next Page.
- A complimentary Annual Conference booklet will be mailed to all Standing Committee Delegates. If the Delegate prefers a digital PDF that will be emailed instead of the printed book make that selection.
- Choose if you would like to pre-order a copy of the Conference wrap-up and/or sermons DVD or digital download. These will be sent out after Annual Conference by Brethren Press.
- Scroll to the bottom and click Save Delegate. At this point you will be given the opportunity to register a second Standing Committee delegate if your district is allowed more than one. If not, Continue to Billing.
- For the Billing Information, be sure to enter the name of the person who is paying for the registration.
- Choose whether payment is being made by credit card or if a check will be sent. If by credit card, be sure the name and address information that is filled out matches the address information for the credit card that is being used. If paying by check, print out the confirmation page and mail it with the payment within seven days to 1451 Dundee Ave, Elgin IL 60120.

## Registering a **Non-Delegate**

- Follow the non-delegate registration link found on the Annual Conference website at [www.brethren.org/ac2023/registration](http://www.brethren.org/ac2023/registration). Click on the Non-Delegate Registration button, then click on the Register a Non-Delegate button.
- Choose the type of registration you are making: Adult; Post-High School to Age 21; Current High School and Younger; or an Active BVS Volunteer (Brethren Volunteer Service).
- Choose whether the registration is for the full Conference. If "no," you will be asked to choose which day/dates you are attending.
- Next, enter the registrant's name as it should appear on the nametag, along with the city, state, email address, birthdate, gender and the name of the registrant's home congregation.
- Let us know if this is your first time attending Annual Conference.
- Click yes if you're interested in finding a roommate for Annual Conference. This is simply a courtesy service that adds your name to a list of those of the same gender who are also looking for a roommate.

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- Let us know if you're willing to help volunteer at Annual Conference – things like ushering, helping with loading/unloading, assisting with age-group activities, etc. You will be contacted about it closer to the start of Conference.
- Would you like to assigned to sit at a Non-Delegate table during business so that you can participate in the table conversations. Click yes and accept the stipulations for participating.
- Would you like to attend/participate in age group activities at Conference? There are young adult activities and also a variety of activities for children and youth from early childhood services to senior high. Go to the Activities tab on the website to see details for each group.
- Click Next Page to move on in the registration process.
- Meal Event Tickets. Here you can sign up and purchase tickets to a variety of organization-sponsored meals. Specific information about each meal can be found on the Annual Conference website under the Activities tab. Each meal has an option of a regular, vegetarian, or gluten-free entrée. If choosing no meal tickets to purchase, scroll to the bottom of the page and click Next Page.
- Choose if you would like to purchase tickets to go on a bus trip to the National Underground Railroad Freedom Center or the Nancy & David Wolf Holocaust & Humanity Center.
- Next, choose if you would like to purchase a Conference booklet. You can have a printed one that you pick up at the Will Call kiosk onsite, a printed one that is mailed to you in advance (an extra mailing fee applies), or a digital PDF copy that will be emailed to you.
- Choose if you would like to pre-order a copy of the Conference wrap-up DVD, sermons DVD, or a combo of both. These will be sent out after Annual Conference by Brethren Press.
- Enter the contact information of the person responsible for this registration. Note that payment and future email communication about Annual Conference will be emailed to this person.
- Click Save Registrant. At this point a box will appear that will give you the opportunity to register another person or family member on this registration. Otherwise select Continue to Billing.
- Fill in the name and information of the person who is paying for this registration. The name and address information must match the information on file for the credit card that will be used.

## Additional Purchases

If you decide, after you have completed your registration, that you would like an Annual Conference Booklet, DVD, Meal Event tickets, Tours or more you can go to **Additional Purchases** on [www.brethren.org/ac2023](http://www.brethren.org/ac2023).

**Annual Conference website: [www.brethren.org/AC](http://www.brethren.org/AC)**

*For assistance contact:*

**Debbie Noffsinger, Conference Assistant**

Annual Conference Office, Church of the Brethren

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