



*"For we are God's servants, Working together,
you are God's field, God's building." - 1 Corinthians 3:9*

2022 Synod Assembly



Southwestern Minnesota Synod
Evangelical Lutheran Church in America
God's work. Our hands.

Registration: Step-by-Step

Registering for the Assembly may be done by the voting member or by a congregation secretary or pastor on behalf of the voting member. It is extremely important that each voting member is registered and counted in credentials upon logging into the Assembly. It will be essential to gather the information below prior to registering other voting members.

- + First and last name
- + Registration category (voting lay, voting rostered, advisory)
- + Congregation name and city
- + Conference (this is a drop-down menu)
- + Individual, unique email (**each voting member must have their own email address**)
- + Cell phone number
- + Home address (we will be mailing packets to voting members who request them)
- + Gender
- + Payment must be made at time of registration (credit, debit, or check info)
Online payments are processed with Vanco, a certified level 1 PCI 3.2 service provider

Registration Step One:

- + Registration begins with this link: <https://swmnelca.org/synod-assembly/>
- + Enter your email address. Click "Sign In" or if you are new or do not remember your password click, "Continue as Guest".
 - **If you are registering someone else and you are not attending**, check, **"I am registering someone else"**. (Remember to have voting member information ready.) Click **"ADD"** and type in each person you are registering. **STAY ON THIS PAGE** until you see all the voting members. Click **"NEXT"**. Scroll down the list to verify it is complete. If not, hit the "back" button and add names prior to moving forward. Fill in all the blanks. Click **"NEXT"**. This is a summary of the information. Click **"NEXT"**. To complete the registration, payment information **must** be entered. Credit/Debit Card or check information is accepted. Upon completion, each voting member will receive an email confirmation with a **confirmation number**. This will serve as their **Voter ID Key**. **SAVE THIS EMAIL**. Be sure to check spam/junk folders. If it is not found, contact kristin.bakeberg@swmnelca.org.

- **If you are registering just yourself**, check “**I am registering myself**”. Enter your first and last name. Again, the database might recognize you. Click “**Sign In**” or “**Continue as Guest**”. Click “**ADD**”. Click “**NEXT**”. Fill in all the blanks. Click “**NEXT**”. This is a summary of your information. Click “**NEXT**”. To complete the registration, enter in your payment information. Credit/Debit Card or check information is accepted.
- Upon completion, each voting member will receive an email confirmation with a **confirmation number**. This will serve as your **Voter ID Key**. **SAVE THIS EMAIL**. Be sure to check your spam/junk folders. If it is not found, contact kristin.bakeberg@swmnelca.org.

Registration Step Two: Register for the Zoom Link

While the first step of registration may have been completed by a congregation secretary or pastor, **the second step should be completed by the actual voting member**. You will need to have the confirmation email with the confirmation number (Voter ID Key) in order to complete step two.

First, either copy and paste or click the link below.

Click this link: https://us02web.zoom.us/meeting/register/tZ0rcuqsrDkpEtNC04CMPZ6Ey_OD5c-QYzzY

It is also available on our website: <http://www.swmnelca.org/synod-assembly>

You are now registering for the actual Zoom meeting. The registration will ask for first and last name, email address and Voter ID Key.

Upon completion, you will receive a message stating, “*Your registration request for this meeting has been submitted to the host for approval. You will receive an email regarding your registration status.*”

Weekly, and again prior to the start of the Assembly, the team will verify all registrations. At that time, another email will automatically be sent out from SW MN Synod ELCA (no-reply@zoom.us) to each voting member with their own personal Zoom Link to the 2022 SW MN Synod Assembly. Save this email but do not share it. (We do not want two of the same person trying to log into the Assembly!) If you misplace or lose the email, contact Kristin Bakeberg or Tammy Schacher.

There will be a lot more information coming shortly!! If you have questions or need assistance contact kristin.bakeberg@swmnelca.org or tammy.schacher@swmnelca.org



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