



Step-by-Step

Convention

Registration

Tutorial

Lads to Leaders/Leaderettes Registration Tutorial

Lads to Leaders/Leaderettes

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BUILDING GODLY LEADERS FOR TOMORROW

This tutorial is a supplement to the Registration Guide that is available to view, print or download from our website at www.lads-to-leaders.org/registration.shtml. There are screen shots of each phase of the registration process to help you understand the system a little better. If you ever have any questions or need anything at any time, please email us at ladsoffice@lads-to-leaders.org or call us at 334-215-0251.

First, this tutorial covers the preparation phase as you gather information to get ready to register. Then it will explain how to enter your group information, adults' information, students' information and hotel requests. We will show you how to double-check your registration for common errors and how to make certain that each adult and student's registration is complete and accurate.

In the first section of this tutorial, you will find registration forms that we have created to allow you to gather all of the necessary information prior to registration opening. For the Adult and Student forms, all of the contact information is required. Specifically, we must have a valid email address for each registered adult. You will have until the posted registration deadline to edit the event and judging registration, so don't feel like it has to be 100% complete the first day you enter registration. For many, the main focus will be getting adults and students entered and requesting hotel rooms.

We ask that you please not over-book rooms. Request all that you need, but no more than you need. Please do not request extra rooms "just in case". (Each year, we have people who do not come to convention because there were no hotel rooms available soon after registration opened. Rooms were dropped later because they really weren't needed, but the people had already made up their minds to not come to convention.) Please be considerate of others and only book the rooms that you definitely need. Chances are very good that you will be able to add rooms later if you do need more.

Remember, if at anytime we can be of assistance to you, don't hesitate to contact us! We're here to serve!

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



Section 1

Registration and Hotel Request Forms



Lads to Leaders/Leaderettes

ADULT REGISTRATION

Name: _____

Age Group:

20-29 _____

Mailing Address: _____

30-39 _____

City: _____ State: _____ Zip Code: _____

40-49 _____

Home Phone: _____ Cell: _____

50-59 _____

Work Phone: _____ Fax: _____

60-69 _____

70-up _____

Email: _____ Male _____ Female _____

Attending Convention: Yes _____ No _____ Pre-order Convention T-shirt (**additional cost**): Size _____

Elder _____ Minister _____ Associate Minister _____ Youth Minister _____

JUDGING: Mark the event(s) you would like to judge

In the space beside each event name, please indicate your level of judging experience:
New, Novice, Skilled or Expert.

_____ Art Says It	_____ Banner
_____ Bible Bowl	_____ Oral Bible Reading
_____ Debate	_____ Scrapbook
_____ Puppet Theater	_____ Winners' Circle Song Leading
_____ Song Leading	_____ Winners' Circle Songs of Praise
_____ Songs of Praise	_____ Winners' Circle Speech
_____ Speech	_____ Bartimaeus Volunteer

EVENT PARTICIPATION: Mark the events you participated in

Centurion of Scripture: Bronze _____ Silver _____ Gold _____ Deca _____

Good Samaritan: Bronze _____ Silver _____ Gold _____ Platinum _____

Jonathan Bourland Nominee: _____

Second Language: Bronze _____ Silver _____ Gold _____

Parade of Winners: Number of Medals _____

Know the Books: Bronze _____ Silver _____ Gold _____

About My Father's Business: Teach to Teach: Level 1 _____ Level 2 _____ Level 3 _____

Year-Round Bulletin Board: Bronze _____ Silver _____ Gold _____

Bartimaeus Participant: Speech _____ Song Leading/Songs of Praise _____

Oral Bible Reading _____ Art Says It _____



Lads to Leaders/Leaderettes

STUDENT REGISTRATION

Name: _____

Mailing Address: _____

City _____ State _____ Zip Code _____

Home Phone: _____ Cell: _____

Email: _____

Birthday: _____ - _____ - _____ Grade Level: _____ Male _____ Female _____
--

Attending Convention: Yes _____ No _____ Pre-order Convention T-shirt (**additional cost**): Size _____

_____ I do not want to receive information from Christian colleges and universities.

Host or Hostess Volunteer (9th-12th Grade): _____

EVENT PARTICIPATION: Mark the events you are participating in

- * Art Says It: Drawing/Sketching _____ Painting _____
 Poster _____ Photography _____
 Bulletin Board: Informative/Decorative _____
 Teaching _____
- * Art (Non-competitive): Drawing/Sketching _____
 Painting _____ Poster _____ Photo _____
 Sculpture _____ Collage _____
- * Year-Round Bulletin Board
 Bronze _____ Silver _____ Gold _____
- * About My Father's Business: Teach to Teach
 Level 1 _____ Level 2 _____ Level 3 _____
- * Group Banner: _____
- * Bible Bowl Test: _____ Bible Bowl Team: _____
- * Oral Bible Reading: _____
- * Year-Round Bible Reading: Student _____ Servant _____
 Skilled _____ Master _____ Accomplished _____
- * Centurion of Scripture: Bronze _____ Silver _____
 Gold _____ Deca _____
- * Debate: _____
- * GIFTS: Level 1 _____ Level 2 _____ Level 3 _____
- * Good Samaritan: Bronze _____ Silver _____
 Gold _____ Platinum _____
- * GUARD: Level 1 _____ Level 2 _____ Level 3 _____
- * Headed to the Office: Bronze _____ Silver _____ Gold _____
- * Jonathan Bourland Nominee: _____

- * Know the Books: Bronze _____ Silver _____ Gold _____
- * Mass Media: Article/Editorial _____ Audio _____
 Video _____ PowerPoint _____ Storyline _____
 Website Address: _____
 Year-Round PowerPoint:
 Bronze _____ Silver _____ Gold _____
- * Music Composition:
 Lyrics _____ Melody _____ Harmony _____
- * Parade of Winners: Number of Medals _____
- * Pearls Test: _____
- * Puppet Theater: _____
- * Year-Round Puppets:
 Bronze _____ Silver _____ Gold _____
- * Individual Scrapbook: _____ Winner's Circle _____
- * Group Scrapbook: _____ Winner's Circle _____
- * Second Language: Bronze _____ Silver _____ Gold _____
- * Song Leading / Songs of Praise: _____
 Winners' Circle _____
- * Year-Round Song Leading / Songs of Praise:
 Bronze _____ Silver _____ Gold _____
- * Speech: _____ Winner's Circle _____
- * Year-Round Speech:
 Bronze _____ Silver _____ Gold _____
- * Bartimaeus Participant: Speech _____
 Song Leading/Songs of Praise _____
 Oral Bible Reading _____ Art Says It _____



