



***2012***

Convention

Registration

Guide

*2012 Lads to Leaders/Leaderettes Registration Guide*

**Lads to Leaders/Leaderettes**

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Dear Group Leaders,

It is our hope that this step-by-step guide will help you as you complete registration. Before you begin registering for the 2012 convention, please take a few minutes to read through this manual. It will be helpful to both first time users as well as experienced team leaders. We have addressed changes to the system as well as specific issues that regularly cause problems.

It is important to note that there are several updates to the registration system this year. New or changed functions are noted in each section of this guide. Each group leader should have received a postcard with the group's ID number. In an effort to more easily confirm that each group has received their postcard, we are requiring that you email or call to get the password. This way, we will know that it has been received before registration opens.

As always, we are here to help you in any way we can. If you have any questions that are not addressed here, or any problems, please do not hesitate to contact us. Email is the best means of communication, and we try to respond to all emails the day we receive them. If you are unable to contact us by email, please call. An after-hours phone number is listed on the website in case you need to call in the evening or on the weekend.

We look forward to making 2012 the best convention ever!

In Christ,

**Lads to Leaders/Leaderettes**  
**National Service Center Staff**  
ladsoffice@lads-to-leaders.org  
334-215-0251

# Preliminary Steps

Before beginning registration, you will need to collect information from your group. On our website, [www.lads-to-leaders.org](http://www.lads-to-leaders.org), click the *Convention* tab at the top of the page, then click *Registration* from the drop down menu, and then select *Forms*. You will be taken to a page with links to "Student Registration," "Adult Registration" and "Hotel Registration" forms.\* Print each form and make copies. Begin collecting this information as soon as possible. Be sure to have each adult and student fill out a registration form completely. This will make your job much, much easier!



\*Trouble downloading forms? Go to [www.adobe.com](http://www.adobe.com) and update your version of Adobe Acrobat Reader. This is a FREE download.

## Part One: Getting Started



To begin the registration process, you will need a reliable internet connection. If your connection is very slow or unreliable, you might want to consider arranging to use a different computer, particularly when it comes time to check your work and run reports. They will run much faster with a high speed connection.

To access the registration page, go to our website, [www.lads-to-leaders.org](http://www.lads-to-leaders.org), click the *Convention* tab at the top of the page, then click *Registration* from the drop down menu, then click *Local Group Leader Login*, and you will be taken to the Group Login page. Bookmark this page for easy return.

You will be asked for your Group ID and Password. Your Group ID remains the same from year to year, but your password is changed by our system each year. Your ID can be found on the postcard that was mailed to you. There are instructions on that postcard for receiving your password. Record them here so you will have all your information in one place.

**Group ID:** \_\_\_\_\_ **2012 Password:** \_\_\_\_\_

*NOTE: Please contact the National Service Center by November 16 to receive your password.*



## A Few Tips About the Registration System:

- We have made some enhancements and updates to the registration system, as we do each year. If you experience any problems or have any questions, please call or email the National Service Center for assistance.
  - As you work your way through the system, **do not** navigate using your web browser's "Back" and "Forward" buttons. Use the registration buttons for "Save Changes," "Discard Changes" and "Done" so that the database will recognize your commands. If you do not use these buttons, your information will **not** be saved.
  - You do not have to enter all your information at one time. You may save your changes, log out, and come back as many times as you wish before the registration deadline of January 23.
  - **Do not** wait until the evening of January 22 to begin entering your information. Remember that the deadline is the last day to enter the information, not the only day to do it. The volume of traffic on our server over the last few days will be very high. It is possible that you will not be able to login when you want, or you may get kicked off by the system if it gets overloaded. Start collecting registration forms and entering demographic information immediately. You can come back and enter events as they are finalized.
- **It is recommended that you set your own group deadline for registration that is 2-3 weeks prior to the official deadline.** This will allow for any last minute corrections or additions.
  - It is **very important** that we have **correct** contact information for each person registered. **We require a valid email address for all adults.** If an individual does not have an email address, have them provide the address for someone in their family who can receive the messages and give them to them. We want to be able to communicate more efficiently with attendees regarding event judging, so a valid email address is needed for each adult. **Please do not** enter a made up email address. Please verify all information, even for those who have been registered for convention before and are considered re-registerable.
  - Please **do not** attempt to register anyone without full contact information. If you don't know it, find out. Please do not make up an address or enter "Don't Know". Do not enter the same address for each member of your group. We **MUST** be able to send information to each individual convention attendee. This information is only used by Lads to Leaders/Leaderettes. Incomplete and incorrect entries cause us to waste hundreds of dollars each time we do a mailing.

