

# DIOCESAN/GROUP ADMINISTRATORS REGISTRATION INSTRUCTIONS

## DIOCESAN/GROUP ADMINISTRATORS (DGA)

**Diocesan/Group Administrators** are responsible for registering groups, administrating payments and verifying official capacity for registrants. Instructions have been provided to the **DGAs** on the use of housing application along with a User ID and Password. The ID and password are unique to your diocese/group for accessing the Housing and Registration Programs only and will not be usable in any other program.

If you think you should be a **Diocesan/Group Administrator**, but have not received any information, contact the General Convention Office (GCO).

1-800-334-7626

[phaizel@episcopalchurch.org](mailto:phaizel@episcopalchurch.org), or ext. 6046

To enter the site you must have your User ID and Password. The online registration page allows the **DGA** to register the entire deputation (group) for the General Convention and submit one payment (by credit card or check) for the group. If you are NOT that contact person, call the General Convention Office to correct the records.

## LOG IN

Go to <http://www.gc2009.org/registration>. This will bring you to the *Registration Home* page.

Enter your User ID and Password carefully and click the **Log In** button. Passwords are case sensitive. You will be on the **Group Registration Page** for your Diocese or Group. If this does not take you to the correct diocese or group page, contact the General Convention Office.

If you forget your password, click on the **Forgot Password** button and it will be e-mailed to the e-mail address provided in the Housing application.

## GROUP REGISTRATION OVERVIEW

This page has two columns: one labeled **Included** (left side) and one labeled **Available** (right side). Names in the *Included* column are individuals you are about to register (or have already registered). On your first visit to the diocesan page, all names should be in the *Available* column.

## THE GROUP REGISTRATION HOME PAGE

### I EDIT CONTACT

Click the **Edit contact** button to make any changes to your diocesan administrative record. Please do *not* put your diocese in the Organization field, as it will repeat on all correspondence.

### II AVAILABLE column

You can register your attendees in two ways:

- a. Click on **add** next to the individual's name
- b. Click the **Add New** button under the **Available** list

#### a. Click on **add**

Click on **add**, next to an individual name, and a new screen will pop up with the individual's current information. You can edit their e-mail information and badge name. If there is a change in an *official* capacity, (*Bishop, Deputy, Alternate or ECW*) please send the information to the Registration Desk at the General Convention Office

[gc\\_registration@episcopalchurch.org](mailto:gc_registration@episcopalchurch.org)

## CHANGES TO A RECORD

Please note some of the information of the record may be grayed out and you will not be able to make any changes on this form, *except the email address and badge first name*. If there is any information shown in the name or address sections that you think maybe incorrect, then you can click on the red arrow for a **Change Request Form**. Please fill out this form click **Submit Request**. The General Convention Office will make the changes to the data base for you.

[click here to request a change to the data](#) 

If the capacity space says 'select capacity' click on the drop down menu and select a capacity and proceed. Please remember any changes to official capacities, must be advised to the GCO to avoid any problems at registration in Anaheim.

Once the information has been verified, click on the **Submit Changes** button at the bottom of the page. This will take you back to the main registration page and the individual will be listed in the **Included** column.

**b. Click on Add New**

If an attendee's name is not on your list, you can add them by clicking on **Add New**; this will bring up a **Registrant Information** screen with blank fields. The fields with a red \* are required fields, enter the required information, capacity and email (if available) then click **Save**. This will close the window and move the name to the **Included** column.

**III INCLUDED column**

**Modify (Edit)**

In the **Included** column, the name, capacity and the fee for that capacity will be shown. You will *not* be able to modify (edit) information for the listed names. Clicking on **modify** will bring up the **Registrant Information** screen. If the record has grayed out information, the record can only be changed by using the **Change Record Form** and **Submit Request**. The General Convention will make any changes to the record.

For any registrants who do not have e-mails, see the **Manage Registrants** section.

You will be able to edit any new record *you* have created for a new registration through the **Add New** button. When you have made the appropriate changes, click **Submit Changes** button.

**Remove Registrants**

To remove a registrant, simply click on **Remove** next to their name. The name will now be listed in the **Available** column. The removal of a name may affect the total amount due for registration.

**Names Not Part Of Your Diocese**

If you find names that are no longer in your diocese/group (they have moved or are deceased) send an e-mail to [gc\\_registration@episcopalchurch.org](mailto:gc_registration@episcopalchurch.org) so we can update our data base. You will not be able to remove them from the list.