Hotel Reservation Requests

Group/Church Name _____

City _____ State _____

Room Type: King Two Doubles Occupants: 1. _____
 Handicapped Accessible? Rollaway? 2. _____
 Nights to reserve: _____ 3. _____

Convention Days		
Thu	Fri	Sat
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 Sun Mon Tue Wed 4. _____

Room Type: King Two Doubles Occupants: 1. _____
 Handicapped Accessible? Rollaway? 2. _____
 Nights to reserve: _____ 3. _____

Convention Days		
Thu	Fri	Sat
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 Sun Mon Tue Wed 4. _____

Room Type: King Two Doubles Occupants: 1. _____
 Handicapped Accessible? Rollaway? 2. _____
 Nights to reserve: _____ 3. _____

Convention Days		
Thu	Fri	Sat
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 Sun Mon Tue Wed 4. _____

Room Type: King Two Doubles Occupants: 1. _____
 Handicapped Accessible? Rollaway? 2. _____
 Nights to reserve: _____ 3. _____

Convention Days		
Thu	Fri	Sat
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 Sun Mon Tue Wed 4. _____



Section 2

Registering A Group

Registering a Group

LADS TO LEADERS LEADERETTES

On-line Convention Registration

Web Registration

Welcome Lads Office Staff (Atlanta)! You are ready to begin registering for the 2012 Atlanta convention

Your first step will be to register your group by clicking on "Group Registration".

TIP: As you complete registration, your progress is shown directly below each step. For example, directly below "Group Registration" the progress reads "pending".

Steps:		Other Things:	
1. Group Registration	Pending	Church Leadership	
2. Adult Registration	Pending	Reports	
3. Student Registration	Pending	Tests	
4. Hotel Reservations	Pending		
5. Verify Registration		Log Out	Protect your group's data: logout when you are done!

Registration Last Updated: Tue 1 Nov 2011 10:48:00 AM

More Information

Note! Registration for the Group Scrapbook and Group Banner events has been moved to the Student Registration form.

TIP: You don't have to finish registering all at once. If you stop, you can come back later and start where you left off!

TIP: If your screen is too small and you would like more room, you can turn off the headers on each page by clicking on "Turn Off Headers" at the very bottom right of most pages. When the headers are turned off, the same link is changed to read "Turn On Headers" and can be clicked to turn them back on. Once you get comfortable using the web registration, the help information on each page can be turned off in much the same way with the "Turn Off Help" link. Please be sure you have read the help information on each page before you turn it off!

3. After logging in, you will be taken to this main menu page. Note that your group name and the convention site that you are set to attend will be shown at the top of the page. If either of these is incorrect, contact the National Service Center before proceeding with your registration.

If the group name and convention location are correct, you are ready to register for convention! You need to complete the steps in the order that they are shown on this page, so the Group Registration must be completed first.

4. When you click the Group Registration button, you will be taken to a page with all of the contact information for your group (see example on next page). Verify the address, phone numbers, email address, etc., and make corrections as needed. Other specific items to verify are highlighted on the next page.

Registering a Group

The screenshot shows a registration form for a group named "Lads Office Staff (Atlanta)". The form includes fields for Mailing Address (3280 West Alabama Christian Drive), Physical Address, City (Montgomery), State (Alabama), Zip (36109-0000), Phone (334 215 0251), Fax (334 215 0856), E-Mail (ladsoffice@lads-to-leaders.org), and Website (www.lads-to-leaders.org). It also has a dropdown for "Your First Year" (1998) and a "Hotel Payment" section with radio buttons for "Group" (checked) and "Individually". The "Hotel" section has a dropdown for "Marriott Marquis". There is a "Tax Exempt Certificate" checkbox and "Puppet Stages" input fields for Full, Short, and Adjustable (all set to 0). A "Note" states that registration for the Group Scrapbook and Group Banner events has been moved to the Student Registration form. At the bottom, there are "Save Changes" and "Discard Changes" buttons.

One thing to make note of at this point is to **use only the buttons in the registration system to navigate. If you use your browser's Back or Forward buttons, the information that you enter will not be saved.*

Starting at the top of the page:

5. Verify and correct as needed the full mailing address. If mailing address is a PO Box, enter the physical address, also.
6. Verify phone, fax, email and website.
7. Select the first year that your group participated in the program.
8. Indicate whether your group will make one group payment for hotel rooms (preferred and also required if tax exempt) or if individuals will pay for their own rooms separately.
9. Select the hotel that you will stay in. If you will not be reserving any rooms, please select "None" so that we won't think it was overlooked.
10. Check the Tax Exempt Certificate if you are exempt from tax in the state where the convention is held. See each location's page on our website for more information on tax exemption. Note that this does not apply to the Atlanta or Indianapolis conventions.

11. If your group can bring to convention a puppet stage that is built to the specifications in our rules book, indicate the number you have available in each size. You will only need to bring it if you are contacted prior to the convention and asked to do so.
12. Please indicate if your group will be attending the worship service so that we may be able to adequately prepare for communion.
13. If you have individuals who will **not** be staying in the hotel, you can enter that number in the Awards Program Extra Seats box. All individuals who are entered in the next two steps will have seats included for them in the total count.

When this information is completely updated, click the Save Changes button to complete Group Registration. You are now ready to enter Adult Registration!



Section 3

Registering Adults and Students

Registering Adults

On-line Convention Registration

Web Registration

Welcome Lads Office Staff (Atlanta)!
 You are ready to continue registering for the 2012 Atlanta convention.
 Your group is now registered and you are ready to move on to the next step! Begin registering adult attendees by clicking on "Adult Registration".
 TIP: If any group information changes, you can return to the Group Registration page at any time and change your information.