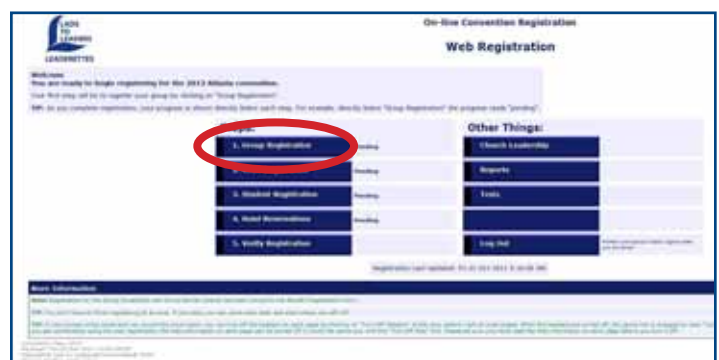
## Part Two: Group Registration

Once you are logged in, click the "Group Registration" button. Verify the information that is present and fill in any missing information.

**NOTE: You must complete "Group Registration" FIRST, before any other registration information can be saved.**

**Name:** The name of your congregation as it appears on your checks and other official documents. Please note that you will not be able to edit the name of your group. If the name of your group needs to be changed from what is shown, please contact the National Service Center at 334-215-0251 or [ladsoffice@lads-to-leaders.org](mailto:ladsoffice@lads-to-leaders.org).

**Mailing Address:** The address where your congregation receives mail, whether it is a mailbox at



the church building or a P.O. Box.

**Physical Address:** Enter the street address if the mailing address is a P.O. Box. This allows us to send packages via FedEx or UPS, if necessary, as well as know your location in case we plan to visit. If the physical address is the mailing address, leave this box blank.

**Hotel Payment:** Group hotel payments are strongly recommended. The hotels will accommodate individual payments if possible, but this requires a person from each room to stand in line, instead of one person for the entire group.

**Hotel:** Select the hotel from the list that corresponds to your convention location. There should only be one listed. If your group will not need any hotel rooms in the convention hotel, select “none” in the Hotel drop-down list. This will help us to know that you did not overlook requesting rooms.

**Tax Exempt Certificate: (Please note that all tax information listed below is current as of August 2011 and is subject to change.)** Tax exemption information **must** be provided to the hotels each year, even if you provided it the previous year. They **must** have the information by the March 2, 2012 hotel reservation deadline in order for your group to receive the exemption. If you check the tax exempt box, you must also select Group Hotel payment because this is required to receive the exemption. The states of **Georgia and Indiana** do not allow tax exemptions.

**Other qualifications for exemption:**

**Tennessee:** Provide the hotel with a copy of your church's 501(c)(3) determination letter and pay for all rooms with a check or credit card in the **church's name**. For Nashville, you will be exempt from the 9.25% sales tax, but will still have to pay the 6% hotel tax and the \$2.50 per night tax. The information must be faxed to Stacey Eakes at 615-871-5728 prior to the March 2, 2012 hotel deadline in order to have your rooms billed without tax. For Memphis, you will be exempt from the 9.25% sales tax, but will still have to pay the 6.7% hotel tax. Exemption forms must be faxed to Pat Newman at 901-328-5644 prior to the March 2, 2012 hotel deadline. If you have questions, please call the Tennessee State Department of Revenue at 615-253-0600. **You will not be able to bring your certificate with you to convention and receive the exemption.**

**Florida:** Go to [www.myflorida.com/dor](http://www.myflorida.com/dor) and follow these steps to apply for exemption:

1. Click “Taxes” at the top of the page
2. Click “Forms and Publications” on the left side of the page
3. Scroll down the page to the second section of reports and click on “Download This Form” beside

the listing for DR-5

4. Print and follow instructions on the form. By following these steps, you will be exempt from the 12.5% tax, but will still pay the 1% surcharge for the Orange County Convention Center. The tax exempt form needs to be faxed to Leslie Velez at 407-996-0959 prior to the March 2, 2012 deadline date in order to receive the tax exemption.

**Texas:** Groups may apply for exemption from some of the taxes. Go to [www.state.tx.us/taxes/](http://www.state.tx.us/taxes/) and click on Exempt Organizations in the left column. On this page, click on form AP-209 Religious Organizations. Complete and submit this form as instructed. You will present this form at check-in.

**Puppet Stages:** Congregations with three or more puppet teams are **required** to bring a regulation stage for use at convention. Please indicate which size stage(s), and the quantity of each, that you are able to bring. The puppet coordinator will contact you to tell you where and when to set up your stage. If you are not contacted, you do not have to bring your stage(s) to convention. If you do not have three puppet teams, but are willing to bring a stage to convention, please mark which stage(s) you can bring. **Please make sure all stages are built to the specifications in the rules book. If they are not, please do not bring them.**

**Worship Service:** Please tell us if you will be staying for the worship service Sunday morning so that we can adequately prepare seats and communion.

