

# Registration Tips for Groups

Follow the simple 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.
- ✓ **Use the church mailing address** as the address for each 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.
- ✓ **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 questions about the registration or to contact the group onsite at the convention if needed.

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

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