Steps:	Other Things:
1. Group Registration	Complete
2. Adult Registration	Pending
3. Student Registration	Pending
4. Hotel Reservations	Pending
5. Verify Registration	

Registration List Updated: Wed 2 Nov 2011 11:13:09 AM

After clicking Save Changes on the Group Registration page, you will be returned to the main menu. You will now see that the status beside Group Registration has changed to "Complete". You are now ready to enter Adults! Click on the Adult Registration button, and you will be taken to the Adult Registration Menu page shown below.

On-line Convention Registration

Adult Registration

Welcome to Adult Registration!
 This page has everything you need to register your adult convention attendees.
 If you have requested a hotel room reservation for this individual, be sure you go back into "Hotel Reservations" to cancel it.
 Be sure to read the **More Information** section (at the bottom of this and every page) for more information about this part of the registration process.

Register Adult	13 re-registrable
Change Registrations	None registered
De-register Adult	
Adult Report	
Return to Main Page	

More Information

Register New Adult is used to register an adult who has never attended a convention before or who has attended before, but is not able to be "re-registered".
 If an adult has attended the prior year convention, you may be able to "re-register" them. Re-registering saves time by using the personal information from the prior year's conference. Click on "Re-register Adult" to see a list of adults that you can re-register.
 TIP: Look closely below the "Re-register Adult" button to see how many adults you may re-register!
 Once you have registered someone, you can change their registration information by clicking on the "Change Registrations" button. A list of all your current year adults will be displayed. Once the list is displayed, just click on the name of the person you wish to change.
 TIP: Look closely below the "Change Registrations" button to see how many adults you have registered for the current convention!
 If you have registered someone for the current year convention, but they can no longer attend, click the "De-register Adult" button to let us know they will not be attending. If you wish, you can go back later and re-register!
 Clicking on the "Adult Report" button will give you a list of all currently registered adults.
 The "Return to Main Page" button will take you back to the main page of web registration. Remember, as with all other steps, you can always come back here later and make changes.

1. Click Register Adult to re-register those who have attended in the past (contact information should be verified and updated as needed) or to register a new attendee. The list of re-registrable adults will be shown, along with a link to Register New Adults.
 - After one or more adults has been registered, you can click the Change Registration button to see the list of those registered. You can click their names to see their registration information page and make necessary updates.
 - If someone has been registered and decides not to attend convention BEFORE the posted registration deadline, you may click their name on the De-register Adult list.
 - The Adult Report shows a list of all adults registered and limited information about their registration. More detailed information can be seen in the Reports section of the main menu that will be covered later in this tutorial.

Registering Adults

LADS TO LEADERS LEADERETTES

On-line Convention Registration

Re-register Adult Select

Click on the adult you wish to register. If you wish to register a new adult, click "Register New Adult" at the bottom of the list. Once you are satisfied with your changes, click on the "Save Changes" or "Discard Changes" button.

Name	Home Phone	Cell Phone	Work Phone	Email	Group Leader?
Corley, Veronica					
Elliott, Kyle					
Faulstich, David					
Franklin, Tina					
Hill, Anna					
Holmes, Clark					
Hovick, Mike					
Meyer, Abby					
Meyer, Kay					
Horn, Julia					
Szymanski, David					
Whitmore, Jim					
Whitmore, Suzanne					

[Register New Adult](#)

Done

More Information

This list shows adults who have already a paid membership. But have not been re-registered for the upcoming convention. The list will get smaller and smaller as you re-register each attendee.

Registration Year: 2012
Web Server: 04/11/12 10:10:13 10.0.0.140.03
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http://www.ladsleaders.com/2012

2. Clicking on a name will bring up their registration page with past contact information. Please verify and update as needed. Click Save Changes.
 - Clicking on Register New Adult will bring up a blank registration page. Fill in all information and click Save Changes.
 - Repeat as needed until all adults are registered.
 - An example of a blank registration page with a description of each item is on the next page

Adult information:

Name	First	M.I.	Last
Mailing Address			
Physical Address (if different)			
City			State Alabama
Zip	Ex: 12345-1234		
E-Mail			
Home Phone	Area Code & number, no dashes please!		
Cell Phone			
Work Phone			
Fax			
Sex	M		
Age	None		
Attending	<input checked="" type="checkbox"/>		
Decline Leader Ledger Mailer?	<input type="checkbox"/> You will be automatically included in the list to receive our e-newsletter, The Leader Ledger, at your email address. If you would prefer to not receive it, please check this box and you will not be included.		
Elder	<input type="checkbox"/>		
Deacon	<input type="checkbox"/>		
Minister	<input type="checkbox"/>		
Associate Minister	<input type="checkbox"/>		
Youth Minister	<input type="checkbox"/>		
Secretary	<input type="checkbox"/>		

Leader/Coordinator responsibilities:

Primary Group Leader	<input type="checkbox"/>	TIP: Each group should have one primary group leader and one primary hotel coordinator. Additionally a single alternate group leader and hotel coordinator may be chosen. The names of your group leaders are
Alternate Group Leader	<input type="checkbox"/>	TIP: Please include an accurate e-mail address for the Group Leader and Hotel Coordinator so that event coordinators and the National Office can communicate with them more effectively.
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 Puppet Theater Coordinator regarding stages, performance times and any other communications related to Puppet Theater. A v
Debate Coordinator	<input type="checkbox"/>	Note: This person will be the primary contact for the National Convention Debate Coordinator. Each group may choose two Debate Coordinators: one male and one female. A valid email address is req

If you wish to judge an event use the dropdown box to select your judging experience level. If you do not wish to judge an event, set the drop-down list to "Not Judging".

Event judging:

Art Says It	Not Judging	Group Banner	Not Judging
Bible Bowl	Not Judging	Bible Reading	Not Judging
Debate - Lads	Not Judging	Debate - Leaderettes	Not Judging
Music Composition	Not Judging	Puppet Theater	Not Judging
Scrapbook	Not Judging		
Song Leading	Not Judging	Song Leading Winner's Circle	Not Judging
Songs of Praise	Not Judging	Songs of Praise Winner's Circle	Not Judging
Speech - Lads	Not Judging	Speech - Lads Winner's Circle	Not Judging
Speech - Leaderettes	Not Judging	Speech - Leaderettes Winner's Circle	Not Judging
Bartimaeus Volunteer	<input type="checkbox"/>	Your assistance may be needed with the Bartimaeus program, check here to volunteer.	