**Awards Program Extra Seats:** These are available for people who are not participating in the convention **and** are not staying in the hotel, but would like to attend the awards ceremonies. They are \$15 per seat. This provides a seat for both Friday and Saturday nights.

Once all information is entered, click "Save Changes." Make sure "Complete!" appears under "Group Registration" on the Main Menu page.

**NOTE: You must complete "Group Registration" FIRST, before any other registration information can be saved.**

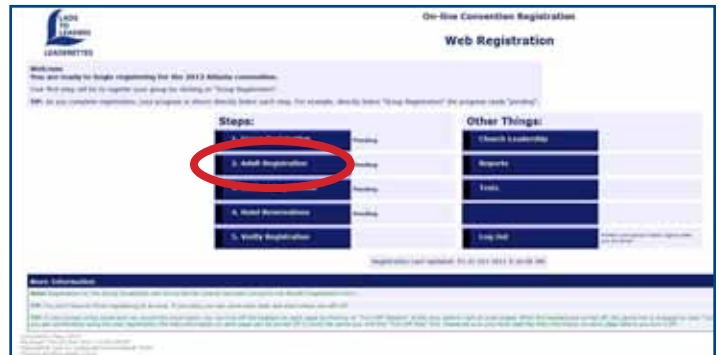
## Part Three: Adult Registration

**NOTE: All adults who are attending the convention and staying in the hotel MUST be registered. This includes bus drivers if they are staying in the convention hotel at the discounted rate. Beginning with the 2012 convention, college students will be registered in the adult section so that they may be marked to judge events.**

Click "Adult Registration." Click "Register Adult." If you have adults who have attended a convention in the past two years, they will be shown on this page. You may click the names to register each adult. For anyone who is not on this list, or for groups who are attending for the first time, click "Register New Adult" at the bottom of the re-register list. This will open a blank registration page so that you can enter the person's information.

**Adult Information:** Verify the demographic information. Please make certain it is correct; don't assume. We need current addresses! **Valid email addresses are required for all adults.**

**Leader/Coordinator Responsibilities:** Indicate if the person will be serving in any of the Group Leader or Hotel Coordinator capacities. All correspondence



from our office will be sent directly to the Primary Group Leader at the address provided on this page, so please include a **correct** address, home phone, work phone, cell phone and email address for the Primary Group Leader. Only one Primary Group Leader may be selected for each group.

**Puppet Coordinator:** To make it easier for the national convention puppet coordinators to communicate with the adults coordinating the local puppet teams, we need each group to indicate the person in charge of the puppet teams. If no one is selected, the Primary Group Leader will receive any communications from the national coordinators. Only one puppet coordinator can be selected for each group.

**Debate Coordinator:** To make it easier for the national convention debate coordinators to communicate with the adults coordinating the local debate teams, we need each group to indicate the person(s) in charge of the debate teams. If no one is selected, the Primary Group Leader will receive any communications from the national coordinators. Two debate coordinators – one male and one female – may be selected for each group.

**Leader/Coordinator responsibilities:**

Primary Group Leader	<input type="checkbox"/>	TIP: Each group should have one primary group leader and one primary alternate group leader.
Alternate Group Leader	<input type="checkbox"/>	TIP: Please include an accurate e-mail address for the Group Leader and Alternate Group Leader.
Primary Hotel Coordinator	<input type="checkbox"/>	
Alternate Hotel Coordinator	<input type="checkbox"/>	
Puppet Coordinator	<input type="checkbox"/>	Note: This person will be the primary contact for the National Convention.
Debate Coordinator	<input type="checkbox"/>	Note: This person will be the primary contact for the National Convention.

**Event judging:** If you wish to judge an event use the dropdown box to select your judging and level.

Art Says It: NotJudging	Group Banner: NotJudging
Bible Bowl: NotJudging	Bible Reading: NotJudging
Debate - Lads: NotJudging	Debate - Leaderettes: NotJudging
Music Composition: NotJudging	Puppet Theater: NotJudging
Scrapbook: NotJudging	
Song Leading: NotJudging	Song Leading Winner's Circle: NotJudging
Songs of Praise: NotJudging	Songs of Praise Winner's Circle: NotJudging
Speech - Lads: NotJudging	Speech - Lads Winner's Circle: NotJudging
Speech - Leaderettes: NotJudging	Speech - Leaderettes Winner's Circle: NotJudging

Bartimaeus Volunteer  Your assistance may be needed with the Bartimaeus program, check for



group has no participants unless you have fulfilled all judging requirements for the events in which you have participants. Do not register someone to judge more than one of the following events: Banner, Scrapbook and Art Says It. They are all judged at the same time, so you can only assign a person to one. For Speech, Song Leading and Songs of Praise, you will not be able to register a person to judge both the regular and Winners' Circle events because they may overlap in the schedule. Remember, all of our judges are volunteers, and the convention cannot happen without them!

