


# Iron Sharpens Iron Group Registration Instructions

The group registration process through our registration entity – Planning Center – offers the means for groups of men to register online and receive their group discount. However, we recommend printing and following procedures in order to avoid confusion. The system does not display the early bird discount until the end of the process:

**Step 1:** Click on the Register Online button to be taken to a screen as shown below. Enter your email address and click Continue:



IRON SHARPENS IRON  
MEN'S CONFERENCE  
SATURDAY OCT 14, 2017  
LONDON BRIDGE BAPTIST CHURCH  
VIRGINIA BEACH, VA  
8:30AM-5:00PM

IRON SHARPENS IRON  
SO ONE MAN SHARPENS ANOTHER  
PROV. 13:12, 2017

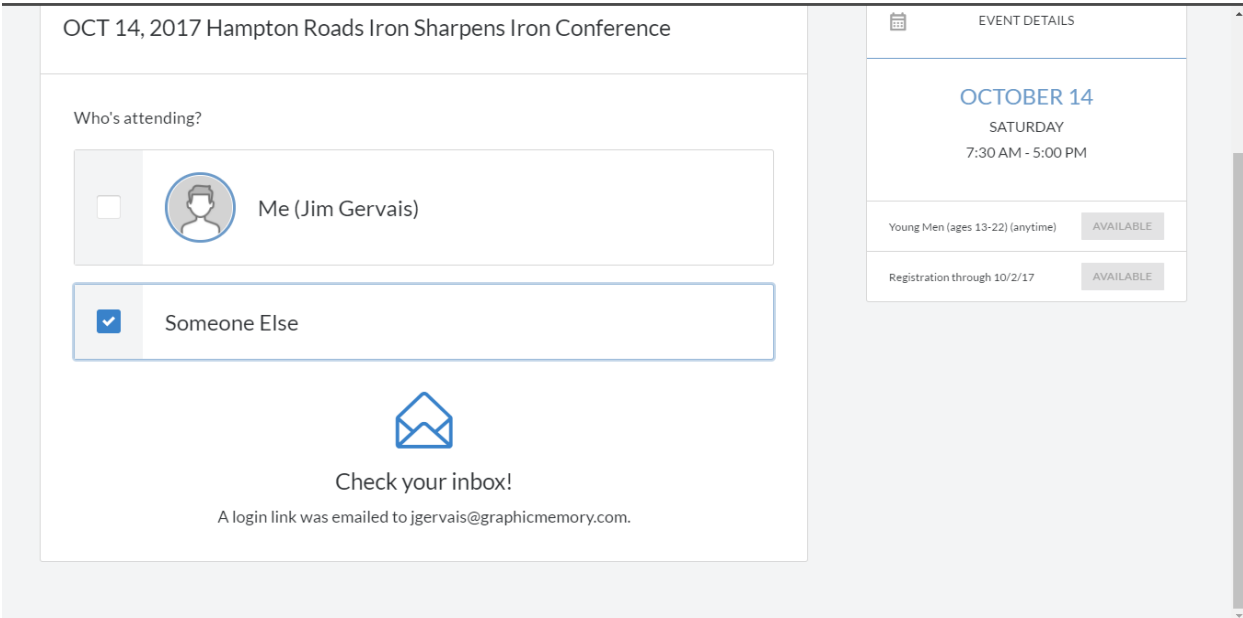
Enter your email address to get started

EMAIL ADDRESS:

If you are registering someone else for this event, you'll be able to enter their info next

Continue

**Step 2:** Click on the Email My Login Link. You will then be given the message below:



OCT 14, 2017 Hampton Roads Iron Sharpens Iron Conference

Who's attending?

Me (Jim Gervais)

Someone Else

Check your inbox!  
A login link was emailed to jgervais@graphicmemory.com.