Verification of all pre-convention events will now be done online within the registration system. From the main menu, click on Verify Registration and then click Verify Pre-convention Events. Double-check all in are verified. Verifying the registrations for these events is crucial so that the correct names are included in the program and on the awards order. **You must complete this step for your registration to be**

Adult event participation:

Art Says It:	**Year-Round Bulletin Board none	
Know the Books	None	
*Centurion of Scripture	Bronze 0	
	Silver 0	
	Gold 0	
	Decca 0	
*Good Samaritan	None	
Jonathan Bourland Nominee	<input type="checkbox"/>	
*Parade of Winners	0 Medals	
*Second Language	Language	Enter a language for each medal.
	Bronze 0	
	Silver 0	
	Gold 0	
*About My Father's Business: Teach to Teach	None	
Bartimaeus Events:	Lads Speech <input type="checkbox"/>	Leaderettes Speech <input type="checkbox"/>
	Song Leading <input type="checkbox"/>	Songs of Praise <input type="checkbox"/>
	Oral Bible Reading <input type="checkbox"/>	Art Says It <input type="checkbox"/>
Convention T-Shirts:	Note: The cost of convention t-shirts is not included in the regular registration fees; they are extra. Pre-order and pre-pay for your convention t-shirts. Just take your Order Summary (available in the Group R	
	Youth Small 0	Adult Large 0
	Youth Medium 0	Adult X-Large 0
	Youth Large 0	Adult XX-Large 0
	Adult Small 0	Adult XXX-Large 0
	Adult Medium 0	

Registering Adults

3. Enter the full name and contact information, or verify existing information for re-registerable adults. Please make sure the mailing address is complete and accurate for when we send important information by mail. A valid email address is required for all adults. Please do not enter made up addresses or enter the same email address for everyone. At least one phone number is required for all adults. Group leaders and any event coordinators must enter at least two phone numbers.
4. Mark whether the adult is Male or Female and select their age range. For college students who may still be under 20, select 20-29.
5. Leave the "Attending" box checked if the adult will be attending convention. If they are participating in pre-convention events and will not be attending the convention, uncheck the box so that the correct registration fee will be charged.
6. All adults will be included in the email list for the monthly Leader Ledger e-newsletter. If someone doesn't wish to receive it, check the box to decline. Lads to Leaders/Leaderettes only uses individual's contact information for our purposes. It will never be sold or shared with anyone else.
7. Check the appropriate box for any staff or leadership for your congregation. We may use this information internally for targeted communication.
8. For Leader/Coordinator Responsibilities, mark the appropriate box for each. There can only be one group leader and one hotel leader per group. There can be only one Puppet coordinator and one male Debate coordinator (or one male and one female Debate coordinator).
9. Mark the event(s) for which the adult is willing and able to serve as a volunteer judge. Select the level of expertise based on their experience with judging at one of our conventions and/or their personal or professional experience.
10. Mark the event(s) for which the adult is participating.
11. Indicate the quantity and size of convention t-shirts that are to be pre-ordered.
12. Click Save Changes and repeat until all adults are registered.
13. Please note that if your group has a National Convention Event Coordinator, their registration should have already been complete when you started the registration process. If not, please register them and let the National Service Center know (ladsoffice@lads-to-leaders.org or 334-215-0251) so that the appropriate credit can be entered for their registration fee.

Registering Students

The process is the same for registering students. An example of a blank Student Registration page is below with a description following.

Student information:

Name	First	M.I.	Last
Mailing Address			
Physical Address (if different)			
City	State	Alabama	
Zip	Ex: 12345-1234		
E-Mail			
Home Phone	Area Code & number, no dashes please!		
Cell Phone			
Sex	M		
BirthDate	11022011 Two digit month, two digit day, followed by four digit year (no spaces). Example: 21 Dec 1963 would be: 12211963		
Grade	Preschool		
Attending	<input checked="" type="checkbox"/>		
Host/Hostess Volunteer?	<input type="checkbox"/>		
Communion Volunteer?	<input type="checkbox"/> All baptized young men who would like to help with the serving of the Lord's Supper and/or the collection, please check this box.		
Worship Service Volunteer?	<input type="checkbox"/> For baptized young men in grades 11 and 12 who are participating in Speech, Song Leading, Winners' Circle Speech or Winners' Circle Song Leading, please check this box if you are interested in speaking this box, you will also be required to include your cell phone number above so that you can be contacted if needed to speak or lead singing. This does not guarantee that you will participate in the service.		
Decline Christian Education Mailer?	<input type="checkbox"/> Check this box if the student does not want to receive information about Christian education.		

* Verification of all pre-convention events will now be done online within the registration system. From the main menu, click on Verify Registration and then click Verify Pre-convention Events. Double-check all names are verified. Verifying the registrants for these events is critical so that the correct names are included in the program and in the awards order. **You must complete this step for your registration to be at**

Student event participation:

Art Says It:	Drawing/Sketching <input type="checkbox"/>	Painting <input type="checkbox"/>
	Photography <input type="checkbox"/>	Poster <input type="checkbox"/>
	Bulletin Board: Informative/Decorative <input type="checkbox"/>	Bulletin Board: Teaching <input type="checkbox"/>
	*Year-Round Bulletin Board: None	
Art Says It (Non-competitive):	*2 and 3rd Semester participants (all ages) may enter any Art Says It (Non-competitive) event. (Students grade 3-12 are limited to the College and Scripture events)	
	Drawing/Sketching <input type="checkbox"/>	Painting <input type="checkbox"/>
	Collage <input type="checkbox"/>	Sculpture <input type="checkbox"/>
	Photography <input type="checkbox"/>	Poster <input type="checkbox"/>
	Greeting Card <input type="checkbox"/>	
Bible Bowl:	Test <input type="checkbox"/>	Team Competition <input type="checkbox"/>
	Division: None	Team: A
Oral Bible Reading	<input type="checkbox"/>	
*Year-Round Bible Reading	None	
*Know the Books	None	
*Centurion of Scripture	Bronze: 0	
	Silver: 0	
	Gold: 0	
	Decca: 0	
Debate - Lads:	Team: A	
Debate - Leaderettes:	Team: A	
*GIFTS	None	
*GUARD	None	
*Good Samaritan	None	
Headed to the Office	None	
*Jonathan Bourland Nominee	<input type="checkbox"/>	
Mass Media:	Article/Editorial <input type="checkbox"/>	
	Audio Presentation <input type="checkbox"/>	
	Video Presentation <input type="checkbox"/>	
	Storyline: None Team: A	
Web Site 1:	Division: None	Website: A
	Website URL: _____	
Web Site 2:	Division: None	Website: A
	Website URL: _____	

