

DIOCESAN/GROUP MEMBER LOG IN INSTRUCTIONS

If your Diocesan/Group Administrator has included you in the group registration, it is important for you to review your individual registration to make sure the information is correct and to access links to Childcare and Accessibility information. Even if you think the Diocesan (Group) Administrator has entered information for you, you still *need to confirm your registration*.

Once the Diocesan/Group Administrator has registered the diocese/group, each individual on the list will be sent a User ID and Password by e-mail.

VOLUNTEERS

If you are registered as a volunteer, you will automatically be registered through the Volunteer program. Do not register here.

LOG IN

Go to the website <http://gc2009.org/registration> to *Log In*. Enter your User ID and Password carefully and click on the *Log In* button. Passwords are case sensitive. **You must check the details on your personal record by May 22, 2009.** If you have forgotten or lost your password, click on the *Forgot Password* button. Your password will be e-mailed to the e-mail address we have on file for you. This password information is unique to the Registration Program and is not usable in any other programs.


If you have not received your User ID and Password, and you believe your group has been registered, contact your Diocesan/Group Administrator or the Registration Desk at the General Convention Office 1-800-334-7626, Ext. 6329 or e-mail your question to

gc_registration@episcopalchurch.org

(Note: there is an underline in the space between gc_registration.)

CHANGES TO YOUR 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](#) 

Please fill out this form and click **Submit Request**. The General Convention Office will make the changes to the data base for you.

If there are no grayed out areas, you must fill in all the required information before you can close the record. If you are responsible for your own registration fees (and/or your spouse or guests), contact your Diocesan/Group Administrator to discuss reimbursement to the diocese. The Diocesan/Group Administrator is responsible for payments of all attendees registered by the diocese/group and will record and forward your payment to the General Convention Office.

LOG OFF when finished.

CANCELLATION

If your plans change and you are unable to attend and must cancel, please contact your Diocesan/Group Administrator. You will be removed from the diocesan or group list. A refund will be issued to the diocese after the General Convention in August 2009.

CHANGE OF STATUS

If you have a change of status, please Email your Diocesan/Group Administrator *and* the General Convention Office. We will make the necessary changes in our data base. You should discuss any changes in payment with your Diocesan/Group Administrator.