**IV MANAGE REGISTRANTS**

This section will bring up a new screen with all registrants listed by **Name**, and includes **Capacity** and **Email** address. **Notified**, **Paid** and **Confirmed**. The *Notified* column will indicate that individuals have been notified of their User ID and Password. The *Confirmed* column will indicate that an individual has used his/her User ID and Password to visit and review their information.

A drop down menu has several options to print lists.

- 1 Show all registrants**  
Lists all individuals you have registered.
- 2 Show registrants with email**  
Lists only those individuals with e-mail addresses.
- 3 Show registrants without email**  
Lists all individuals who will either need to provide an email address to you, (for sending confirmation emails) or for which you will need to confirm information.
- 4 Show registrants not confirmed**  
Lists all individuals who have not visited their record to review and/or update.
- 5 Send email**  
Lists all registrants with email. You can select any person to have a confirmation email sent by you. The email will contain information with their personal User ID, password and log in information.

Instructions for them can be accessed through the questions on the Registration Home Page. (Registrants will only have access to their own information).

- 6 Show registrant log in information**  
Lists the User ID and Passwords for each of your registrants.

Once you have finished listing all of your registrants, go to Manage Registrants and select '*send emails*' from this drop down menu. A new tick box under the heading 'send' will auto-populate. Click the 'send' button under the grid to notify your group they have been registered. A pop-up box will notify you that the emails have been sent. If you navigate away from this page and back, you will notice a red check mark under the **Notified** column. It is your responsibility to make sure everyone you have registered for Convention has been notified.

Return to your **Group Registration** page by clicking the arrow at the top of each page (under Manage Registrants).

## V VIEW PAYMENTS

### **View Payments**

Click this button to view previous payments.

## VI SUBMIT

### **Step 1. Select Registrants**

This will show you all the individuals in your group you have registered. For those who have not yet been paid, put a check mark in the box to include them in this payment session.

### **Step 2. Payment Information**

Select the payment method from the drop down menu and enter the information required. If you are paying by credit card, charges will not appear on your card statement immediately. They appear only after we have submitted the information to General Convention Accounting and that office processes the charge.

If you are paying by check, complete the form and print a copy to send with your check to the General Convention Office. Checks should be made payable to DFMS and sent to the GCO, Registration Desk, 815 Second Avenue, 6<sup>th</sup> Floor, New York NY 10017. You do not need to copy the list of registrants to include with your payment. That will be automatically recorded on the web site. Be sure to include the **reference number** on your check.

If you have made a payment previously, the payment information will be filled with the information last used. To change the **Account Name** information, type over the information. It is recommended that you print out this page for your records when you have completed the payment.

Click **Finish: Submit Payment**.

If there are attendees on your list who must pay their own registration fees, they must submit their payment to the diocese or group. The DGA is responsible to pay the General Convention Office.

*Please note you cannot make two payments in the same log-in session. You must log out, and then log back-in if you need to split payments for any reason.*

### **Add or Remove Attendees**

After you have registered your attendees, and submitted a payment, you may have someone who will be unable to attend. Click **Remove** next to their name. A refund will appear on the View Payment page. ***Refunds will be automatically processed by the General Convention Office after the General Convention.*** You do not need to contact us. *If the payment will be used for another attendee*, please let us know a.s.a.p. so that we can transfer this credit balance to your new registrant.

### **Volunteers**

If your visitors have registered to volunteer, you do not need to register them again. They will automatically be registered through the Volunteer program.

### **Registered Individuals Must Confirm**

All individuals in your group must check their personal record. Click on the **Manage Registrants** at the bottom of the **Included** column. The **Show all registrants** page will indicate those who have gone on-line and updated their personal record. Follow up e-mails should be sent to remind those who have not gone on-line to do this. Go to the **Send Email** on the drop down menu and check the box next to the names of those who have not confirmed. The same bulk e-mail message will be sent to them again. This will insure that the General Convention Office has all the necessary information about the individual. You are responsible to check this list on a regular basis.

***All registrants must check their personal record by May 1, 2009.***

### **NO E-MAIL ADDRESS**

If any of your attendees does not have an e-mail address, it will show on the **Manage Registrant: Show registrants without emails list**. You will need to contact these individuals and re-confirm their information with them directly. The DGA is responsible to enter their information and click **Submit changes**, should there be any.

Next, go to **Show registrants not confirmed** from the drop-down menu and click the **confirm** button next to their name.

**LOG OFF** when finished.