Registering Students

	PowerPoint Presentation <input type="checkbox"/>
	*Year-Round PowerPoint Presentation: None ▾
Music Composition:	Lyrics <input type="checkbox"/>
	Melody <input type="checkbox"/>
	Harmony <input type="checkbox"/>
*Parade of Winners	0 ▾ Medals
PEARLS Test:	<input type="checkbox"/>
Puppet Theater:	None ▾ Team A ▾
*Year-Round Puppet Theater:	None ▾ Team A ▾ Level: none ▾
Individual Scrapbook:	<input type="checkbox"/> Winner's Circle <input type="checkbox"/>
Group Scrapbook:	<input type="checkbox"/> Team A ▾ Winner's Circle <input type="checkbox"/> Team A ▾
	<input type="checkbox"/> Team A ▾ Winner's Circle <input type="checkbox"/> Team A ▾
	<input type="checkbox"/> Team A ▾ Winner's Circle <input type="checkbox"/> Team A ▾
	<input type="checkbox"/> Team A ▾ Winner's Circle <input type="checkbox"/> Team A ▾
Group Banner:	<input type="checkbox"/> Team A ▾
	<input type="checkbox"/> Team A ▾
	<input type="checkbox"/> Team A ▾
	<input type="checkbox"/> Team A ▾
*Second Language:	Language
	Bronze 0 <input type="text"/> Enter a language for each medal.
	Silver 0 <input type="text"/>
	Gold 0 <input type="text"/>
Song Leading:	<input type="checkbox"/> Winner's Circle <input type="checkbox"/> *Year-Round: None ▾
Songs of Praise:	<input type="checkbox"/> Winner's Circle <input type="checkbox"/> *Year-Round: None ▾
Speech - Lads:	<input type="checkbox"/> Winner's Circle <input type="checkbox"/>
Speech - Leaderettes:	<input type="checkbox"/> Winner's Circle <input type="checkbox"/>
*Year-Round Speech:	<input type="checkbox"/> Level: None ▾
*About My Father's Business: Teach to Teach	None ▾
Bartimaeus Events:	Lads Speech <input type="checkbox"/> Leaderettes Speech <input type="checkbox"/>
	Song Leading <input type="checkbox"/> Songs of Praise <input type="checkbox"/>
	Oral Bible Reading <input type="checkbox"/> Art Says It <input type="checkbox"/>
Convention T-Shirts:	<small>Note: The cost of convention t-shirts is not included in the regular registration fees; they are extra. Pre-order and pre-pay for your convention t-shirts. Just take your Order Summary (available in the Group & pick them up. Group discounts will be applied if the total number ordered is 10 or more.</small>
	Youth Small 0 ▾ Adult Large 0 ▾
	Youth Medium 0 ▾ Adult X-Large 0 ▾
	Youth Large 0 ▾ Adult XX-Large 0 ▾
	Adult Small 0 ▾ Adult XXX-Large 0 ▾
	Adult Medium 0 ▾

<input type="button" value="Save Changes"/>	<input type="button" value="Discard Changes"/>
<small>If you click here your changes will be saved.</small>	<small>If you click here, your changes will be discarded.</small>

More Information

TIP: In many cases, a student may be entered in an event by clicking a "checkbox" or entering a number (after than zero). If an event doesn't have a checkbox or number, it will probably have a division or skill drop-down list. These default to "None" which no the student in one of those events, select a division or skill level other than "None".

TIP: When you click on the save button, we will check the record to make sure everything was entered properly. If everything is ok, you will be returned to the Student Registration page. If there is a problem, the Student Registration form will be redisplayed and web registration works the way. We will only interrupt you if there is a problem.

Convention Year: 2012
 Inquired: Wed 02 Nov 2011 16:44:23CST
 Copyright Lads to Leaders/Leaderettes © 2009
 Time to produce page: 143ms

Registering Students

1. Enter the full name and contact information, or verify existing information for re-registerable students. Please make sure the mailing address is complete and accurate for when we send important information by mail. Please do not enter made up addresses or enter the same address for everyone. A cell phone number is required for any baptized young men in grades 11-12 who mark that they are willing to help serve during the worship service.
2. Mark whether the student is male or female and enter their birthdate in the format MMDDYYYY.
3. Select the grade that the student is currently in.
4. Leave the "Attending" box checked if the student will be attending convention. If he or she is participating in pre-convention events and will not be attending the convention, un-check the box so that the correct registration fee will be charged.
5. The next three boxes are to be checked for volunteer opportunities at convention. Check the appropriate box for:
 - high school students who wish to serve as Hosts or Hostesses during the awards ceremonies. They will be contacted prior to convention with their schedule.
 - baptized young men who would like to help serve communion on Sunday morning.
 - baptized young men in grades 11-12 who are willing to serve during the worship service—leading singing or speaking. This does not mean that they will definitely be serving; this will just give the worship service coordinator information on who to see on Saturday and how to contact the ones to speak and lead singing.
6. All students will be included in the email list that is provided to the Christian universities that are associated with Lads to Leaders/Leaderettes. If someone doesn't wish to receive information from the schools, check the box to decline. Lads to Leaders/Leaderettes only uses an individual's contact information for our purposes. It will never be sold or shared with anyone other than the schools.
7. The Event Registration section is very important. Accuracy is critical. We will cover reports later in this tutorial to show you how to double-check registration.
 - For events with a check box, simply check it to enter.
 - For events with a drop down list with levels, check the box and select the appropriate level.
 - For events with a drop down list with grade divisions, select the grade division of the team that the student is participating with. Remember that students can participate on an older team, but they may not participate on a lower grade level.
 - For team events where there may be more than one team in a grade division, use A if there is only one team in that grade division. For example, if you have one puppet team in grades 4, 7 and 12, each will be Team A. If you have one puppet team in grades 4 and 7, and two in 12, the teams in 4 and 7 will each be Team A, and the teams in 12 will be A and B. For planning purposes, it is critical that puppet teams be registered properly. Group the students together as they are on a team—marking the grade division of the oldest student on the team, not the grade of each individual team member.
8. Indicate the quantity and size of convention t-shirts that are to be pre-ordered.
9. Click Save Changes and repeat until all students are registered.



