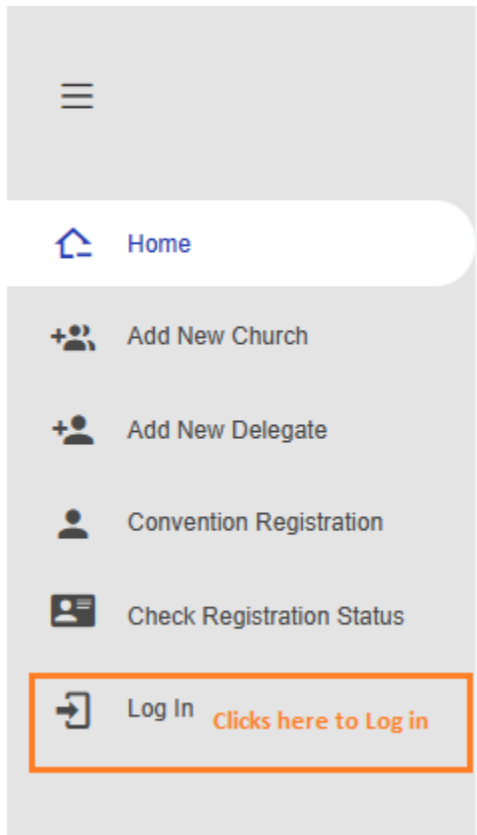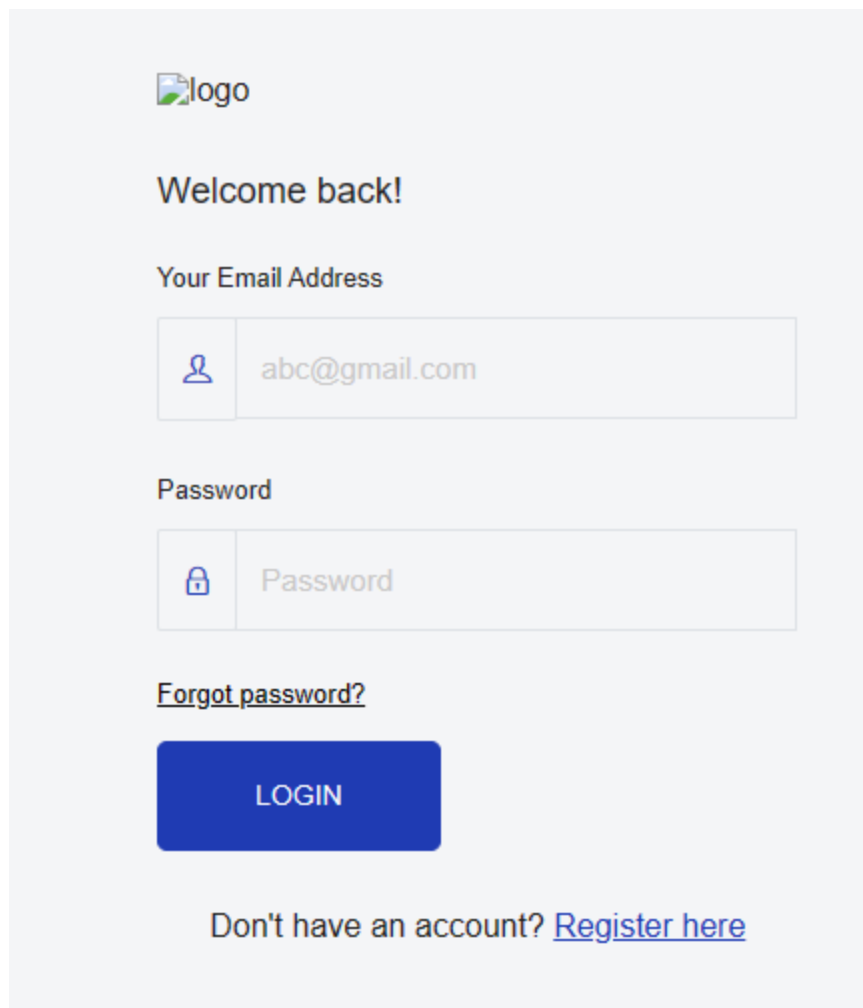# 1 Login as a known app user

To log in to this convention registration app the user shall follow the following steps:

Clicks on the Log in link as shown the screenshot below:

The App displays the Log in page like the screenshot below:

Enters his/her email address and password.

