



# 2010 Synod Assembly

**IMPORTANT!!!**

## Online Registration Instructions and Other Assembly Information

**Please read the following information before  
beginning your online registration.**

**You will need the following information to begin your registration:**

- **Church Identification Number** (five digit number available from your church or synod office)
- **Classification of individuals being registered** (rostered, lay, youth, visitor)
- **Names, addresses, telephone numbers, and email addresses** of all individuals being registered
- If any of the individuals will be **staying in campus housing**
- **Method of payment** (pay online with credit card or check, or send payment by mail)

### **Helpful registration tips:**

We encourage congregations to register all attendees at one time. If this is not possible, you are able to go back into the system and enter additional attendees at a later date. Don't forget your user name and password, as you will be required to enter this information each time you enter the system.

To add additional attendees, click on **Guests** – this includes ALL others coming from your congregation as either voting or non-voting attendees. You will be asked for the personal information of each attendee as you add them.

Campus housing is separated into Thursday and Friday evenings. If individuals are staying both nights, you must sign up for both nights of housing. Please note that double room fees are per person.

Payment may be made online by credit card or electronic check. If you choose to mail a check, please include a copy of the registration receipt. You may print a receipt in addition to a receipt being emailed to you.

A printable hard copy registration form is available if you prefer not to use the online registration.

### **Instructions:**

1. Click on "Registration" under the Assembly link at [www.nwmnsynod.org](http://www.nwmnsynod.org)
2. Enter your username or your email address.
3. Enter your password (the system will send your password to the email stored with your username if you don't remember it).

4. Set your screen to the largest possible view. Icons to continue the process are sometimes located near the bottom and far right of the screen.
5. Enter your information as prompted.
6. Click on **Guests** to add all additional attendees.
7. Enter payment information.
8. Continue to the **Finish** icon.
9. When registration is completed you will receive a confirmation number and a receipt will be sent to the email address associated with the account. You may also print a receipt at this time.
10. If you encounter any problems, please contact Bob Larson at 218-299-3019 or [rlarson@cord.edu](mailto:rlarson@cord.edu)

#### **Additional Information:**

**Hotel Info:** Blocks of hotels with reduced rates have been reserved for the nights of May 13 and 14 at the following hotels under the NWMN Synod's name. Most hotels will honor the special rates until May 1 so be sure to reserve early.

Super 8 - \$55 + tax per night  
Hwy 75 S, Moorhead, 218-233-8880

EconoLodge - \$50 + tax per night  
1401 35<sup>th</sup> St S, Fargo, 701-232-3412

Prairie Rose Inn - \$68.95 + tax per night  
1340 21<sup>st</sup> Ave S, Fargo, 701-235-3141

Best Western Doublewood Inn - \$76 + tax per night  
3333 13<sup>th</sup> Ave S, Fargo, 701-235-3333

**Campus Housing:** Housing is available on campus in Park Region and Fjelstad Halls. Park Region is air conditioned and handicapped accessible. Fjelstad is not air conditioned and is not handicapped accessible. Bedding is provided, but please remember that these are college dormitories with single beds and community bathrooms (down the hall) and are not necessarily ideal for all assembly attendees. Youth attendees are encouraged to stay in Fjelstad Hall.

**Entertainment:** Friday evening entertainment will be provided by Dakota Road in the Centrum. The Lutheran Social Service Award, anniversaries, and other special recognitions will also be made at this time. Be sure to join us for a fun evening.

**Door Prizes:** The names of all individuals who have paid their registration fees by April 15 will automatically be entered into a drawing for a door prize. Sign up for additional door prizes in the Assembly Bookstore. We will be giving away Bibles and books authored by Mark Allan Powell throughout the assembly.

**Book Signing:** Mark Allan Powell will be available for book signing at times yet to be determined. This information will be announced at the assembly.