Saint Paul Area Synod Assembly
May 13-14, 2022
St. Andrew's, Mahtomedi

EMERGING IN
HOPE

Registration Walk-Through
www.spas-elca.org/2022-synod-assembly

The first part of registration requires you to select the number of people you are registering. Congregations may decide to register and pay for all of their voting members or have individual attendees register themselves. Choose the correct number from the dropdown, then click "**Register Now.**"

Please fill out the following for each attendee you are registering:

- **First Name** - Please give the first name *without* any titles or middle names.
- **Last Name** - Please give the last name, again, omitting any middle name or initial.
- **Email Address** - Please give INDIVIDUAL email addresses. If you are filling out this form for multiple people and give only your email address, you must forward any communication to those you have registered.
- **Congregation/Organization** - List your congregation or ministry site but please omit "Lutheran Church" when it comes at the end of a church name (eg. Trinity...not Trinity Lutheran Church). If you are a pastor or a deacon under call in specialized ministry, list your workplace, not your worshiping community. If you are attending as a member of Synod Council (and not as a voting member with your congregation), please put "Synod Council" here.
- **City of Congregation/Organization** - List the city where the congregation/organization is located. State and zip code are not needed.
- **Pronouns** - This optional section allows you to display your pronouns (eg. She/Her/Hers) on your name tag if you wish. Leave it blank if you don't want them displayed. Pronouns will be printed as they are typed so please doublecheck your entry!
- **Dietary Restrictions** - Please note that while we can reasonably accommodate vegetarian, dairy free and gluten free needs, we are not able to account for every need/allergen.
- **Preferred Gender Identity -** Select the preferred gender identity for this attendee: male, female or other. The synod constitution calls for as near as possible to equal representation of male and female participants. We recognize and welcome people with a diverse set of gender identities, hence the three options.
- **Electronic (Guidebook app) or Printed Materials** - If you would like your assembly materials in a paper-saving, digital format accessible on your phone or tablet, choose Guidebook. Printed booklets are the other option.
- **Registration Category**- Select from:
  - *Rostered Minister* - a pastor or deacon currently serving under call in this synod [has "voice" + "vote"]
  - *Lay Voter* - a member of your congregation elected as a voting member to Synod Assembly ["voice" + "vote"]
  - *Advisor* -Small category that includes rostered ministers on leave from call, synod/churchwide staff, certain members of Synod Council and retired clergy who are not voting members ["voice" but no "vote"]
  - *Visitor* - a person attending assembly simply for personal interest in a topic or someone working a vendor table [neither "voice" nor "vote"]

Once these questions are filled out for all attendees, click "**Proceed to Payment Options.**" You must pay for all attendees you have registered in order to complete the registration. You have the option to pay through PayPal or Vanco. Either payment platform allows you to pay by credit card, but if you wish to pay by e-check, you must choose to pay through Vanco. Once all the payment information has been entered, click "**Proceed to Finalize Registration**." Your registration is now complete, and every person registered will receive a confirmation email to the email they were registered with.

Questions? Contact Michael Gold, Assembly Registrar, at michael.gold@spas-elca.org.