

REGISTERING FOR MOMENTUM YOUTH CONFERENCE

Thank you for registering for Momentum! We hope this step by step guide and our registration system make the registration process smooth, but please contact our Registrar at registrar@cenational.org if you have questions.

STEP ONE: VISIT BUILDMOMENTUM.ORG AND SELECT ANY “REGISTER NOW” BUTTON

This page offers an explanation of the different options to register. (Student, Youth Worker, Adult Guest, Volunteer, Young Adult Guest, etc.) Select the “Continue to registration” button.

STEP TWO: SELECT “CLICK HERE” NEXT TO EITHER PARENT/STUDENT REGISTRATION OR LEAD CONTACT








Lead Contacts can select “click here” to access their Lead Contact Dashboard

Welcome to the CE National Event Registration System

If you are a parent or student registering for an event, [click here](#).

If you are the Lead Contact from a church, [click here](#).

The CE National Event Registration System



STEP THREE: CREATE A FAMILY ACCOUNT OR SIGN IN AFTER YOU'VE MADE A FAMILY ACCOUNT

Every person who wants to register for a CE National sponsored event, such as Momentum must create a "family account" even if there is only one person registering from the family.

If there is more than one person registering in your family, you'll be able to register them all under your one family account log in.

CE National Event Registration System



*CE National is a Church Effectiveness ministry. Our mission is to be a catalyst for all believers to be trained and mobilized to be ON MISSION. CE National offers events such as Operation Barnabas, Urban Hope trips to Philadelphia, Momentum Youth Conference, Streetwise, and much more.
Find out more at cenational.org.*

Family Account Sign In

In order to streamline your registration whether you are registering multiple people or just yourself for an event(s), every registrant must be a part of a "Family Account."

But I'm just one person.

Individuals need to create a family account to register themselves for events.
The information in the family account is saved and only needs to be entered once.
Households with multiple registrants only need one Family Account for the entire household.

Create a [family account](#) or [Sign in to an existing account](#).

STEP FOUR: ENTER INFORMATION FOR YOUR FAMILY ACCOUNT

Create a Login for whoever will be your Family Account manager

Create Your Family Account

One account to register all your family members

But I'm just one person?

Individuals need to create a family account to register themselves for events.

First Name (Person who will manage the family account.)

Last Name

Email Address

4. LOG INTO YOUR FAMILY ACCOUNT

Family Sign In

Email Address

✘

Password

✔

[Don't remember password?](#)

4. TO START REGISTERING FOR AN EVENT, YOU'LL FIRST NEED TO "ADD FAMILY MEMBERS" TO YOUR FAMILY ACCOUNT

Family Account Dashboard

You are registering with
Indiana Youth Pastor--Indiana, IN

[Change the church](#) your family is attending

[Add Family Members](#) to begin the registration process.

[Log Out](#)

STEP FIVE: ENTER INFORMATION FOR THE FAMILY MEMBER (OR YOURSELF) WHO WILL BE REGISTERED FOR THE EVENT

Add Family Member

First Name

Last Name

Family Member Email Address (As the family head, you will receive all registration emails for this family member. If you would like your family member to also receive emails, please enter his or her address here. If your family member does not have an email address, please leave this field blank.)

STEP SIX: NOW YOU'RE READY TO START THE REGISTRATION. SELECT THE START REGISTRATION BUTTON.

Family Account Dashboard

You are registering with
Indiana Youth Pastor--Indiana, IN

[Change the church](#) your family is attending

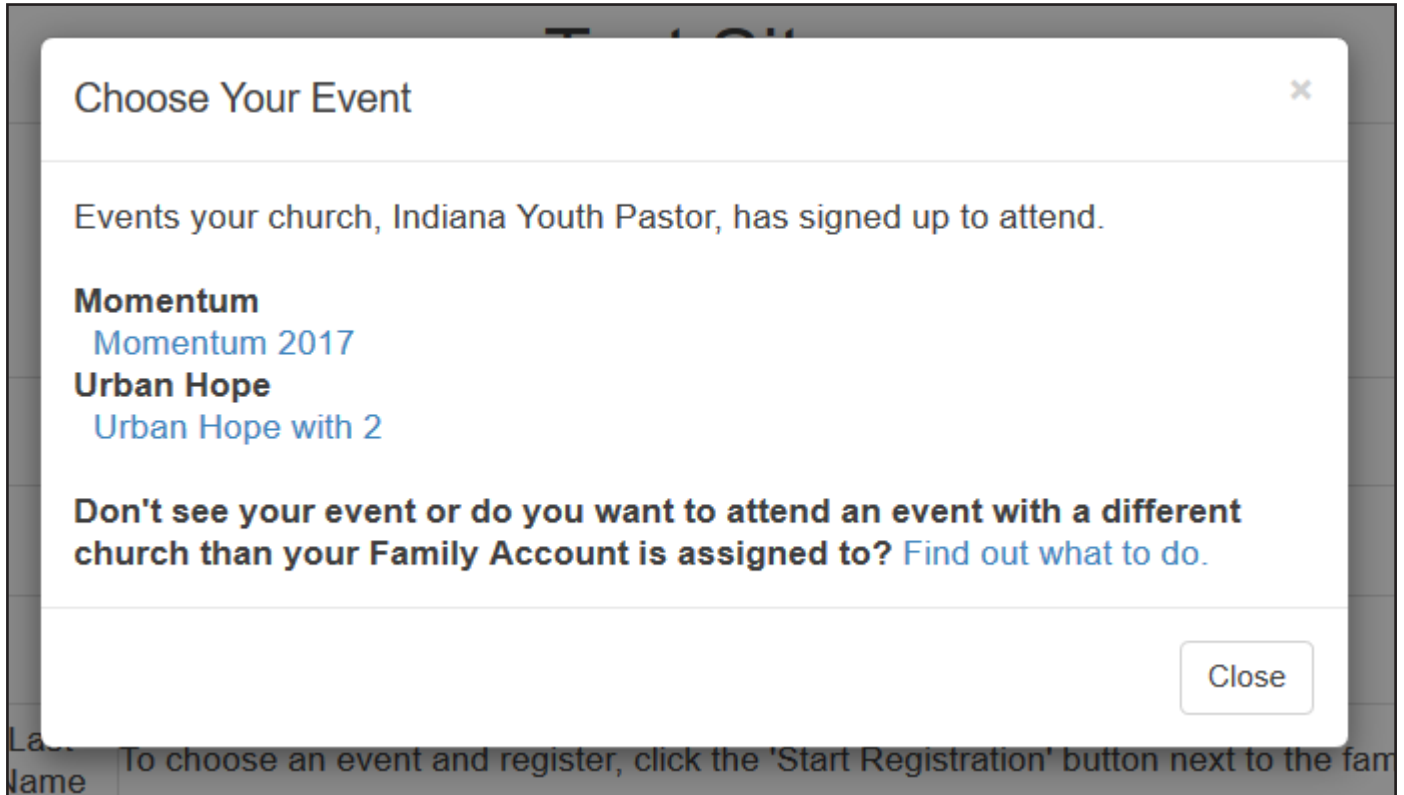
[Add Family Members](#) to begin the registration process.

