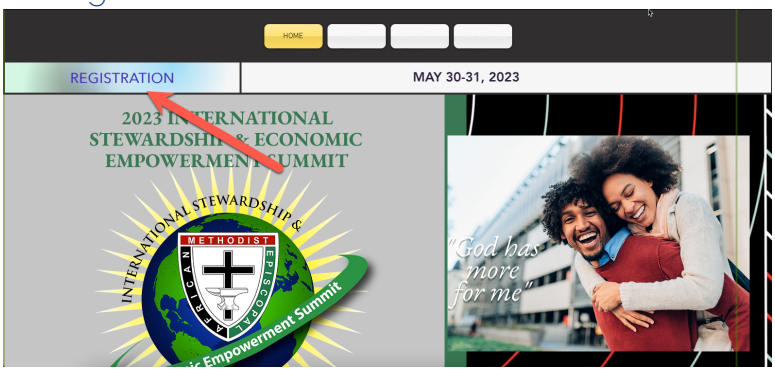
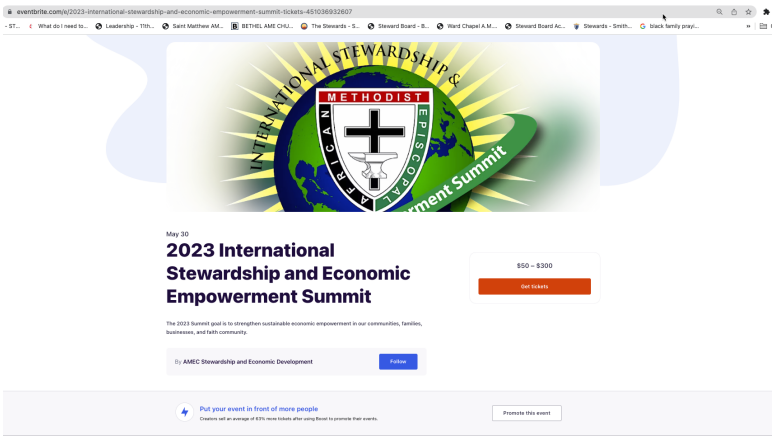
# 2023 International Stewardship and Economic Empowerment Summit
# Eventbrite Step-by-Step Registration Guide
## For Group Attendees

*Attention: Please print out this guide to assist in the registration process.*

Step 1: Click on the "Registration" button on the Summit Website home page.

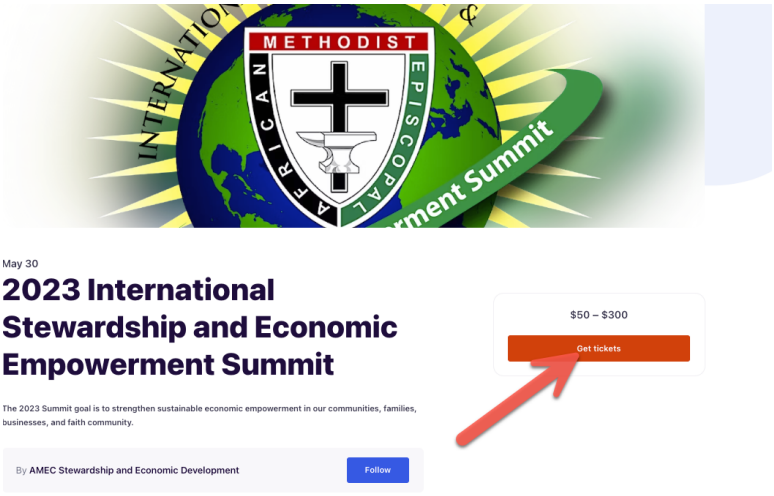



The system will navigate to the Registration Website via Eventbrite.