**Adult Event Participation:** If the adult is participating in Good Samaritan, Centurion of Scripture, Second Language, Know the Books, Parade of Winners, Jonathan Bourland nominee, Year-Round Bulletin Board or About My Father's Business: Teach to Teach, mark the appropriate boxes. Please remember that all of these events must be completed by the registration deadline. Please do not register the adult if the requirements are not complete. If the adult has completed the requirements, but will not be attending convention, uncheck the box marked "Attending" so that the correct registration fee will be charged. **Please note the additional step for verifying pre-convention events within the registration system.** This step must be completed for the registration for these events to be complete, names to be included in the program and the right number of awards to be ordered.

**Bartimaeus:** Bartimaeus is a voluntary program designed to recognize and give a forum to Lads to Leaders/Leaderettes participants with special needs. All participants will be recognized at the Saturday night awards ceremony. This program is open to adults and students of all ages. If the adult would like to participate, mark the box for the appropriate event(s). Participation in Bartimaeus events requires convention attendance.

**Convention T-Shirts:** Preorder and prepay for your convention t-shirts! Simply indicate the number of shirts you need in each size. **Please note that the cost of the t-shirts is not included in the registration**

**fees.** T-shirts are \$12 each, or \$10 each if 10 or more are ordered by the group. To pick up shirts at convention, have one person take your "T-Shirt Order Summary" to the t-shirt booth and claim your shirts. This report will show the names, quantities and sizes for all preordered t-shirts.

Click "Save Changes."

Continue until all adults are registered. Use the "Change Registration" button to make any necessary changes until January 23, 2012. You will not be able to make **ANY** changes (except cancellations) after this date. Use the "De-Register" button for anyone who is no longer attending convention.

**After January 23, anyone who is de-registered will still have to pay the convention registration fee. Since Lads to Leaders/Leaderettes has already incurred expenses for awards, name badges, meeting facilities and other per-person costs related to convention, our system will still automatically charge the \$35 for each de-registered person after the deadline. Sorry, we are not able to give refunds or credits after January 23, except in extreme hardship cases, such as the military activation of the person or a death in the family.**

Click "Done," then "Return to Main Page." Go to "Reports," then run an "Adult Event and Judging Participation" report. Use this report to make sure that you have all adults entered who are attending and/or participating. Make sure you have enough judges registered and all events are correct. In the "Reports" section, run an "Event Judging Ratio" report. This will show you any events in which you are short of the required number of judges. Use the "Change Registration" function to add judges in the areas in which you are lacking.



# Part Four: Student Registration

**NOTE: ALL students (infant through grade 12) attending convention and staying in the hotel must be registered. The system will automatically calculate fees based on age/grade, participation and convention attendance. Beginning with the 2012 convention, college students will be registered in the adult section so that they may be marked to judge events.**

Click "Student Registration." Click "Register Student." If you have students who have attended a convention in the past two years, they will be shown on this page. You may click the names to register each student. For anyone who is not on this list, or for groups who are attending for the first time, click "Register New Student" at the bottom of the re-register list. This will open a blank registration page so that you can enter the person's information.

Click the name of the first student you want to re-register.

**Student Information:** Verify the demographic information. Please make certain it is correct; don't assume. We need current addresses! Please note that a cell phone number is now required for all baptized young men in grades 11 and 12 who are willing to help serve in the worship service on Sunday morning.

**Student Event Participation:** Mark the appropriate boxes for each event in which the student is participating. If the student is participating in events which do not require convention attendance **AND** is not attending convention, uncheck the box marked "Attending" so that the correct registration fee will be charged.

**Bartimaeus:** Bartimaeus is a voluntary program designed to recognize and give a forum to Lads to Leaders/Leaderettes participants with special needs. All participants will be recognized at the Saturday night awards ceremony. This program is open to adults and students of all ages. If the student would like to participate, mark the box for the appropriate event(s). Participation in Bartimaeus events requires convention attendance.