Section 4

Reserving Hotel Rooms

Reserving Hotel Rooms

Welcome to Hotel Reservations!
This page allows you to request hotel room reservations for your attendees.

Current Room Availability:

	Thursday	Friday	Saturday
Rooms	524	1009	964

If the type of room you want is not available on the night you need it, Please check back as rooms may be cancelled by other groups.

Request a New Room 2 roomless attendees

Change a Room None reserved

Cancel a Room

Hotel Report

Return to Main Page

More Information

"Request a New Room" is used to request a single hotel room. When clicked, a form will be displayed which allows you to select the type of room and choose the occupants from a list of all individuals registered for the current year convention. Once you add a room, you may need to add or remove occupants; the "Change a Room" button displays a list of the currently requested rooms. Once the list is displayed, just click on the name of one of the room's occupants to change the room.

TIP: Look directly below the "Change a Room" button to see how many rooms you have requested!

If you need to cancel a room request, click the "Cancel a Room" button.

Clicking on the "Hotel Report" button will give you a list of all the rooms you have requested and their occupants.

The "Return to Main Page" button will take you back to the main page of web registration. Remember, as with all other steps, you can always come back here later and make changes.

After adults and students are registered, you can enter your hotel reservation requests. This is the hotel reservations main menu. The chart at the top left of the page shows the number of rooms available in the convention hotel for your site. If any night says "None", there are currently no rooms available for that night within our block of rooms. Please do not call the hotel about rooms. They will only direct you to call us. Also, since their system will not show any rooms booked in our block until about a month before convention, their information will not be accurate.

1. To request a room, click the "Request a New Room" button. Details about the room request page pictured below are on the following page.

Room Type: None

Handicapped Accessible

Add Rollaway Bed Note: There may be an additional charge for a rollaway bed.

Days to Request: Mon Tue Wed Thu Fri Sat Sun Main convention days.

Room Occupants:

First: None

Second: None

Third: None

Fourth: None

Special Requests:

Enter your request here.

OR Save some typing! Choose from one or more of the special requests below and when you save the changes to this request, it will be added to the list.

Request Refrigerator

Request Refrigerator for Medical Reasons Note: There is a \$25 charge per room, per stay for refrigerators at Caryland and a \$25 per day charge at the Room Center.

Request Connecting Rooms Name of first person in connecting room:

Request Special Room: None

Request Baby Crib

Reserving Hotel Rooms

1. Select the room type. For one or two people, you must select a king room. Because of the limited number of double rooms, they are limited to rooms of three or four people only. If you must have two beds, you can select a king room and a rollaway.
2. Mark the box if you need an accessible room.
3. Check the box if you need a rollaway bed in the room. Note that a rollaway bed can only be placed in a room with one bed. Do not request one if you selected a double room.
4. Check the nights that you need your room. Please note that if you need your room all day on Friday or Saturday, it would be best to book the night before because there is no guarantee of early check in.
5. Select the occupants of the room. Please select an adult for the first occupant, unless there are none in the room. If you are a family of five and plan to make one double room work for you, just leave one person unassigned to a room.
6. Enter any special requests that you may have for the room. This is the place to note things like latex allergies or similar. *Remember that these are requests and are not guaranteed.* Note that for Opryland and Texan, if you request a balcony room, you will most likely be charged extra. If you take a chance on getting a balcony room, you will pay the regular convention rate.
7. There are a few check boxes for common requests. Check them as needed.
 - Before you check "Refrigerator" for all of your rooms, check to see if your hotel already has one in each room. For the hotels that do not have them in all rooms, remember that they have limited supplies and others will need them, too. Please do not request a refrigerator for every room.
 - For connecting room requests, check the box and enter the name of the first occupant of the other room. Do this for each room. If the rooms need to connect because one room is only kids, indicate that in the Special Requests section.
8. If you selected Suite as your room type, you must now mark the specific suite that you want. The list shows the suite options at all locations. Please select one of the options from your convention site. Memphis groups note that there are no suites available for groups to book. If you need a hospitality room for your group, you will need to book an extra sleeping room.
9. Please note that rooms for any National Convention Event Coordinators in your group must be entered along with the others in your group. The National Service Center will communicate to the hotel that the room will be on the Lads to Leaders/Leaderettes master account instead of yours.

After rooms have been entered, you may change them using the "Change a Room" option or "Cancel a Room" option. The "Hotel Report" is the same information that the hotel will see to enter reservations into their system, so if you don't see something on there that you need, the hotel won't either.



Section 5

Double Checking & Running Reports

Checking for Errors

LADS TO LEADERS LEADERETTES

On-line Convention Registration

Verify Registration

Welcome to the final step in the web registration process! From this page you may run reports on your group or verify your registration by completing the following six steps:

1. Click the "Check Registration" button. This will check for any problems with your registration information. If any problems are found, you will need to correct them before continuing.
2. Click the "Verify Pre-convention Events" button and verify that your registration for each pre-convention event are correct. Verifying the registrants for these events is critical so that the correct names are included in the program and on the awards order. You accepted!
3. Click the "Events Recap" button to make a Events Recap Report. When the report is displayed, print a copy. The Events Recap summarizes all of the events in which your group is participating. The Events Recap printout is for your records and review. Do not
4. Click the "Financial Recap" button and print a copy of the Financial Recap report. This report shows your group's total number of attendees and the convention fees due.
5. Clicking the "Group Reports" button will display a page that allows you to create many different attendance and event participation reports. Many of these reports are the same ones event coordinators use to plan and schedule convention events.
6. Mail the Financial Recap and a check (payable to Lads to Leaders), and with your GroupID number on the check - **DO NOT** include the Events Recap) to:
Lads to Leaders Registration
1280 West Alabama Christian Drive
Montgomery, AL 36109

Note: You may also pay your registration by either VISA or Mastercard (with no service charges). Simply call the National Office at (334)213-0251* and give your credit card number and expiration date. There will be no need to send the Financial Recap if you pay.