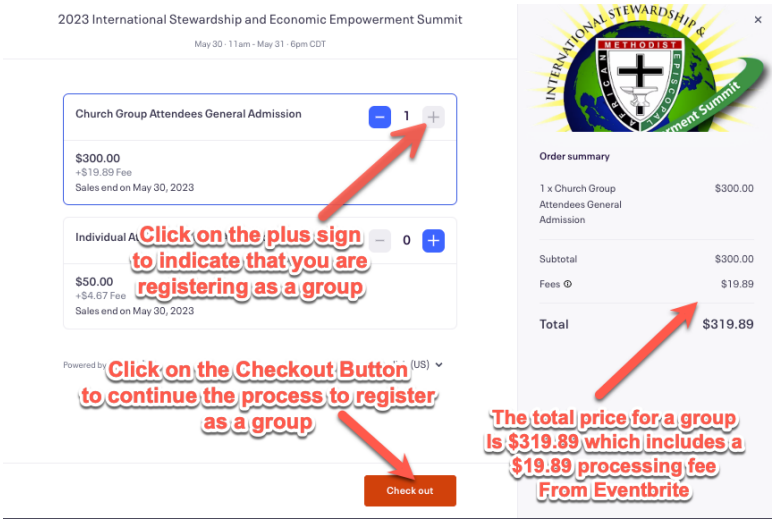
## Step 2: Begin the Registration Process

Click on the Get Tickets Button:



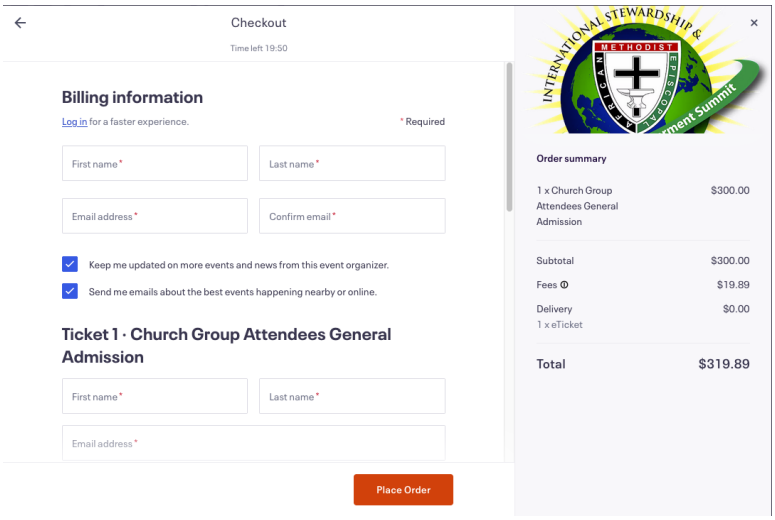

## Step 3: Specify that you are registering as a Group

Click on the on the plus sign and then click the Checkout button to continue the process to register as a group:



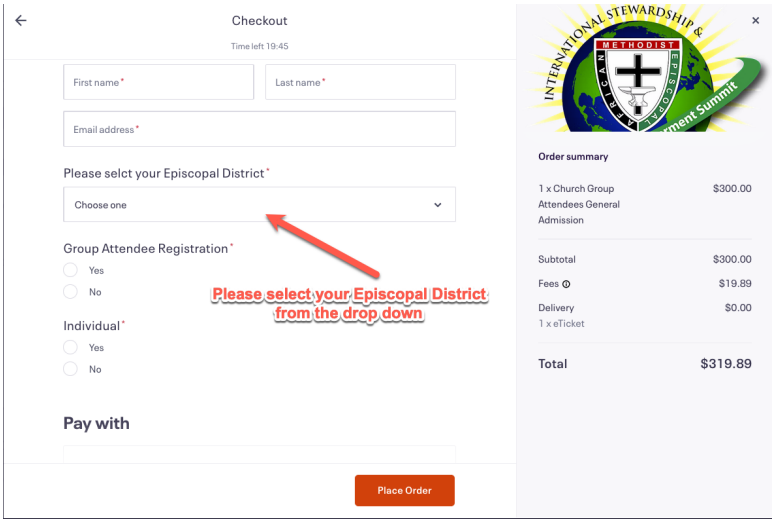
## Step 4: Enter required information for Billing Information and Church Group Attendees General Admission. Please note there is a transaction fee included with the registration payment.

