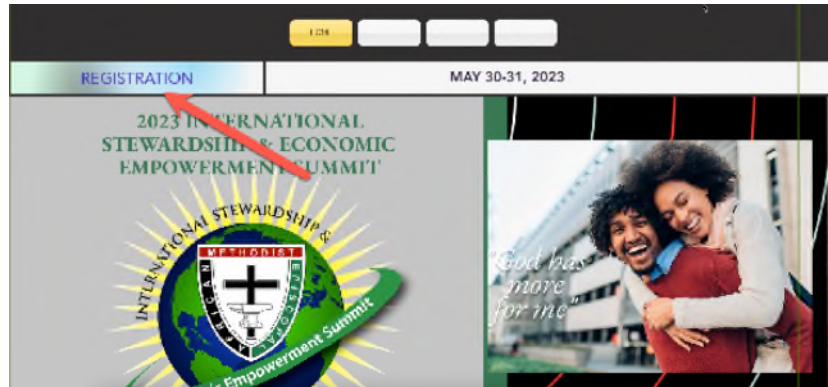


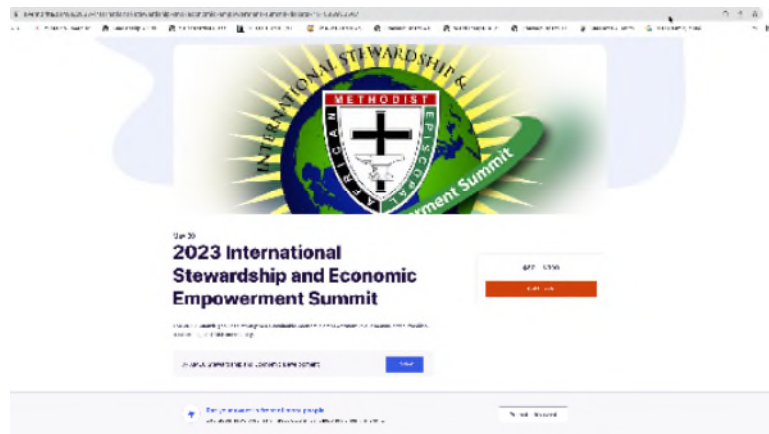
2023 International Stewardship and Economic Empowerment Summit Eventbrite Step-by-Step Registration Guide For Individual Attendees

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

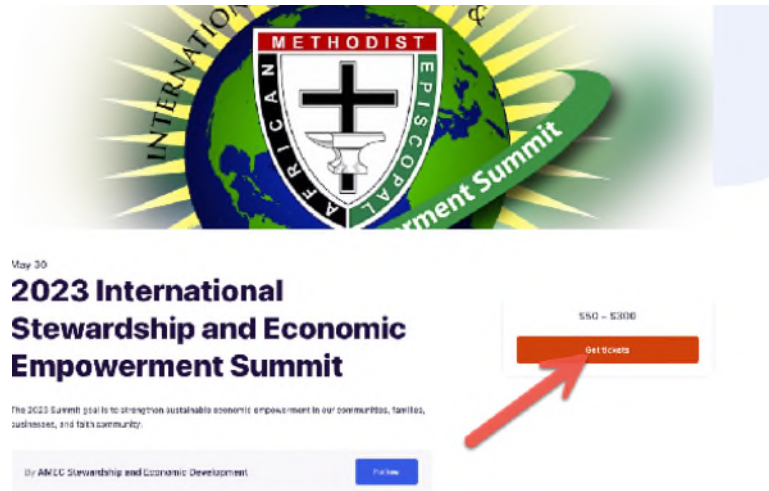


The system will navigate to the Registration Website via Eventbrite.



