

## Central Conference Ministerial Association (CCMA) Registration Instructions:

1. Go to: [www.centralconf.org/celebration](http://www.centralconf.org/celebration)
2. Scroll down the page and click on: **REGISTER ONLINE FOR THE CENTRAL CONFERENCE MINISTERIAL ASSOCIATION (CCMA) MEETING HERE. This will take you to the online registration page.**
3. Under “Add a Registrant”, enter the name of the person being registered for the CCMA meeting.
4. If additional people are being registered under the same registration form, click on “+ Add Another Guest”. Use this button to add as many people as you need to register on this form for the CCMA gathering. Once all names have been entered, select the “Next” button.

**PLEASE NOTE:** This registration form is ONLY for the CCMA Meeting. Registration for the Central Conference Annual Meeting is being handled separately. Return to the Celebration webpage to find the online Central Conference Annual Meeting registration form.

5. On the next page of the registration form, click on the carrot ( ^ ) found to the right of each of the names of the participants you are registering for the event. This will allow you to “close” each individual registration form and to **address each registered attendee individually.**
6. Under the name of the person being registered, you will see “Registration.” Click on the carrot ( ^ ) to select the person’s registration category. The default category is “Credentialed Minister,” but you will be given other options by clicking on the carrot. Select the appropriate category for the attendee.
  - a. *Each additional person added to a registration form is a “Guest” and additional contact information will be requested. This information is needed for all registered attendees to send follow up information about the event to the attendees.*
  - b. *You will also need to select a category for each attendee. Please recall that the default category is “Credentialed Minister.”*
7. Next, under “Additional Items,” decide whether the attendee will be participating in the Ministry Groups\*\* on Thursday, April 21, at 10 am. The default is “Not attending a ministry group.” By clicking on any of the other boxes, you will register the attendee

for a Ministry Group. If the person is not attending a Ministry Group, then leave this section as it is.

8. If registering after April 15, then click on the box next to “Late Fee” to apply the late fee.
9. Next, under “Additional Information,” enter the information needed for the attender’s event name badge, including: First Name, Last Name. Church/Organization, City, State.
10. Complete steps 6-9, for all the people you are registering on this form. Then click on the “Next” button (on the righthand side of the registration form).
11. On the next page of the registration form, review the registration information for all the attenders that have been registered. If changes need to be made to a person’s registration, click on the three dots that are found to the right of the attender’s name.
12. Once all changes are made, click on “Register.” You will be given registration payment options based on the selections you have made for the people on your registration form.

**\*\* Ministry Groups** are open to pastors and lay leaders. These are gatherings for those serving in specific ministries including youth ministry, children & family ministry, chaplains, etc.