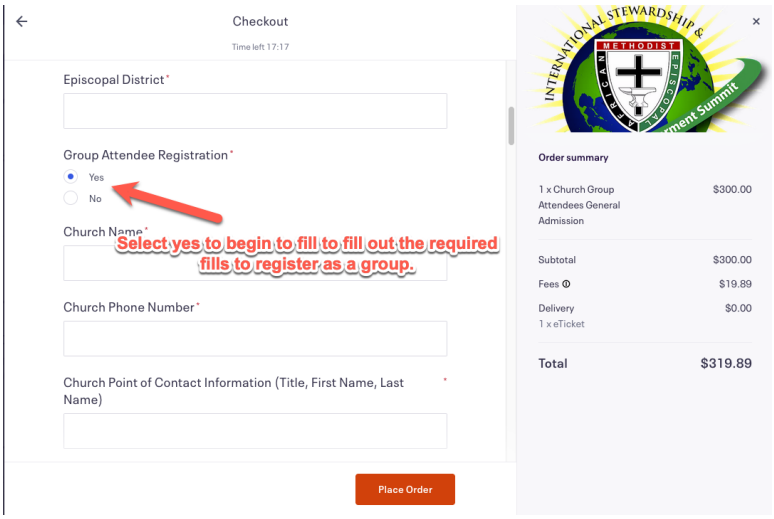
Enter the Church Group Point of Contact is to enter their First Name, Last Name, Email Address, and Confirm Email under the Billing Information.  Eventbrite by default asks for the First Name, Last Name, and Email Address again:




## Step 5: Continue to enter required information for Billing Information and Church Group Attendees General Admission

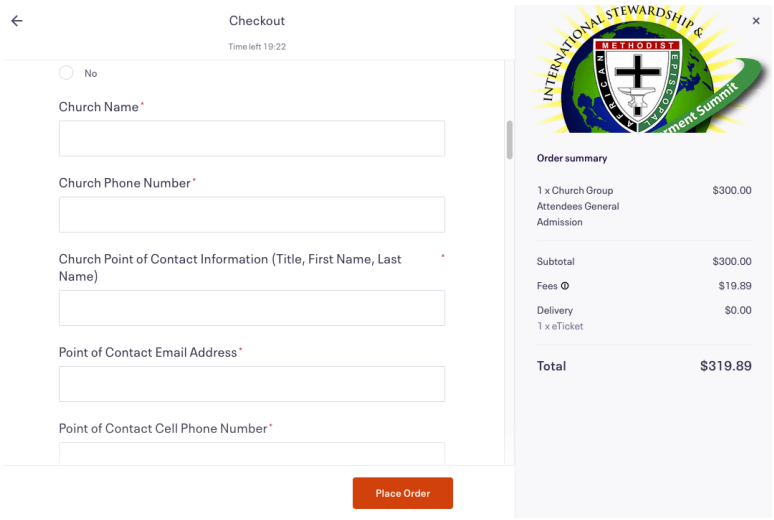
Select your Episcopal District from the drop down.  Select yes in the Group Attendee Registration to begin to fill to fill out the required fields to register as a group.





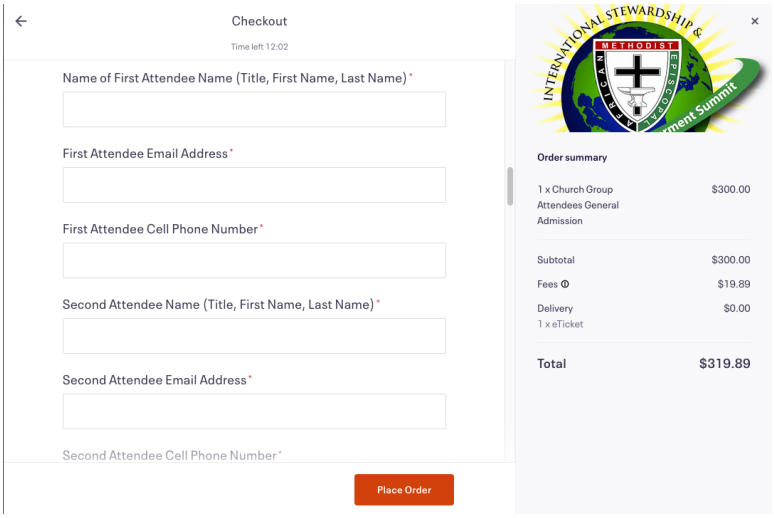

## Step 6: Enter required information for the Group Church and the Point of Contact and Group Attendees

Enter the Church Name, Church Phone Number, Church Point of Contact Information (Title, First Name, Last Name for this event), Point of Contact Email Address, and Point of Contact Cell Phone Number in the required fields.