Clicks on LOGIN button as shown in the screenshot above.

If you are new user and you have not registered as an app user, then follow these steps:"

- Click on register here link.
- Enter Your Email Address.
- Enter your Password.
- Re-enter your password to Confirm the Password.
- I agree to all Terms & Conditions.

2 Forget password.

If you forget your password, click on the forget password link as shown in the screenshot above.

Follow the steps prompted to you by the system

3   Convention Registration

3.1   Register as a potential Convention Delegate.

To register for convention as single delegate follow these steps:

1. Search for your name and select your name.
2. Select your name.
3. Search for your church and select your church.
4. choose date of arrival.
5. Select your Age group.
6. Select your status (Minister or Not Minister).
7. Select your disability status.
8. Select whether you are a sister with children.
9. Click on Submit Button

if you cannot find you name then follow these steps:

1. Click on a link on this form or click on click on Add New Delegate option on the sidebar.
2. Enter your Surname.
3. Enter your First Name.
4. Enter your Middle Name.
5. Enter your Phone number.
6. Enter your Address.
7. Enter your city.
8. Select your Gender.
9. Select your Age Group.

If your church is not on the list of churches, then follow these steps:

- Click on the Add New Church option on the sidebar.
- Click to select church.
- Enter the name of your church.
- Enter Church Address.
- Enter your church City Name.
- Select your Church's State.
- Enter your Church Contact's Email Address.
- Enter your Church Contact's Phone Number.

3.2   Register as a sister with Children.

To register for convention for sister with children follow these steps:

1. Search for your name and select your name.
2. Select your name.
3. Search for your church and select your church.
4. choose date of arrival.
5. Select your Age group.
6. Select your status (Minister or Not Minister).

7. Select your disability status.
8. Select yes option as a sister with children.
9. SEARCH for the name of each child
10. System populates these fields:
    a. SURNAME
    b. FIRST NAME
    c. OTHER NAMES
11. select the GENDER of each child.
12. select the AGE GROUP of each child.
13. Click on + icon add details of another child.
14. Click on the Delete icon to remove the corresponding record.
15. Click on the Submit Button after you have entered the records of all your children.

if you cannot find the name of any of your child then follow these steps:

1. Click on a link on this form or click on click on Add New Delegate option on the sidebar.
2. Enter your Surname.
3. Enter your First Name.
4. Enter your Middle Name.
5. Enter your Phone number.
6. Enter your Address.
7. Enter your city.
8. Select your Gender.
9. Select your Age Group.

3.3   Register Multiple [Church Members] Delegates.

To register for multiple delegates belonging to the same Church follow these steps:

1. Click on the Group option on Convention registration landing page.
2. Select your church.
3. Select the name of each delegate.
4. Enter the ARIVAL DATE of each delegate.
5. Select AGE GROUP for each delegate.
6. Select the STATUS for each delegate.
7. Select DISABILITY of each delegate.
8. Click on + icon add details of another child.
9. Click on the Delete icon to remove the corresponding record.

if you cannot find the name of any of the delegate then follow these steps:

1. Click on a link on this form or click on click on Add New Delegate option on the sidebar.
2. Enter your Surname.
3. Enter your First Name.
4. Enter your Middle Name.
5. Enter your Phone number.
6. Enter your Address.
7. Enter your city.

8. Select your Gender.
9. Select your Age Group.

If your church is not on the list of churches, then follow these steps:

- Click on the Add New Church option on the sidebar.
- Click to select church.
- Enter the name of your church.
- Enter Church Address.
- Enter your church City Name.
- Select your Church's State.
- Enter your Church Contact's Email Address.
- Enter your Church Contact's Phone Number.