

STEP ONE: CREATE A CHURCH ACCOUNT

***If you already have an online church account, you can skip to STEP TWO.*

- Go to **www.synodyouth.org**
- Click on the “**ACCOUNT**” tab



HOME | ABOUT US | EVENTS | **ACCOUNT** | CONTACT

- Click “**CREATE NEW ACCOUNT**” on right side
- Select the **church** you are creating a new account for and confirm
- You will be asked to include your contact information as a youth leader (phone, email, etc.)
- Create a password
- Hit **SUBMIT**
- You will receive a confirmation email, and it will include your username and password

STEP TWO: ACCOUNT LOG IN & EVENT ACTIVATION

LOG IN

- Go to **www.synodyouth.org**
- Click on the “**ACCOUNT**” tab
- Click “**ACCOUNT SIGN-IN**” on right side
- Enter in your user name & password
- You have logged in

EVENT ACTIVATION

- For your participants to register for the events, you will need to **TURN ON** the event application for your church.
- Click on “**MY DASHBOARD**”
- Of the available events listed, click the “**TURN ON APPLICATION**” button next to the desired events you wish your group to attend
- Your students and parents use the **REGISTER ONLINE** link on the website (www.synodyouth.org) to register

These are the first steps in the event registration process. The next page includes important **information** on your registered students and adults, and how to **SUBMIT** your registration.

STEP THREE: SUBMIT GROUP REGISTRATION





- Login to your account
- Click on the **event tab** you want to finalize registration for. (Ex: "HIS Work Camp Apps")
- At the top of the list of students and adults, there is a screen similar to this:

Total Participants	Student Count	Adult Count	Adult:Student Ratio	Current Payment Total \$2,010.00* <small>*Excluding any busing costs</small>	Submission Status NOT Submitted	Group registration Generate Group Registration
6	2	4	2:1			

- Click on **"GENERATE GROUP REGISTRATION"**
- **Read** and answer all the questions that pop up.
- **PRINT** off the Group Registration sheet.
- **Write** one check for the total amount and drop off/mail the registration sheet and check to the Synod Office (612 8th St SE, Orange City, IA 51041)
- Your group is now PENDING. Once the office has received your payment, you will be fully registered!

IMPORTANT NOTES: REGISTERED PARTICIPANTS

Below is an example of an individual church's list of participants for a specific event.

Total Participants	Student Count	Adult Count	Adult:Student Ratio	Current Payment Total \$2,010.00* <small>*Excluding any busing costs</small>	Submission Status NOT Submitted	Group registration Generate Group Registration	
6	2	4	2:1				
	First Name	Last Name	Date Applied	Attending	Using Busing	Status	Submitted
	James	Bond	10/15/2013	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Student	No
	Tommy	Boy	10/15/2013	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Student	No
 	Rainbow	Bright	10/15/2013	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Adult	No

- The **"VIEW"** button on the left side next to each individual's name allows you to see their individual registration.
- The orange exclamation point under the **"VIEW"** button means that individual did not upload their insurance, and they might need help from you on uploading.

You are now ready to register your church group for a Synod event!
If you have any questions at all, feel free to call or email
the Synod office (712-737-4959).