

HOW TO REGISTER FOR THE 2009 OHIO DISTRICT CONVENTION

Go to the Ohio District website: www.oh.lcms.org

On the Home page, hover your cursor over the “2009 District Convention” button, then click on “Convention Registration”

You will be directed to LCSREG.COM where you will process your registration using the following steps:

1. Click on the blue “Create User Profile” box in the center of the page.
2. On the right-hand side, under Account Manager, enter your information. Most fields are self-explanatory. In the User Name and Password fields, enter your choice of user name and password. Remember your User Name and Password for future login. Note that whatever you put in the Badge Name field will appear on your Convention nametag. After you have entered all of your information, click “Create My Account”.
3. You will be directed to the registration Home page. Select the appropriate Registration box depending on whether you are a voting delegate, staff, Board member, speaker OR advisory rostered worker, guest, spouse.
4. READ the Registration greeting and click [HERE](#) to begin the registration process.
5. Information from your profile will populate most of the registration form. Complete the fields that do not contain data and are applicable to you. You must indicate your Gender and your Lodging Requirements to continue. When you are finished, click “Continue with Registration Process”.
6. Note: Double-occupancy Fees for voting and advisory delegates, District Board members, staff members and Convention speakers are covered by the Congregational Assessment. If you fit this category and have no special housing needs your registration is complete. Click [HERE](#) on the Thank You page.
7. If you are attending as a Vicar, Youth Representative, Spouse or Guest OR require single occupancy and/or Wednesday evening housing, scroll down and complete the bottom portion of the Thank You page. After checking the items that apply, review your charges and click the link at the bottom of the page which will take you to a payment screen where you will be able to use PayPal to process your payment.
8. If you prefer to pay by check, scroll back up to the top section of the page and follow the instructions to access a payment form and mail a check. Print the form, complete it and mail it, along with your check, to the address indicated on the form. Close the payment form window and logout of the registration page. Your registration is complete.

A CONFIRMATION OF YOUR REGISTRATION WILL BE SENT TO YOUR EMAIL ADDRESS

**Questions pertaining to online registration should be addressed to
Rev. Paul Schlueter at 937-349-2405 or pastorschlueter@gmail.com**

*If you do not have access to the internet, contact Vivian Smeraldi at 800-901-2297,
extension 15 and ask that a paper registration form be mailed to you.*

Note: Registration closes on April 20, 2009