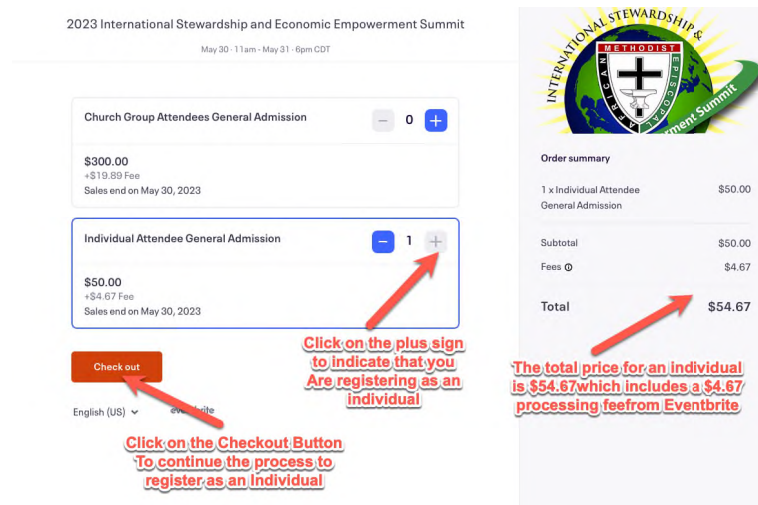
Step 2: Begin the Registration Process

Click on the Get Tickets Button:



Step 3: Specify that you are registering as an Individual

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



Step 4: Enter required information for Billing Information and *Individual* Attendee General Admission. Please note there is a transaction fee included with the registration payment.

Enter your First Name, Last Name, Email Address, and Confirm Email under the Billing Information. Eventbrite by default asks for your First Name, Last Name, and Email Address again:

The screenshot shows a checkout page for the 'INTERNATIONAL STEWARDSHIP & MINISTRIES' event. The 'Billing information' section is active, showing the user is logged in as 'pastoreajohnson@gmail.com'. The form includes fields for first name (Hugene), last name (Johnson), and email (pastoreajohnson@gmail.com). There are two checked checkboxes: 'I'd like to be updated on more events and newsletters from this event organizer' and 'Send me emails about the best events happening nearby or online'. Below this is a section for 'Ticket 1 - Individual Attendee General Admission' with the same name and email fields. A 'Place Order' button is at the bottom. On the right, an 'Order summary' sidebar shows: 1 x Individual Attendee General Admission for \$50.00, Subtotal \$50.00, Fees \$4.67, Delivery \$0.00, and a Total of \$54.67.

Step 5: Continue to enter required information for Billing Information and Individual Attendee General Admission

Select your Episcopal District from the drop down. Select yes in the Individual Attendee Registration to begin to fill to fill out the required fields to register as an individual.

This screenshot is similar to the previous one but highlights the registration options. A red arrow points to the 'Please select your Episcopal District*' dropdown menu, which currently shows 'Choose one'. Below it, the 'Group Attendee Registration*' section has 'No' selected. The 'Individual*' section has 'Yes' selected. A red text box with a white border says 'Please select your Episcopal District from the dropdown'. The 'Pay with' section shows 'Credit or debit card' as the selected option. The 'Place Order' button is at the bottom. The right sidebar shows the same order summary as in the previous screenshot.

Checkout
 Ticket 1 - Individual Attendee General Admission

Send me emails about the best events happening nearby or online.

First name* Last name*

Email address*

Please select your Episcopal District*

Choose a District
 Select no under Group Attendee Registration

Group Attendee Registration*

Yes
 No

Individual*

Yes
 No

Select yes to begin the process to fill out the required fields to register as an individual

Place Order

Order summary

1 x Individual Attendee General Admission	\$50.00
Subtotal	\$50.00
Fees ☐	\$4.67
Delivery 1 x eTicket	\$0.00
Total	\$54.67

Step 6: Select your title and enter your Contact Name, Email Address and Cell Phone Number

Select your title and enter your information into the appropriate fields

Checkout
 Ticket 200

Title*

Bishop
 General Officer
 Connecntional Officer
 Pastoring Pieldar
 Pastor
 Other

Select your title

Attendee Contact Name (First, Middle, Last)*

Email Address*

Cell Phone Number*

Place Order

Order summary

1 x Individual Attendee General Admission	\$50.00
Subtotal	\$50.00
Fees ☐	\$4.67
Delivery 1 x eTicket	\$0.00
Total	\$54.67

Enter Your Contact Name, Email Address, and Cell Phone Number

Step 7: Choose Your Payment Option

Individual Attendees can pay with their Credit or Debit Card, PayPal, or Google Pay.