* Note that this is the number at our new location.

That's it! Once your payment is received, you will be given a seating number for the awards ceremony.

Check Registration

Verify Pre-Convention Events

Events Recap Report

Financial Recap Report

Return to Main Page

More Information

PDF: You don't have to wait until you verify your registration to look at the Events Recap and Financial Recap reports. Use them anytime you wish to see your progress with registration.

The next couple of steps are critical for accurate and complete registration. After all registration is entered, you need to check for errors and for anything that may have been missed or entered incorrectly. From the main registration menu, click the Verify Registration button. This will take you to the Verify Registration menu shown above.

1. Click the Check Registration button. The system will go through a process to check for common mistakes. If any are found, they will be listed. Correct the problem and run the Check Registration again. When no problems are found, you will get a "Celebration" page with fireworks. This process should be done before the registration deadline so that any problems can be corrected before the deadline.

2. Click Verify Pre-Convention Events to see the students and adults that need to be verified before their registration is complete. Note that until you verify these events, their registration will not show up in any reports for winners' lists or awards. Below is a screen shot of a section of the verification page. If there are no names under any of the event headings, then you don't have any to verify at that time.

Year-Round Bulletin Board

Check the box next to each participant to certify that the your Year-Round Bulletin Board registrants are correct.

No participants need verification.

Year-Round Bible Reading

Check the box next to each participant to certify that the your Year-Round Bible Reading registrants are correct.

No participants need verification.

Year-Round Puppet Theater

Check the box next to each participant to certify that the your Year-Round Puppet Theater registrants are correct.

No participants need verification.

Adding Church Leadership

Welcome to the Church Leadership page!

Please provide us with the contact information for your ministers and elders so that we will be able to more efficiently contact them if needed. Please be assured that this information will be used only by the Lads to Leaders/Leaderettes National Service Center.

Note: Entry on this page does not register these individuals for the convention. That must be completed as usual on the Adult Registration page.

Add New Leader	
Add from Existing	
Update Leader	1 Leader
Delete Leader	
Leader Report	
Return to Main Page	

More Information

TIP: If you want to add a new contact and the individual has been registered for convention in the past, save some typing by clicking the Add From Existing button.

Add New Contact is used to create a church contact who has never attended a convention before.

Once you added someone, you can change their contact information by clicking on the "Update Contact" button. A list of all your current contacts will be displayed. Once the list is displayed, just click on the name of the person you wish to change.

TIP: Look directly below the "Update Contact" button to see how many contacts you have identified!

Clicking on the "Contact Report" button will give you a list of all of your church contacts.

The "Return to Main Page" button will take you back to the main page of web registration. Remember, as with all other steps, you can always come back here later and make changes.

An optional step in registration is to enter your congregation's leadership, whether they are attending convention or not. Since they can be marked as elder, deacon, etc., during the registration process, many may already be marked.

- For those not attending convention and those not marked previously, click the Church Leadership to enter the information. This information will ONLY be used by the Lads to Leaders/Leaderettes National Service Center.
- For anyone not already registered, click the Add New Leader button. Entering information here will not affect convention registration or charge any fees. This page is basically the Adult Registration page with only the contact information and leadership sections.
- For anyone already registered, click the Add From Existing button and select the person from the list. Make necessary updates and click Save Changes.

You can update or delete anyone from this list as long as registration is open. If you need to make an update to this when registration is closed, email ladsoffice@lads-to-leaders.org.

Contact information:

Last Name	<input type="text"/>	
First Name	<input type="text"/>	M.I. <input type="text"/>
Mailing Address	<input type="text"/>	
Physical Address (if different)	<input type="text"/>	
City	<input type="text"/>	State Alabama
Zip	<input type="text"/>	Ex: 12345-1234
E-Mail	<input type="text"/>	
Home Phone	<input type="text"/>	AreaCode & number, no dashes please!
Cell Phone	<input type="text"/>	AreaCode & number, no dashes please!
Work Phone	<input type="text"/>	
Fax	<input type="text"/>	
Sex	M	
Primary Group Leader	<input type="checkbox"/>	
Alternate Group Leader	<input type="checkbox"/>	
Deacon	<input type="checkbox"/>	
Minister	<input type="checkbox"/>	
Associate Minister	<input type="checkbox"/>	
Youth Minister	<input type="checkbox"/>	
Secretary	<input type="checkbox"/>	
Elder	<input type="checkbox"/>	

If you click here your changes will be saved. If you click here, your changes will be discarded.

Running Reports

1. The Events Recap Report is a chart that shows the number of participants in each event. It is broken down by levels and grade divisions. (This report is mainly useful to National Convention Event Coordinators and the National Service Center Staff).

2. The Financial Recap should be run when you know that you have all of your registration entered, double-checked and verified. This report will show the amount that is owed to Lads to Leaders/Leaderettes for registration. All hotel charges will be paid directly to the hotel.

Lads Office Staff (Atlanta) at Montgomery, AL (Atlanta/Color Not Set) 10273 - 12			
	Number	Fee	Amount
Adult Attendees	2	\$35.00	\$70.00
Adults not Attending		\$15.00	\$0.00
Student Attendees		\$35.00	\$0.00
Students not attending		\$15.00	\$0.00
K-2 Event Participants*		\$35.00	\$0.00
K-2 Event Participants (Not Attending)*		\$15.00	\$0.00
Children Under 3rd Grade		No Charge	
Extra Award Program Seats		\$15.00	\$0.00
		Balance Forwarded	\$0.00
		Total Fees	\$70.00
		T-Shirt (0) Fees	\$0.00
		Other Fees	\$0.00
		Credits	\$0.00
		Material Fees	\$0.00
		Paid	\$0.00
		Total Amount Due	\$70.00
		Seating number not assigned, convention color not set yet	

* - NOTE: Students in grades K-2 who are registered for the following events are charged a registration fee for the Puppets Theater. You can run the report called Student Event Participation Report to see who is registered