[Log Out](#)

First Name	Last Name	To choose an event and register, click the 'Start Registration' button next to the family member.
Erin	Fowler	Start Registration

STEP SEVEN: SELECT “MOMENTUM 2017” AS YOUR EVENT TO REGISTER FOR

A pop up window will list the events your church has indicated they are attending. If you don't see the event you'd like to register for, your church has not indicated that they are bringing a group. You'll need to contact our Registrar at registrar@cenational.org to see if your church is attending the event. If you'd like to attend an event with an alternative church, select “find out what to do” in the pop up window.




STEP EIGHT: FOLLOW THE STEPS TO REGISTER

Start by choosing your registration status in Step #1. Visit buildmomentum.org and select and “Register Now” button to view an explanation of registration status (ie. Student, Youth Worker, Adult Guest, etc)

First Name	Last Name	To choose an event and register, click the 'Start Registration' button next to the family member.				
Erin	Fowler	Start Registration				
		Step #1 Choose your status below first and click 'Save.'	Step #2 Event Specific Information	Step #3 Medical and Signature Forms	Step #4 Make Payment <small>(Deposit MUST be paid before registration is complete)</small>	<div style="display: flex; flex-direction: column; align-items: center;"> <div style="margin-bottom: 5px;">✗ No payment</div> <div style="margin-bottom: 5px;">✗ Deposit Paid</div> <div style="margin-bottom: 5px;">✓ Paid in full</div> </div>
MOMENTUM YOUTH CONFERENCE		Momentum 2017 Choose Registration Status Choose Status <input type="button" value="Save"/>				✗ Charges = \$0.00 Payments = \$0.00 Balance = \$0.00

STEP NINE: ONCE YOU CHOOSE YOUR STATUS, MOVE ON TO STEP TWO BY SELECTING THE BLUE INFO ICON

When you complete each step the next icon will be colored to indicate your advancement.

Step #1 Choose your status below first and click 'Save.'	Step #2 Event Specific Information
Momentum 2017 Choose Registration Status Choose Status <input type="button" value="Save"/> Status Chosen: Student	



STEP TEN: ENTER EVENT INFORMATION

Select event specific options like Breakfast Plan, T Shirt Size, and Early Arrival

Enter Event Information Changes made can effect your total charges. Return to Family Dashboard	
You are registering:	Erin
for:	Momentum 2017
with:	Indiana Youth Pastor - Indiana, IN (Wrong church?)
Breakfast Plan = \$25.00	
Breakfast Plan	Choose Option <input type="button" value="v"/>
T-shirt	Choose Size <input type="button" value="v"/>
Early Arrival means you are arriving on Monday, one day in advance of the regular Tuesday Check-in. Early arrival costs \$25.00 and covers housing Monday evening. Early arrival check in is from 8-10 p.m. on	

STEP ELEVEN: CONTINUE TO MEDICAL AND SIGNATURE FORMS

Click the medical icon to advance to step three and submit your medical information and sign authorization and release forms.

Step #1 Choose your status below first and click 'Save.'	Step #2 Event Specific Information	Step #3 Medical and Signature Forms
Momentum 2017 Status Chosen: Student		

STEP TWELVE: REVIEW YOUR INFORMATION

Review the information you've registered with and return to your Family Account Dashboard

Please look over the information you have submitted and either:

1) [Make Changes](#) or 2) Return to your [family dashboard](#)

You are not registered for this event until your deposit is paid. Your deposit can be paid by returning to your Family Dashboard and selecting the payment icon under Step #4.

The cost of this event is determined by the date you pay your deposit and balance.

Date: 01/25/2017

STEP THIRTEEN: CONTINUE TO STEP FOUR

Click on the money icon to make a payment. You can make increments of payment or pay your full balance at any time. You are not registered for the event until you (or your church) has paid your \$75 deposit. To secure the best rate your \$75 deposit must be paid by March 31 and your full balance by June 15.

Step #2 Event Specific Information	Step #3 Medical and Signature Forms	Step #4 Make Payment (Deposit MUST be paid before registration is complete)
