

## Central Conference Annual Meeting (CCAM) Registration Instructions:

1. Go to: [www.centralconf.org/celebration](http://www.centralconf.org/celebration)
2. Scroll down the page and click on: **ONLINE REGISTRATION FOR THE CENTRAL CONFERENCE ANNUAL MEETING. This will take you to the online registration page.**
3. Under “Add a Registrant”, enter the name of the person being registered for the CCAM meeting.
4. If additional people are being registered on 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 CCAM gathering. Once all names have been entered, select the “Next” button.

**PLEASE NOTE:** This registration form is **ONLY** for the Central Conference Annual Meeting. Registration for the Central Conference Ministerial Association is being handled separately. Return to the Celebration webpage ([www.centralconf.org/celebration](http://www.centralconf.org/celebration)) to find the online Central Conference Ministerial Association 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 “Delegate,” but you will be shown 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 “Delegate.”*
7. Next, under “Additional Items,” select the workshops the participant will attend on Friday, April 28, at 1:30 pm **and** at 3:15 pm. The attendee can select two different options as Workshop 2 (Session 2) is a repeat of Workshop 1 (Session 1). The default for this part of the registration form is “Not attending session one” and “Not attending session two.”

By clicking on any of the boxes under the Workshops, you will register the attender for a specific workshop. If the person is not attending any workshops, then leave this section as it is.

8. Next, decide whether the participant will be arriving early and attending the Friday, April 28 lunch (being served at the church). **PLEASE NOTE:** lunch on April 28 is not included as part of the Central Conference Annual Meeting Registration. Click on the box next to “Fri Lunch (Early Arrival)” to register a Central Conference Annual Meeting attender for Friday’s lunch meal.
9. If registering after April 21, then click on the box next to “Late Fee” to apply the late fee.
10. Next, under “Additional Information,” enter the information needed for the attender’s event name badge, including: First Name, Last Name, Church/Organization, City, State.
11. Complete steps 6-10, for all the people you are registering on this form. Then click on the “Next” button (on the righthand side of the registration form).
12. 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.
13. Once all changes have been 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.

*Call the Central Conference office at 773-267-3060, or email [info@centralconf.org](mailto:info@centralconf.org) if you have questions.*