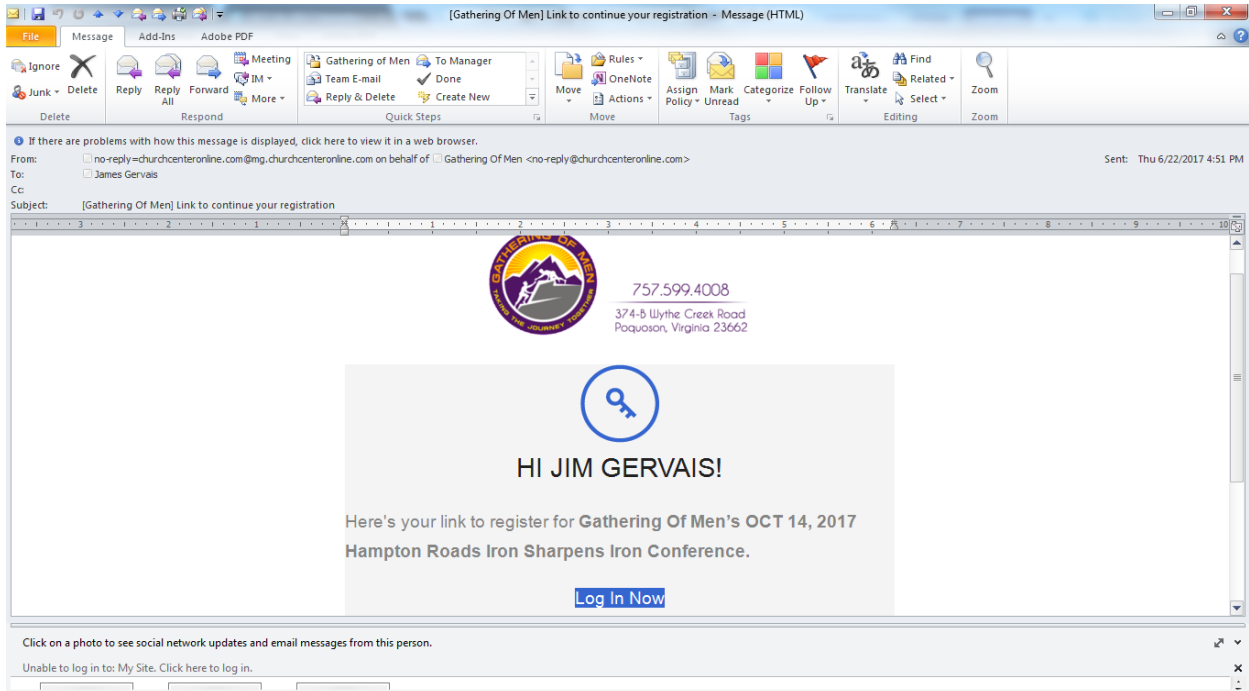
EVENT DETAILS

OCTOBER 14  
SATURDAY  
7:30 AM - 5:00 PM

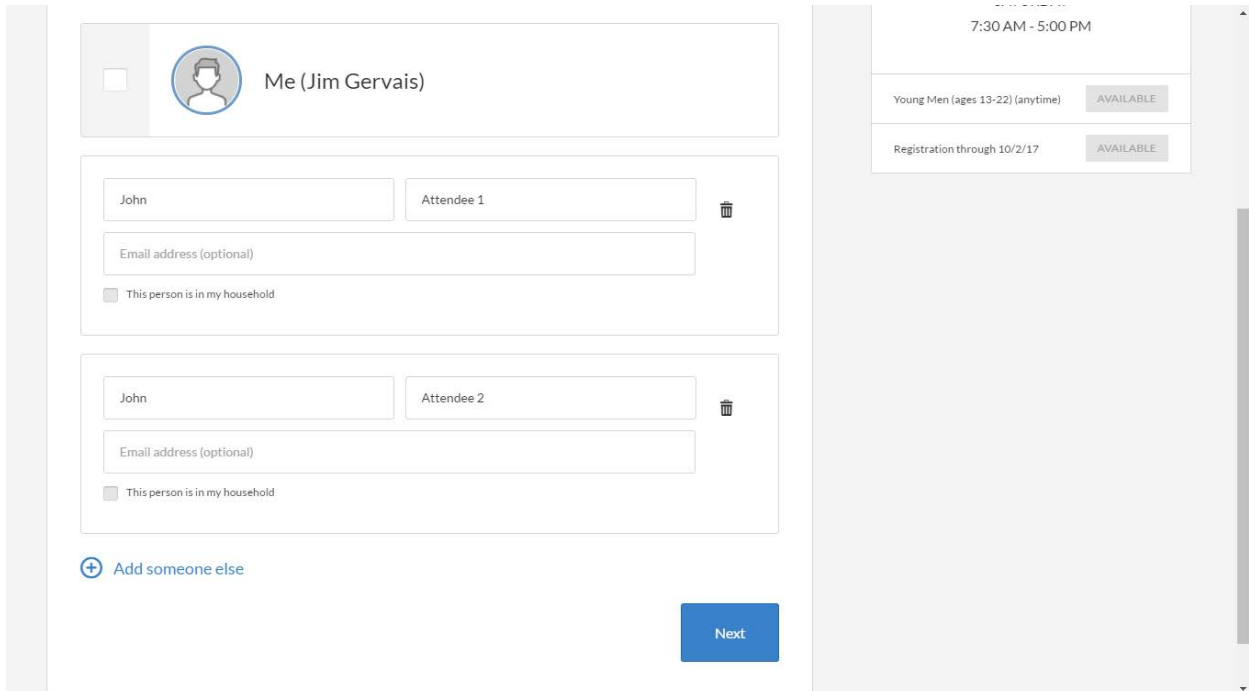
Young Men (ages 13-22) (anytime) AVAILABLE

Registration through 10/2/17 AVAILABLE

**Step 3:** Check your email and click on the **Log In Now** button in the message body. A new browser window will display:



**Step 4:** This displays a screen where you will enter all the members of your group. Click **Add Someone Else** for each in the group. Add First and Last Name for each attendee and their email address (e-mail address not required).



**Step 5:** After adding all members of your group, click the Next button at bottom of the page. The page below will appear with each member listed. Choose **Registration through 10/2/17 - \$53.00** in the drop down for each of the members down the page:

John Attendee 6      Registration through 10/2/17 - \$53.00 ▾

John Attendee 7      Registration through 10/2/17 - \$53.00 ▾

John Attendee 8      Registration through 10/2/17 - \$53.00 ▾

John Attendee 9      Registration through 10/2/17 - \$53.00 ▾  
 Young Men (ages 13-22) (anytime) - \$29.00  
 Registration through 10/2/17 - \$53.00

Next