**Convention T-Shirts:** Preorder and prepay for your

The screenshot displays a complex registration form titled "Student event participation:". The form is organized into several sections, each with a list of events and checkboxes for participation. Key sections include:

- Art Day I (Non-competitive):** Includes checkboxes for Drawing/Watching, Pottery, and Printing.
- Art Day II (Non-competitive):** Includes checkboxes for Drawing/Watching, Pottery, and Printing.
- Book Read:** Includes checkboxes for Read and Trade Conventions.
- Oral Bible Reading:** Includes checkboxes for None, None by Bible, and Certificates of Subjects.
- Update - Lads:** Includes checkboxes for Teen and Youth.
- Update - Leaderettes:** Includes checkboxes for Teen and Youth.
- Music:** Includes checkboxes for Music, Music by Band, and Music by Soloists.
- Music Competition:** Includes checkboxes for Lyrics, Melody, and Harmony.
- Worship Service:** Includes checkboxes for Lads, Leaderettes, and Youth.
- Worship Service - Special Needs:** Includes checkboxes for Lads, Leaderettes, and Youth.
- Worship Service - Bartimaeus:** Includes checkboxes for Lads, Leaderettes, and Youth.
- Worship Service - Bartimaeus - Special Needs:** Includes checkboxes for Lads, Leaderettes, and Youth.
- Worship Service - Bartimaeus - Special Needs - Preorder:** Includes checkboxes for Preorder and Prepay.
- Worship Service - Bartimaeus - Special Needs - Preorder - Prepay:** Includes checkboxes for Preorder and Prepay.

At the bottom of the form, there are two buttons: "Save Changes" and "Cancel Changes".

convention t-shirts! Simply indicate the number of shirts you need in each size. **Please note that the cost of the t-shirts is not included in the registration fees.** T-shirts are \$12 each, or \$10 each if 10 or more are ordered by the group. To pick up shirts at convention, have one person take your "T-Shirt Order Summary" to the t-shirt booth and claim your shirts. This report will show the names, quantities and sizes for all preordered t-shirts.

### Important Facts to Note:

- If the event only has a check box, the student is automatically entered into the event at his or her grade level. ***If there is a drop-down box to select the grade, the grade level to be selected is the level at which the student's team is participating, not necessarily the current grade level of the individual student. The team level is determined by the oldest person on the team.***
  - For example, if Matthew is in the fifth grade, but is participating with seventh graders on his Bible Bowl team and ninth graders on his puppet team, he should be marked for Bible Bowl Team division 7-8, and Puppet Theater grade 9. If Matthew is also participating in Speech and Song Leading, simply check the boxes for those events and he will be entered as a fifth grader, since that is the grade that appears in his "Student Information" section.
- Each Bible Bowl team must have exactly four members. Alternates only participate if a team member has to withdraw and **do not** have to be registered for Bible Bowl. **Alternates do not go to the stage with the team to receive awards unless they actually participate on a team at the convention. Extra awards for alternates may be ordered from the National Service Center after convention. Teams MUST be finalized by the January 23, 2012 registration deadline.**
- Students may take the Bible Bowl written test and qualify for a high score award regardless of whether they participate on a team. Team members are also eligible for high score awards. Their individual tests will be compared with students from their actual grade, regardless of the level of their team.
  - For example, Matthew will be eligible for a high score award in the 5-6 grade division, even though his team is in the 7-8 grade division.

- Please remember that Year-Round Speech, Year-Round Song Leading/Songs of Praise, Year-Round Bible Reading, Year-Round Bulletin Board, Centurion of Scripture, Good Samaritan, Second Language, GIFTS, GUARD, Headed to the Office Parade of Winners and Know the Books must be completed by January 23, 2012. By registering the student (or adult) in these events, you certify that you have verified the completion of the requirements. If a student is close to completing the work, and you register them for the event, it is your responsibility to make sure that the work is completed before convention.
  - **Please note the additional step for verifying pre-convention events within the registration system.** This step must be completed for the registration of these events to be complete, names to be included in the program and the right number of awards to be ordered. See the Official Convention Rules if you need clarification. Please give honor only where honor is due.
- The drop down boxes for "Team A, B, C, D, E, F, G" are for use **only** if your congregation has more than one team in an age division. If there is only one team per age division, please leave it set to "A" for each team member.

Click "Save Changes." Repeat with each student to be re-registered.

Move on to "Register New Students" and follow the above instructions for any students that are not re-registerable. The link for registering new students can be found at the end of the list of re-registerable students.

Continue until all adults are registered. Use the "Change Registration" button to make any necessary changes until January 23, 2012. You will not be able to make **ANY** changes (except cancellations) after this date. Use the "De-Register" button for anyone who is no longer attending convention.

**After January 23, anyone who is de-registered will still have to pay the convention registration fee. Since Lads to Leaders/Leaderettes has already incurred expenses for awards, name badges, meeting facilities and other per-person costs related to convention, our system will**

still automatically charge the \$35 for each de-registered person after the deadline. Sorry, we are not able to give refunds or credits after January 23, except in extreme hardship cases, such as the military activation of the person or a death in the family.

