



Pre-Registration Tips for Groups

If you have a large group planning to attend the National Convention, we encourage you to pre-register online. This saves time and hassle and enables you to collect all your group's registration materials together once you arrive on site. Follow the tips below for a smooth pre-registration process:

- Register all members of the group in the same “transaction.” This allows the registration system to group all members together using the same confirmation number.

Mailing Address:

- Use the church mailing address as the address for person's registration in the group. By default, when you “Add Another Person” to your registration, the mailing address stays the same. There is no need to change the address for each individual member. One address for the group is sufficient.

Phone Number:

- Use the group leader/contact person's phone number as the phone number on each registration in the group. This gives us a point of contact for any questions about the registration or should we need to contact the group onsite at convention.

If your group is participating in CTS Ministry Expo events Monday morning that begin at 8:00 a.m., make sure you have pre-registered or plan to register on site Sunday night before 7:00 p.m. Registration opens at 8:00 a.m. Monday.