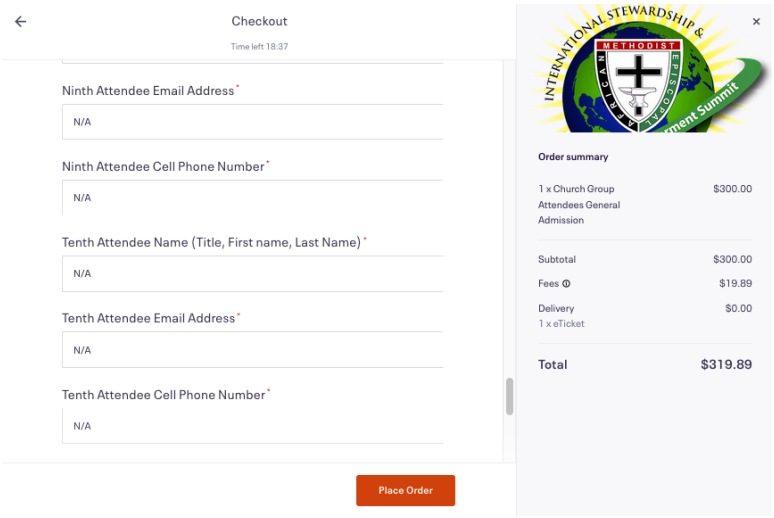

## Step 7: Enter required information for the Group Attendees.

Group registrants can enter up to ten individual attendees for this event. Enter the Individual Attendee Information for your group (Title, First Name, Last Name), Individual Attendee Email Address, and Individual Attendee Cell Phone Number in the required fields.



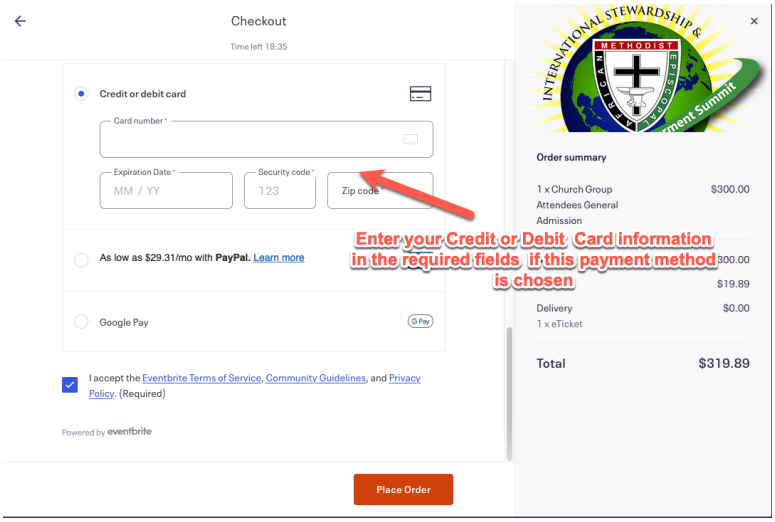

## Step 8: Enter N/A in the Individual Attendees required fields if you are not registering up to ten Individual Attendees.

