

Please follow these steps to begin registering your group for CHIC 2018:

1. Select the tab "Create a new group account"
  - a. Enter your email address.
  - b. Create a 6-character (minimum) password.
  - c. Remember this login information as you will use this to login to manage your registration throughout the process.
2. Select your Group Size including your Group Leader.
3. Enter the names of everyone in your group into the spaces provided. Be sure and list the Group Leader in the first space.
  - a. If you do not know the names of those attending and wish to hold spots, please enter Student 1, Student 2, etc. as the first name and YOUR last name. Do the same for Adult spots, Adult 1, Group Leader last name.
4. Enter the details for the Group Leader, including Group Name (Church Name, Group Leader Name). Also, enter all demographic information for the church.
5. The next screen is: CHIC 2018 Group Registration Summary
  - a. Select the "Register" button by each name to verify their details and add a Student or Adult deposit.
  - b. If you need to add additional people, select Edit Group.
6. The next screen is: Payment Page
  - a. Select the "I will print the invoice, and send a church check" option and click submit.
7. Please add [conferences@utk.edu](mailto:conferences@utk.edu) as a safe sender in your email account. This will prevent our emails regarding CHIC registration from going to your SPAM folder.
8. You will receive a confirmation email from UT Conferences with your Deposit Invoice, a Personalized Link to your Group Portal and the next steps in the registration process.
9. Print the Deposit Invoice and send a church check for all deposit fees within 2 weeks of registering your group.
10. All members of your group must complete the required forms (Student Registration Form & Adult Application).
11. Once forms are complete, you may either mail to our office or visit your Group Portal.
  - a. Mailing Address: P.O. Box 2648, ATT: CHIC 2018, Knoxville, TN 37901
  - b. Group Portal (2 Options on Group Details page)
    - i. Beside each individual's name, select "Edit Registration" and upload his/her Registration Form using the tool provided.
    - ii. Beside each individual's name, select "Email Registration Link" to email the tool for the individual to upload his/her own form. \*Note: this can also be emailed to parents.
12. **IMPORTANT:** All uploaded or mailed forms **MUST** have all required signatures.
13. Make sure Adult members of your group are facilitating the submission of a Pastoral Recommendation Form.
14. In order to retain the Early Bird Fee Category, All Student and Adult Registration Forms **MUST** be submitted by January 18, 2018. In order to retain the Regular Rate Registration Forms must be submitted by April 18, 2018. All Registration Forms submitted after April 18, 2018 will receive the Late Registration Fee.
15. Register your group for Early Arrival Housing or Airport Transportation if needed. You may complete this process through your Group Portal or by completing and mailing in the form with payment by church check.
16. Excursion registration will open in early 2018. Once Excursion Registration is open, Group Leaders may use their Group Portal to register their group members for excursions themselves and then submit a church check or credit card for payment OR select the option to email Group Members through the Group Portal and allow each individual to complete their own Excursion Registration and pay on their own. This is the **ONLY** fee related to CHIC that can be paid by individuals using credit cards. ALL other fees must be paid by a church check. Group Members must have submitted their completed Student or Adult Registration Forms prior to registering for excursions.

As we get closer to CHIC 2018, there will be a few more steps we will ask Group Leaders to assist with in order to ensure we are completely prepared to host your group. In addition, within a few weeks of your initial registration, a member of UT's Event Staff will contact you. That Staff member will be your personal contact throughout the CHIC Registration process and will be happy to answer any questions you may have.