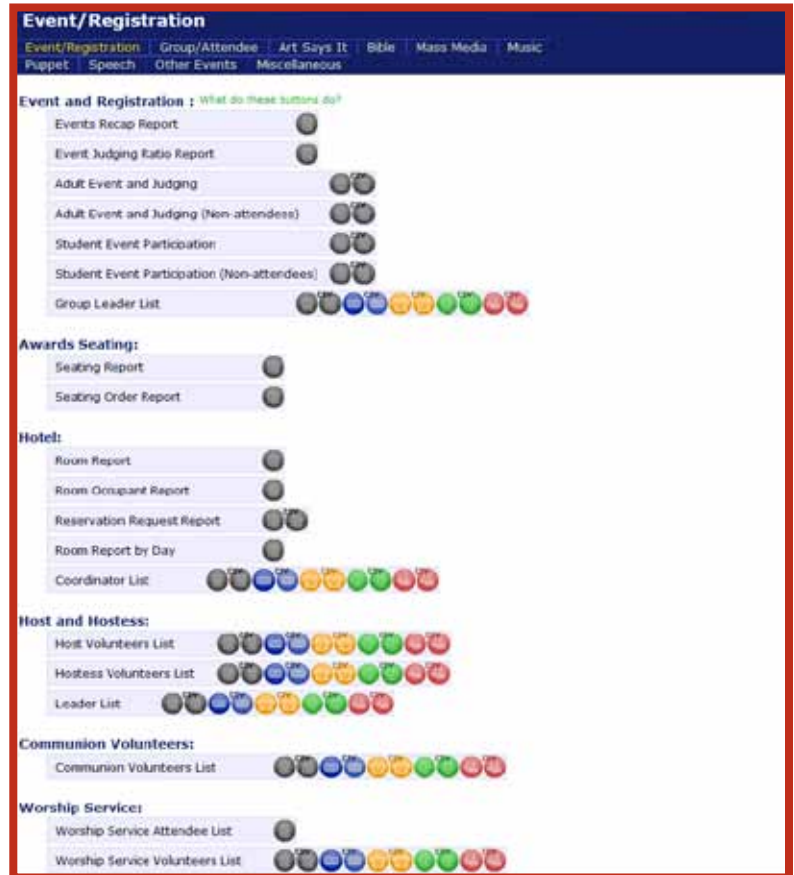
- The Financial Recap automatically charges the appropriate registration fee based on how each person was registered - attending or not, grade/age and event participation. If you think that there is an error, please contact us at the National Service Center.
- An amount in the Balance Forwarded space indicates that your group had a balance that was owed from a previous convention or, for a negative amount, a credit from over-payment.
- The Total Fees space is the total of everything above it.
- The T-Shirt Fees space shows how many shirts are pre-ordered (number in parentheses) and the total cost. The system will automatically adjust for the group rate when 10 shirts are ordered.
- Other Fees would be for de-registering after the deadline or anything else not covered under normal registration. There will be an explanation of any other fees in the description box.
- Credits are for National Convention Event Coordinators whose registration fees are covered by Lads to Leaders/Leaderettes. Details will be in the description box.
- Materials fees are for any outstanding materials orders for your group. Details will be in the description box.
- The Paid space will show a list of all payments made for registration, t-shirts and/or materials. Note that the date of the first registration payment will be used when determining the seating order for the awards ceremonies.
- Total Amount Due is the amount that is owed based on the details shown on the Financial Recap.
- The Seating Number space will show the number that your group is assigned for the awards ceremonies. Please note that this number will not be set until after the registration deadline. Because some groups have their color set prior to the deadline because of emcees or other stage help, they will show a number that is not final.

Running Reports

On the main registration menu, click the Reports button to access a list of reports to help you double-check and verify your registration. While there are many reports that can be run, we will highlight a few that will be very helpful to you in verifying the accuracy and completeness of your registration.

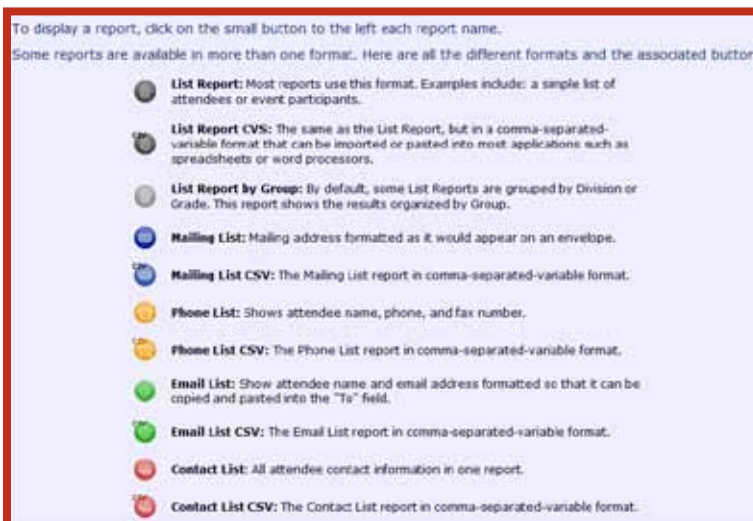
1. Run the Event Judging Ratio report to show any shortages in judging that you may have.
2. The three best reports to use to verify your registration are the Adult Event and Judging Report, the Student Event Participation Report and the Hotel Reservation Request Report. When you have all registration entered, run each of these reports and print them. Click the gray button for each—not the gray with CSV above it. When these are printed, go to each adult and the parents of each student and have them check their registration and hotel requests. Have them sign off that they are OK. This will avoid any confusions or problems later.

You can click the tabs at the top to access even more reports.



3. On the Group/Attendee tab, run the Convention Group List Report to see what other congregations are attending your convention. For sites with multiple colors, you will see a breakdown by color after they are set.

4. All other tabs are participant reports that you can run to make sure that teams are set properly for Puppet Theater, Bible Bowl, Debate and other team events.



5. On the Miscellaneous tab, you can run reports on convention t-shirt preorders. You will want to print the T-Shirt Order Detail report and bring it to convention with you. This will show each person who ordered a shirt, along with the size.

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

ladsoffice@lads-to-leaders.org

We are here to serve!