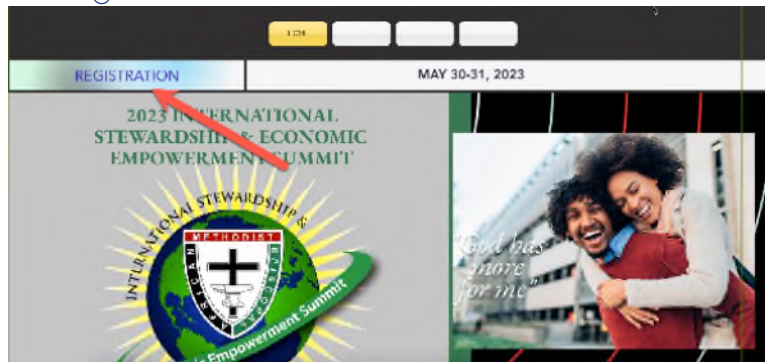


2023 International Stewardship and Economic Empowerment Summit Eventbrite Step-by-Step Registration Guide For Group Attendees

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.

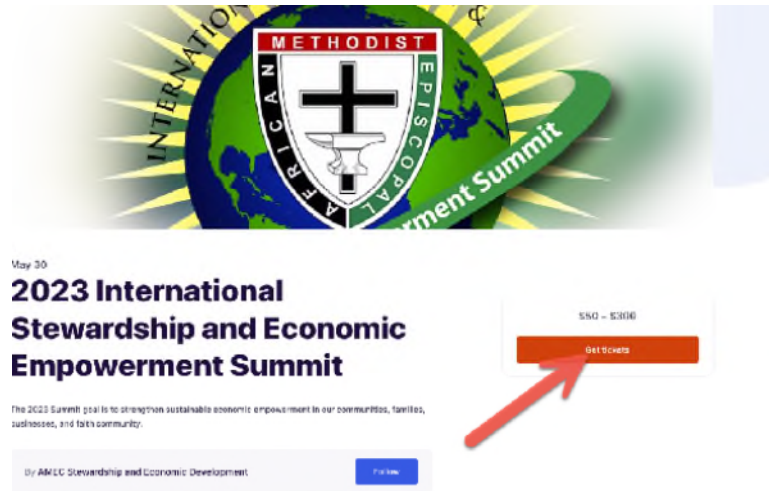


The system will navigate to the Registration Website via Eventbrite.



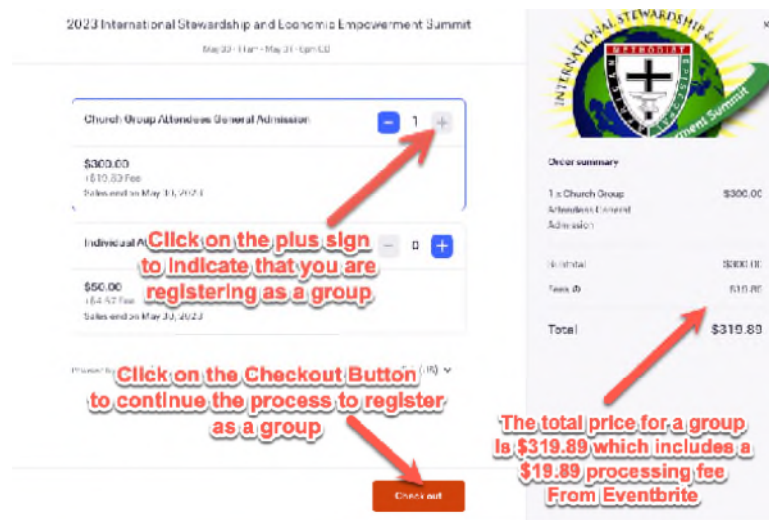
Step 2: Begin the Registration Process

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:

The screenshot shows the checkout process. On the left, the 'Billing information' section includes fields for First name, Last name, Email address, and Confirm email. Below these are two checked options: 'Keep me updated on more events...' and 'Send me emails about the best events...'. The 'Ticket 1 - Church Group Attendees General Admission' section has fields for First name, Last name, and Email address. A 'Place Order' button is at the bottom right. On the right, an 'Order summary' sidebar shows the total price of \$319.89, including a \$300.00 subtotal, a \$19.89 fee, and \$0.00 delivery.

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.

This screenshot is similar to the previous one but highlights the 'Group Attendee Registration' section. It shows radio buttons for 'Yes' and 'No'. A red arrow points to the 'Please select your Episcopal District' dropdown menu, which currently shows 'Choose one'. A red text box with the instruction 'Please select your Episcopal District from the drop down' is overlaid on the arrow. The 'Pay with' section is visible at the bottom. The 'Order summary' on the right remains the same, showing a total of \$319.89.

Checkout
Time left: 17:17

Episcopal District*

Group Attendee Registration*

Yes No

Church Name*

Church Phone Number*

Church Point of Contact Information (Title, First Name, Last Name)*

Place Order

Select yes to begin to fill to fill out the required fills to register as a group.

INTERNATIONAL STEWARDSHIP & DEVELOPMENT
2024-2025
Annual Summit

Order summary

1 x Church Group	\$300.00
Attendees General Admission	
Subtotal	\$300.00
Fees &	\$19.89
Delivery	\$0.00
1 x Ticket	
Total	\$319.89

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.