Click "Done," then "Return to Main Page."

When all students are registered, or if you want to check your progress, go to "Reports" on the main page and run a "Student Event Participation" report. Check the report for accuracy!

*NOTE: It is our utmost desire that all students have the opportunity to participate in their choice of events and receive recognition for the work they have done. Due to the large amount of planning that must be accomplished*

*between our office, the national coordinators and the hotel staffs, the event registration information that we have on February 4 must be considered final. Adding students to events after the deadline negatively impacts all aspects of our planning, and is often impossible. Please check, check and check again to make sure you don't accidentally leave off a student's event. There are many reports in the system designed to assist you in this process. Additional reports are explained later in this guide. It is strongly recommended that Group Leaders print a copy of the Student Event Participation report and have the student or parent verify the events and sign off on them. Group Leaders should also print a copy of the Adult Event and Judging report and have all adults verify their attendance, participation and judging assignment(s). If you are ever in doubt about registration and need assistance, please contact the National Service Center for assistance.*

## Part Five: Hotel Registration

Click "Hotel Registration" then "Request a New Room."

**Room Information:** Select the room type needed for the first room. Please note that approximately 20% of the rooms blocked for us by the hotels have one king bed. If not enough king rooms are requested, the hotel will be forced to substitute some double rooms with king rooms. Please help us avoid this by selecting as many king rooms as possible.

- Indicate if a rollaway bed is needed by checking the appropriate box. Rollaway beds must be selected here to be counted in the total needed.
- **Rollaway beds should not be requested in the "Special Request" field.**
- **A rollaway can ONLY be added to a king room, as due to fire codes they are not allowed in rooms with two beds.**

Normal check-in time at the hotels is 3:00 p.m. The hotels make every effort to use extra staff to get the rooms cleaned and ready by this time. **Due to the extremely large number of rooms that must be cleaned and readied, early check-in is not available.** If your group MUST have a room or suite available on Friday morning, you will need to reserve it for Thursday night as well. Convention room rates are available for three nights before and three nights after our convention dates, based on availability, if



anyone in your group desires to spend extra nights.

**Room Occupants:** Select the name of each room occupant from the drop down box. Please select an **adult** as "First" room occupant. Then select all others who will be staying in the room. Because we are no longer allowed to place rollaways in rooms with two beds, only four people can be assigned to each room. If there is a fifth person in a family who will be in a room, leave that person unassigned. Please note that the system will not allow only one person in double room. You must enter two or more occupants for a double room or change the room type to king.

- Please note that if a person's name does not appear in the drop-down box, that person is either not registered, or is registered but marked as not attending. Return to Adult or Student Registration and make the necessary

changes in order to assign that person to a room.

**Special Requests:** Before typing anything in the box, see if your request is listed below the request box. If so, check the appropriate box. There is no need to retype your request in the open field. All rooms are non-smoking, so there is no need to enter that as a request.

- **NOTE:** There are a limited number of mini-refrigerators available by request. Requests will be handled first by medical necessity and then by the date the request was entered. Please help everyone have access to mini-refrigerators by not requesting more than your group needs. Mini-refrigerators are complimentary at the Marriott Marquis (Atlanta), Marriott (Memphis) and Marriott (Indianapolis), but a limited number are available. At the Rosen Centre (Orlando), they are \$9 per night, plus tax. There is a mini-refrigerator in each room at the Gaylord Texan (Dallas) and Gaylord Opryland (Nashville). At the Indianapolis Marriott, there is a “cooler” in each room that is designed to keep things cool if they are already cool. It will cool items down, but it takes a while. (These rates are current as of August 2011 and are subject to change.)
- If you need to request connecting rooms, mark the box and enter the FIRST and LAST name of the FIRST person in the connecting room. Make sure to do this for both rooms.
- **Please remember that all special requests – connecting rooms, refrigerators, suites, etc. – are REQUESTS only. We cannot guarantee any special requests.**

**Special Room Types:** If your group is requesting a suite to use as a meeting place, you must indicate the type of suite here in addition to marking “Suite” as the room type at the top of the page. Suites are reserved as separate rooms, and they must have a name on them. If you are trying to reserve a suite for your group and a room for your family, reserve the suite in your name and the room in your spouse’s name. The same name cannot be on more than one room. If the suite you request is not available, you will be contacted by our office to arrange a comparable suite.

Click “Save Changes.” Repeat until all necessary rooms are reserved. Use the “Change a Room” and “Cancel

a Room” buttons as necessary. You will be able to make changes to room reservations until March 2, 2011. Change requests after this date cannot be guaranteed. If space allows rooms to be added after this date, they may not be located with the rest of your group’s rooms.

