

## The Gathering 2018 Registration Process

We are using a new registration process for The Gathering this year. This will allow for you to complete registration without submitting any paperwork, but this convenience will require some pre-planning. It is important that you do **not** wait until the last day or moment to begin the registration process as it may take several days to complete.

- 1 Prior to registering individual Students and Adults, each Group Leader (youth pastor, youth leader, quiz coach, or whatever responsible adult is leading a group of students at The Gathering; this may be a “group” of one, depending on the local circumstances) will need to register their Group. The Group Registration page is not publicly linked to. Contact your District NYI President to receive the link via email. (It is likely that they will have already emailed it to you via their district distribution list, but if you have not received it, contact them for the link.)
- 2 Once your Group Registration has been submitted, it may take up to 48 hours to process. The Group Leader will receive an email confirmation at the email address used for their Group Registration. If the Group Leader does not receive this confirmation within 48 hours, he or she should email the event coordinator, Pastor Lucas Finch ([alucasfinch@gmail.com](mailto:alucasfinch@gmail.com)).
- 3 Once the confirmation email has been received, Students and Adults from the registered group can be registered. Please do NOT complete individual registrations until the Group Registration has been confirmed. On the Student and Adult registration pages, they will choose their Group. They should only choose their Group and not another. An email will be sent to the Group Leader confirming each person’s individual registration.
- 4 We are collecting digital signatures this year. Therefore, it is important that each individual registration be completed by the person legally responsible for the person being registered. In the case of Adult Registrations, this must be the actual adult. In the case of Student Registrations, this must be their legal parent or guardian.

- 5 All adult participants are also required to upload a background check verification that has been completed within the last 24 months. This is something that almost all organizations who have adults working with people under the age of 18 now require. If you do not currently have a copy of a recent background check, we suggest you check with your local church or district office to see if they have one on file they can forward to you. If you are employed in a vocation in which you work with young people, check with your employer, too. You can also contact your local and/or county law enforcement office to see if they can complete a background check for you.