

A Guide to Registering Online for Annual Conference

Annual Conference 2024 – Grand Rapids, Michigan

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 will open online at 12:00 noon Central Time on Friday, March 1. It will remain open through Saturday, June 10 for registrations to attend in-person. Onsite registration opens in Grand Rapids at 3:00 p.m. Tuesday, July 2. Virtual Non-Delegate registration will remain open through July 7.

Registrations can be made for:

- **Delegates.** Delegates are the official representatives of their congregation and the only people who can vote on items of business. Pastors are not automatically considered Delegates. Each congregation has an allotted number of delegates www.brethren.org/ac2024/registration/delegate-registration Standing Committee 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. **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 Delegate(s)

- Click the Register Now! button found on the Annual Conference website at www.brethren.org/ac2024/registration.
- Click on the red Register button in the upper right corner of the page.
- If you are registering yourself, click the "Myself" button. Then choose the "Delegate" Profile. Fill in the required information, making a note of the password you created so you can come back later to make changes or additions to your registration if necessary.
- If you are registering someone else with their email address, click the "Someone Else" button. Fill in the required information. They will receive a confirmation email as well as you. They will create a password if they go back to their registration.
- In either of those registration choices you can choose to purchase: Wrap-Up or Sermons DVDs, Choir Anthem Packet, any Meal Event Tickets. You can also choose to Volunteer, be added to the Roommate List, Participate in the Bed Build event, receive Blood Drive information, sign up for Young Adult activities. You can also choose to receive a PDF of your Annual Conference Booklet instead of a printed book.
- After you have made all of your selections you can go back to make changes by clicking the red divider bar.
- When you are done, click the "Confirm Selections" button, then the "Final Steps" button.
- If you would like to register another Delegate with YOUR email address, click "Add Another Registrant" button below, then select the Family Member button.
- If you would like to register another Delegate with THEIR email address, click "Add Another Registrant" button below, then select the Someone Else button.

- If you would like to add a Non-Delegate to your transaction, click "Add Another Registrant" button below, then select Family Member or Someone Else. **Please note, you will have to pay by credit card if you choose this.*
- When you are ready to pay you have two options: click "Pay Now" to pay with a credit card or click "Finish and Pay Later" to send a check. You will then need to mail a check to 1451 Dundee Avenue, Elgin, IL 60120 within 7 days of your registration.
- Once you have completed your registration, you will see a confirmation page and also receive a confirmation email. Each will include the link to make a hotel reservation. If waiting to make your reservation, please save your confirmation email, as it is your only access to the reservation site. If you register someone else under their email, they will also receive a confirmation email.
- After you have checked out and paid, you will be able to "Modify your Registration" by clicking on the link in your confirmation email. You will need your password to log in to your registration.

Registering a Non-Delegate

- Click the Register Now! button found on the Annual Conference website at www.brethren.org/ac2024/registration.
- Click on the red Register button in the upper right corner of the page.
- If you are registering yourself, click the "Myself" button. Then choose one of the Non-Delegate profile options. Fill in the required information, making a note of the password you created so you can come back later to make changes or additions to your registration if necessary.
- If you are a parent, finish your registration first and then add your child on the Family Member button and choose "Non-Delegate – Child (high school and younger).
- If you are registering someone else with their email address, click the "Someone Else" button. Fill in the required information. They will receive a confirmation email as well as you. They will create a password if they go back to their registration.
- After filling in your personal information you can choose to purchase: a Conference Book, Wrap-Up or Sermons DVDs, Choir Anthem Packet, Meijer Gardens Tour, or Meal Event Tickets. You can also choose to Volunteer, participate in the Bed Build event, sit at a Non-Delegate Table during business, receive Blood Drive information, be added to the Roommate List, or sign up for Young Adult activities.
- If you are registering a child or youth, you will be able to register them for an Age Group Activity.
- After you have made all of your selections you can go back to make changes by clicking the red divider bar.
- When you are done, click the "Confirm Selections" button, then the "Final Steps" button.
- If you would like to register another Non-Delegate with YOUR email address, click "Add Another Registrant" button below then select the Family Member button.
- If you would like to register another Non-Delegate with THEIR email address, click "Add Another Registrant" button below ,then select the Someone Else button.
- If you would like to add a Non-Delegate to your transaction, click "Add Another Registrant" button below, then select Family Member or Someone Else.
- When you are finished click "Pay Now".
- Fill in your credit card information and then click Pay.
- Once you have completed your registration and paid, you will see a confirmation page and also receive a confirmation email. Each will include the link to make a hotel reservation. If waiting to make your reservation, please save your confirmation email, as it is your only access to the reservation site. If you register someone else under their email, they will also receive a confirmation email.
- After you have checked out and paid, you will be able to "Modify your Registration" by clicking on the link in your confirmation email. You will need your password to log in to your registration.

Registering a Non-Delegate - Virtual

- Click the Register Now! button found on the Annual Conference website at www.brethren.org/ac2024/registration.
- Click on the red Register button in the upper right corner of the page.
- If you are registering yourself, click the “Myself” button. Then choose the VIRTUAL Non-Delegate profile option. Fill in the required information, making a note of the password you created so you can come back later to make changes or additions to your registration if necessary.
- If you are registering someone else with their email address, click the “Someone Else” button. Fill in the required information. They will receive a confirmation email as well as you. They will create a password if they go back to their registration.
- After filling in your personal information you can choose to purchase: a Conference Book and Wrap-Up or Sermons DVDs.
- After you have made all of your selections you can go back to make changes by clicking the red divider bar.
- When you are done, click the “Confirm Selections” button, then the “Final Steps” button.
- If you would like to register another Non-Delegate with YOUR email address, click "Add Another Registrant" button below, then select the Family Member button.
- If you would like to register another Non-Delegate with THEIR email address, click "Add Another Registrant" button below, then select the Someone Else button.
- If you represent an agency, retirement home or another organization that would like to participate in Annual Conference virtually as a group, you now have that option. Choose the VIRTUAL Group/Institution Non-Delegates option in the Virtual Non-Delegate registration profile.
- When you are finished click “Pay Now”.
- Fill in your credit card information and then click Pay.
- Once you have completed your registration and paid, you will see a confirmation page and also receive a confirmation email. If you register someone else under their email, they will also receive a confirmation email.
- After you have checked out and paid, you will be able to “Modify your Registration” by clicking on the link in your confirmation email. You will need your password to log in to your registration.

To Modify your Registration

You can “Modify your Registration” by clicking on the link in your confirmation email. You will need your password to log in to your registration.

Annual Conference website:
www.brethren.org/AC

For assistance contact:

Debbie Noffsinger, Conference Assistant

Annual Conference Office, Church of the Brethren

1451 Dundee Avenue | Elgin, IL 60120

Dial direct: 847-429-4366 | Toll free: 800-323-8039

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