**Attention Nashville Attendees:** Based on previous years’ attendance and growth for 2011, we fully expect to once again overflow our room block at Opryland. We cannot guarantee there will still be rooms available on March 2, or even January 23. For 2011, the rooms were completely booked less than two hours after registration opened. Rooms became available regularly until the hotel deadline in March as groups adjusted their requests. If you don’t get all of the rooms you need right away, **be patient and check back regularly.**

The registration system monitors the number of rooms available in our block for each of the main convention days. When the limit is reached for a specific convention day, you will not be able to add rooms for that day. If you wait until the last minute, you may not get rooms at Opryland. In an effort to get the most people possible in the hotel, the system will require an average of two people per room after 15 rooms have been requested. You will need to enter all occupants of each room as you register to avoid receiving error messages. This will prevent groups from blocking a large number of rooms with just one person per room and then dropping several when they complete their final arrangements.

When the rooms are booked at Opryland, groups will be responsible for contacting a different hotel to arrange accommodations. A link to a list of hotels near Opryland is posted on our website at the bottom of the Online Registration Information page. When all rooms are booked, your group can choose to attend a different convention location if you would prefer to be in the convention hotel. Please contact the National Service Center to check on this option.

**Attention Atlanta Attendees:** There will again be a large city-wide event in Atlanta when we are there. Because of that, there will be a very limited number of additional rooms beyond the rooms we have contracted. If we run out of rooms at the Marriott, we will try to get more. However, there is no guarantee that we will be able to get more. If you don’t get all of

the rooms you need right away, be patient and check back regularly. Rooms will become available regularly until the hotel deadline in March as groups adjust their requests.

**Attention Memphis Attendees:** We will again have a block of overflow rooms at the Crowne Plaza which is across the street from the Marriott. When rooms are almost booked at the Marriott, we will make the rooms at the Crowne Plaza available in the registration system. At that time, you will be able to select the Crowne Plaza as your hotel on the Group Registration page. You will only be able to book rooms at one hotel in our registration system.

For all other convention locations, if we use all of the rooms in our block, we will try to get more. If that is not possible, each group will be responsible for their own off-site accommodations. Last year, we used over 95% of the rooms available to us (including adding rooms to our original allotment in all locations). With expected growth, we may use all rooms available to us again. Please do not wait to request your rooms.

Lads to Leaders will not be able to arrange any off-site accommodations at any convention location.

**Once all rooms are requested:** Run a "Hotel Report" from the Hotel Reservations section. This report is exactly what the hotel uses to block your rooms, so please make sure all information is correct! If a special request does not appear on this report, the hotel will not know about it. A suite reservation will appear in the "Special Request" box as well as in the Room Type column. If no suite is listed, you do NOT have one requested. Return to the "Change a Room" option and request your suite.

Using the "Hotel Report," make sure everyone who needs a room is assigned to one. **Also, please make certain that each person is assigned to the correct room. For hotel security purposes, occupants must stay in the room for which they are registered on March 2, 2012.**

Click "Done," then "Return to Main Page."

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## Part Six: Verify Registration

This section will check the information you have entered for common errors and allow you to run a variety of reports. You should use this function periodically throughout the registration process as well as after you are finished and immediately before the deadline.

From the main page, click "Verify Registration," then "Check Registration." An error report will appear if something is wrong with your information. Follow the instructions to correct the problems one at a time. Check it again. Continue checking and fixing until you get the "celebration page" telling you everything is correct. Click "Done." **You must correct all errors in order for your registration to be processed.**

Click "Events Recap." Use this report to verify the total number of participants in each event. Make changes if necessary. Remember to click "Check Registration" each time you make changes to your information. The Events Recap report **does not** have to be sent to the National Service Center. You may print it for your personal records if you wish. Click "Done."

Click "Financial Recap." Verify that the total number of adults and students for which you are being charged is correct. You may make your payment by mailing a check to the National Service Center or calling in a Visa, MasterCard or Discover card number. Once your payment is received and processed, you will be able to see it on this page. You can also check your seating number **after** the registration deadline.



**A seating number will not appear on the Financial Recap until AFTER the colors for each convention have been set (after the Registration Deadline). However, the seating numbers ARE assigned based on the date of your first payment, so get those payments in early! Please note that some groups have their color assigned (Nashville and Atlanta only) prior to the registration deadline because of color-specific volunteers (e.g., emcees, trophy distribution). This will cause a seating number to be assigned prior to the registration deadline. This will NOT be your group's final seating number. The final seating numbers will be assigned after the registration deadline. Since new groups are seated at the front of the ballrooms, the addition of new groups after the registration deadline will cause seating numbers to change.**

Registration payments/deposits will be accepted at any time. The balance is due by February 3, 2012. Any late additions must be paid before convention. If you are sending a check, print the Financial Recap and mail it with your check. Click "Done."