Checkout
Total: \$54.67

Yes
 No

Pay with

Credit or debit card

Card number*

Expiration Date* (MM / YY) Security code* (123) Zip code*

Pay in 4 interest-free payments of \$13.67 with PayPal. [Learn more](#)

Google Pay

Place Order

INTERNATIONAL STEWARDSHIP & VERIFICATION

Order summary

1 x Individual Attendee General Admission	\$50.00
Subtotal	\$50.00
Fees &	\$4.67
Delivery	\$0.00
1 x ticket	\$54.67

Enter your Credit Card or Debit Card information into the required field if this payment method is chosen

Checkout
Total: \$54.67

Credit or debit card

Pay in 4 interest-free payments of \$13.67 with PayPal. [Learn more](#)

Proceed before with your PayPal account and complete your purchase.

Google Pay

I accept the [Eventbrite Terms of Service](#), [Community Guidelines](#), and [Policy](#) (Required)

eventbrite

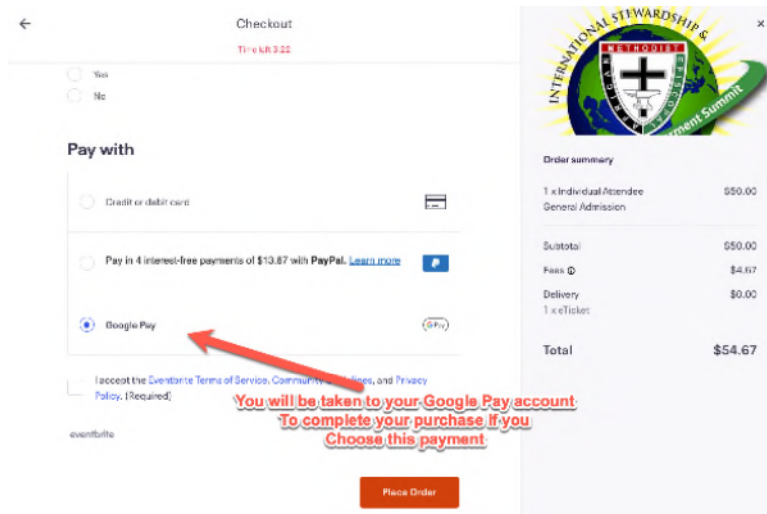
Place Order

INTERNATIONAL STEWARDSHIP & VERIFICATION

Order summary

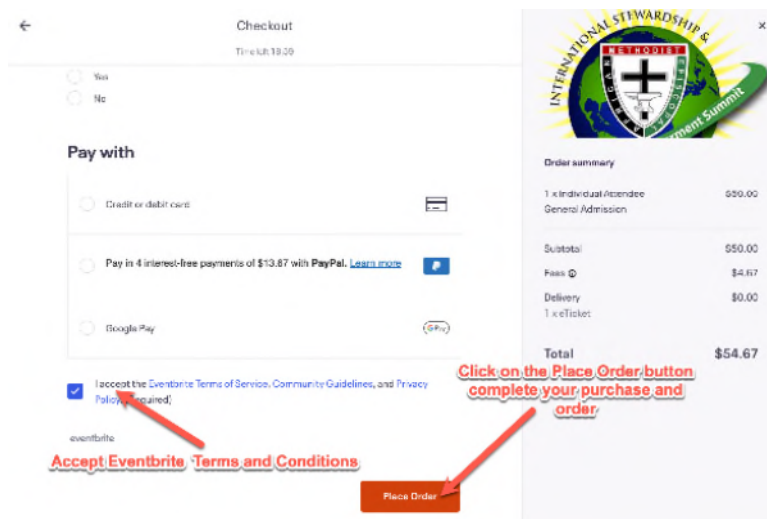
1 x Individual Attendee General Admission	\$50.00
Subtotal	\$50.00
Fees &	\$4.67
Delivery	\$0.00
1 x ticket	\$54.67

You will be taken to your PayPal account to complete your purchase if you choose this payment method



Step 8: 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.



You will receive email confirmation when the registration is completed. A separate email will be sent to allow you to select the Summit Training Tracks you 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