

## 2020 WELS International Youth Rally Group Preregistration Process

### CONTACT YOUTH LEADERS

Please follow these steps to begin registering your group for the WELS 2020 International Youth Rally. Go to [www.wels.net/youthrally](http://www.wels.net/youthrally). Click on the "CYL GROUP PREREGISTRATION" button. You will be routed to the UT Conferences' group registration site.

1. Select the tab "Create a new account"
  - a. Enter your email address.
  - b. Create a 6-character (minimum) password.
  - c. Remember this login information as you will use this to login to manage your registration throughout the process.
2. Select your Group Size including your Contact Youth Leader.
3. Enter the names of everyone in your group into the spaces provided. Be sure and list the Contact Youth Leader in the first space.
  - a. If you do not know the names of those attending and wish to hold spots, please enter Youth 1, Youth 2, etc. as the first name and YOUR last name. Do the same for Youth Leader spots, (Example: YouthLeader 1, Contact Youth Leader last name). Click Next.
4. Select "Yes" on the Contact Youth Leader Information question at the top. Enter the details for the Contact Youth Leader, including Church Name. Please list full church or school name, followed by the Contact Youth Leader Name. (Example: First Lutheran Church, John Smith). Also, enter all demographic information for the church. Select the appropriate fee.
5. The next screen is your Group Registration Summary:
  - a. Select the "Preregister" button by each name to verify their details and select the Youth or Youth Leader registration fee.
  - b. If you need to add additional people, select Edit Group.
6. Read and agree to the Registration Cancellation Policy and click the box to agree. Select next.
7. The next screen is: Payment Page. There are three payment options. A \$50 deposit is required per person in order to hold spots. This payment will be due upon checkout. Other payment options include: (1) Pay in full all the group registration fees. (2) Pay only the required deposit amount due (\$50 per spot). (3) Pay the required deposit amount plus an additional amount of your choosing. Select one of the following options as your payment method and hit "Submit".
  - a. Select the "I will print the invoice, and send a church check" option and click submit.
  - b. Select online credit card payment to pay with a credit card. A 3% fee will be added to pay using this method.
8. Please add [conferences@utk.edu](mailto:conferences@utk.edu) as a safe sender in your email account. This will prevent our emails regarding the International Youth Rally registration from going to your SPAM folder.
9. You will receive a confirmation email from UT Conferences with your Invoice, a Personalized Link to your Group Portal and the next steps in the registration process.
10. If you selected the payment option to pay by church check, please print the Deposit Invoice and send a church check for all deposit fees within 2 weeks of registering your group. You will also have access to print your invoice from your Group Portal.
11. All members of your group must complete the required online registration form.
12. Contact Youth Leaders must send each individual (including themselves) an email from your Group Portal. This email will include a link to the individual registration form where participants will complete their demographic information and select their workshop assignments and/or excursions.
  - a. In your Group Portal you will use the Individual Registration Links tab
  - b. Beside each individual's name, select the box or you can use the box in the top red bar to select all. Click the "Send Email" button at the bottom of the page to email the personalized link to each individual to complete his or her own registration.

13. **IMPORTANT:** a parent or guardian must read, agree, and electronically sign the Terms & Conditions. A copy of the information provided during registration will be emailed to the parent or guardian email on file.
14. In order to retain the Early Bird Fee Category and retain the rate of \$375, all youth and youth leader registration forms **MUST** be submitted and payment postmarked by April 30, 2020. All Registration Forms submitted after April 30, 2020 will receive the Regular Registration Fee of \$395.
15. Register your group for Early Arrival Housing or Airport Transportation if needed. You may complete this process through your Group Portal.

Your Group Portal has five tabs to assist you with managing your group registration.

1. "Early Arrival & Airport Transfers" - If your group needs Early Arrival Housing or Airport Transfers, you will use this tab to enter all the required information and make appropriate payment.
2. "Group Details" – View the list of participants registered as a part of your group.
3. "Invoice and Payment" - View and print invoices, see payment status for group members, make group payments using a credit card.
4. "Individual Registration Links" - email registration links to group members to complete the registration process and select their workshop assignments and/or excursions.
5. "Reports" - Print various registration reports.

As we get closer to the Rally, there will be a few more steps we will ask Contact Youth Leaders to assist with in order to ensure we are completely prepared to host your group. In addition, within a few weeks of your initial registration, a member of UT's Event Staff will contact you. That Staff member will be your personal contact throughout the WELS Registration process and will be happy to answer any questions you may have.

3/2/2020