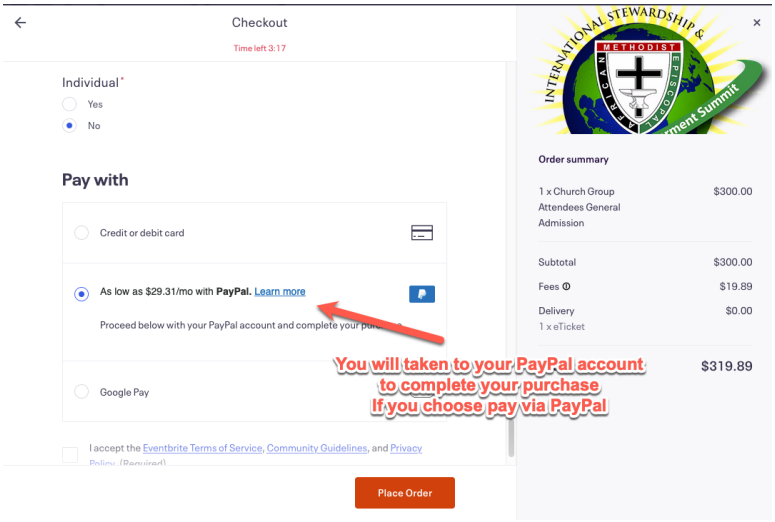
Please remember that group registrants can enter up to ten individual attendees for this event. If a group is registering less than ten In Individual Attendees, N/A needs to be entered in the required fields.

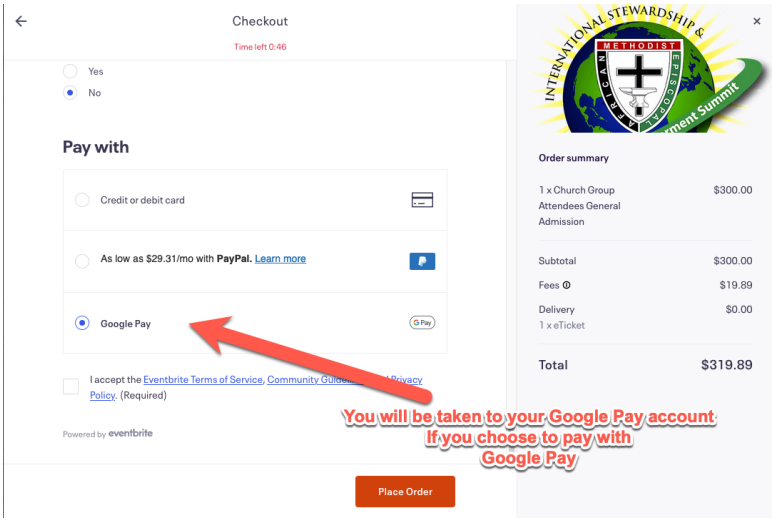


# Step 8: Choose Your Payment Option

Group Registrants can pay with their Credit or Debit Card, PayPal, or Google Pay.

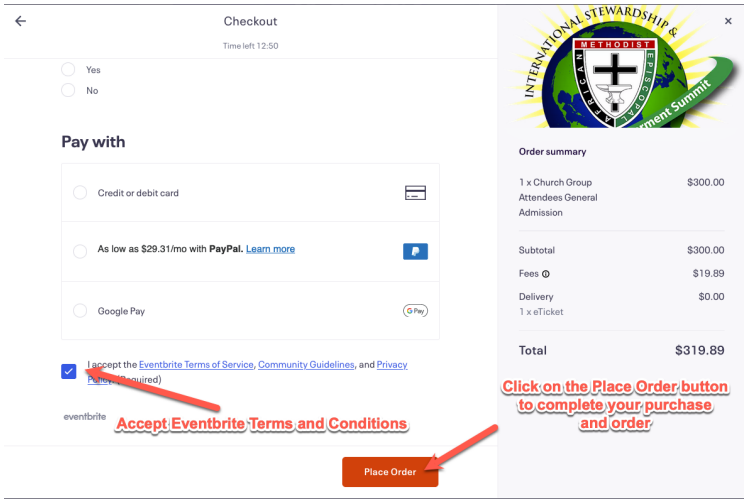





## Step 9: Accept Eventbrite Terms and Conditions and Place Order

Accept Eventbrite Terms and Conditions and click on the Place Order button to complete your purchase and place your order.




The church Point of Contact will receive email confirmation of the registration of the church group. The individuals that were added in the church group registration will receive an email registration confirmation and a link to allow them to select the Summit Training Tracks they want to attend. You can only select one training track per time period.

Please contact the Summit Coordinators French & Linda Thompson (Kingdom Building Journey LLC) should you have questions and/or need more information at ninthdistricta@gmail.com  or 817-782-9275