Checkout
Time left: 18:25

No

Church Name*

Church Phone Number*

Church Point of Contact Information (Title, First Name, Last Name)*

Point of Contact Email Address*

Point of Contact Cell Phone Number*

Place Order

INTERNATIONAL STEWARDSHIP & DEVELOPMENT
2024-2025
Annual Summit

Order summary

1 x Church Group	\$300.00
Attendees General Admission	
Subtotal	\$300.00
Fees &	\$19.89
Delivery	\$0.00
1 x Ticket	
Total	\$319.89

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.

Checkout
Theobald 12:02

Name of First Attendee Name (Title, First Name, Last Name) *

First Attendee Email Address *

First Attendee Cell Phone Number *

Second Attendee Name (Title, First Name, Last Name) *

Second Attendee Email Address *

Second Attendee Cell Phone Number *

Place Order

Order summary

1 x Church Group Attendees General Admission	\$300.00
Subtotal	\$300.00
Fees ID	\$19.99
Delivery 1 x Ticket	\$0.00
Total	\$319.99

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.

Checkout
Theobald 12:07

Ninth Attendee Email Address *

N/A

Ninth Attendee Cell Phone Number *

N/A

Tenth Attendee Name (Title, First name, Last Name) *

N/A

Tenth Attendee Email Address *

N/A

Tenth Attendee Cell Phone Number *

N/A

Place Order

Order summary

1 x Church Group Attendees General Admission	\$300.00
Subtotal	\$300.00
Fees ID	\$19.99
Delivery 1 x Ticket	\$0.00
Total	\$319.99

Step 8: Choose Your Payment Option

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

Checkout
Time left: 18:35

Credit or debit card

Card number*

Expiration Date MM / YY Security code* 123 Zip code

As low as \$29.31/mo with PayPal. [Learn more](#)

Google Pay

I accept the Eventbrite Terms of Service, Community Guidelines, and Privacy Policy. (Required)

Powered by eventbrite

Place Order

INTERNATIONAL STEWARDSHIP & PETROLOGIST
2025 General Assembly

Order summary

1 x Church Group Attendance General Admission	\$300.00
Subtotal	\$300.00
Fees	\$19.89
Delivery 1 x Ticket	\$0.00
Total	\$319.89

Checkout
Time left: 2:17

Individual*

Yes

No

Pay with

Credit or debit card

As low as \$29.31/mo with PayPal. [Learn more](#)

Proceed below with your PayPal account and complete your purchase.

Google Pay

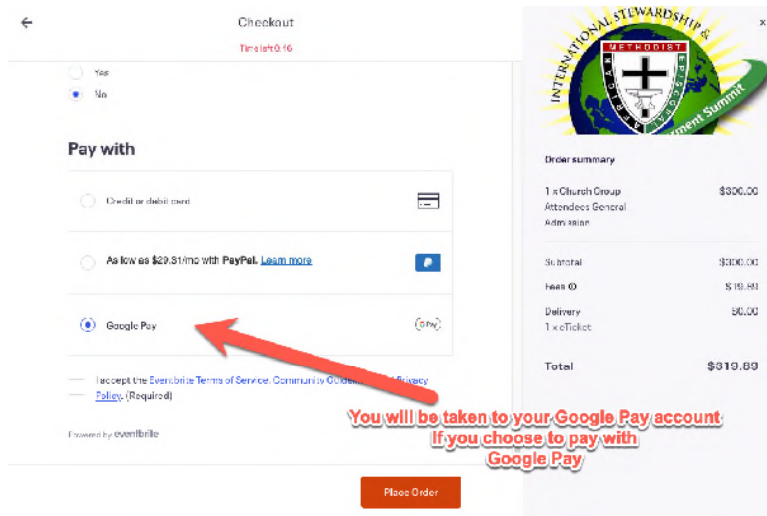
I accept the Eventbrite Terms of Service, Community Guidelines, and Privacy Policy. (Required)

Place Order

INTERNATIONAL STEWARDSHIP & PETROLOGIST
2025 General Assembly

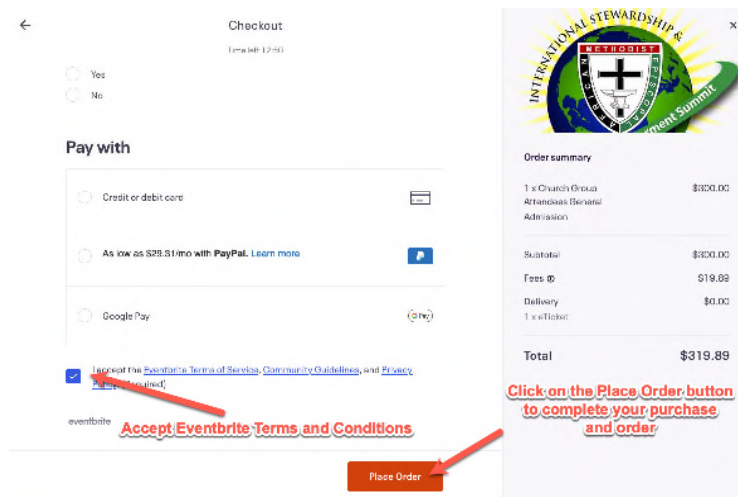
Order summary

1 x Church Group Attendance General Admission	\$300.00
Subtotal	\$300.00
Fees	\$19.89
Delivery 1 x Ticket	\$0.00
Total	\$319.89



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