*NOTE: A procedure was put into place in 2010 for verifying the registration for all pre-convention events. Rather than having to mail verification forms or lists, you will now verify each person within the registration system. There is a separate document linked on the registration page of our website to explain the process in detail.*

## Part Seven: Church Leadership

This section has been added to allow us to collect information about your church leaders so that we may contact them to provide them with reports and updates about Lads to Leaders/Leaderettes. It is our goal to have complete leadership information for each group that participates in the program. We are looking for information about ALL of your ministers and elders, even if they do not attend convention. Please be assured this information will never be shared with anyone, and no one will receive junk emails, mail or phone calls as a result of providing this information to us.

**This section does not in any way impact registration. Adults listed in this section must still be registered under "Adult Registration" if they are attending convention or participating in any events. Adults recorded only on this page will not be registered for convention.**

If your group has attended convention before, elders and ministers who have been previously registered will appear in the "Update Leader" section. If this is your first time, skip to "Add New Leader."

To add leaders who have attended convention before, click "Add From Existing." Click the name of a church leader. Verify the demographic information and then indicate in which position he serves. Click "Save Changes." Continue until all the church leaders



who have attended convention before are recorded.

To add leaders who have not attended convention before, click "Add New Leader." Please fill in all information completely. Click "Save Changes."

Continue until all elders' and ministers' information is recorded. If you need to update any information, do so by using the "Update Leader" button. To see all of the leaders that you have entered, run a "Leader Report." When you are done, click "Return to Main Page."

If you need to delete someone from **this section only**, use the "Delete Leader" button. This will only remove them from this section and in no way changes convention registration. For those who are registered to attend convention, you can check or un-check the boxes for them on the Adult Registration page.

# Part Eight: Group Reports

Click "Group Reports." These reports are designed to help you verify all of the information that you have entered to make sure that it is correct. Use these reports to double-check the registration information prior to the registration deadline so that corrections can easily be made.

Some of the reports are:

**Adult Event and Judging & Student Event Participation:** Check these reports against each adult and student registration form. Print these reports and have the adults/parents verify them. Make sure all events are correct!

**T-Shirt Order Summary:** If you preordered t-shirts, check your totals here. Please remember, you must present this form at convention to pick up your shirts.

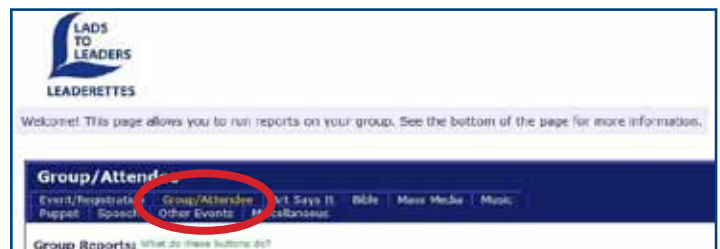
**Event Reports:** For each event in which your group is participating, click the report and make sure everyone is registered.

- Pay special attention to the **Bible Bowl, Puppet Theater and Debate** team reports. Each Bible Bowl team **must** have four members. Remember, these teams are final at the registration deadline. Make sure the puppet teams are registered for the correct grade level and that the total number of teams is correct. Make sure each Debate team has either two males or two females on it.
- If you need to use someone from another congregation to complete a team such as Debate or Bible Bowl, you must notify us prior

to the registration deadline (when colors are set) so that we can make sure to place each group in the same color (applies to Nashville and Atlanta only).

**Hotel Report:** This report is exactly what the hotel uses to block your rooms. Make sure **all** information is correct! If a special request does not appear on this report, the hotel will not know about it. A suite request will appear in the "Special Request" box. If no suite is listed, you do NOT have one requested. Return to the "Special Room Types" section of the reservations page and request your suite. Please make sure that all needed rooms are requested and that everyone is assigned to the room in which they will actually be staying.

**Changing colors in Nashville after they have been set is difficult and often impossible. If you wish to be in the same color division as another congregation, please let us know as soon as possible (with reasons outlined). Some requests may not be able to be accommodated, but we will do our best to make it work out for everyone. Colors will be set soon after the registration deadline of January 23. Colors will not be able to be changed after that date.**



## Final Reminder:

If you are ever in doubt about the registration process, have questions or need assistance, please do not hesitate to contact the National Service Center for assistance: 334-215-0251 or [ladsoffice@lads-to-leaders.org](mailto:ladsoffice@lads-to-leaders.org)

**We are here to serve!**