**Step 6:** After clicking Next, a detail page for each member of the group will display to add address and contact info (not required) and whether each will want a Box Lunch added to each. You will have to repeat this for each member. You will see Optional Box Lunch added to each in the right column box:

Home ▾      street address     

city      state      zip code

ADD ANOTHER ADDRESS

PHONE NUMBER

Mobile ▾      phone number     

ADD ANOTHER PHONE

Add-Ons

Optional Box Lunch  
 + \$8

Next

REGISTRATION COST

**\$ 520**

Jim Gervais  
 Registration through 10/2/17      \$53  
 Optional Box Lunch .....\$8

John Attendee 1  
 Registration through 10/2/17      \$53  
 Optional Box Lunch .....\$8

John Attendee 2  
 Registration through 10/2/17      \$53  
 Optional Box Lunch .....\$8

John Attendee 3  
 Registration through 10/2/17      \$53  
 Optional Box Lunch .....\$8

John Attendee 4  
 Registration through 10/2/17      \$53  
 Optional Box Lunch .....\$8

John Attendee 5

Waiting for gatheringofmen.churchcenteronline.com...

Step 7: When you reach the last member in the process above, the system will then display a complete registration overview page displaying all members and their details. In the right total column box, you will then see the Discounts – Early Bird Discount display subtracting from the total for the \$44.00 each registration fee through 10/02/17.

Enter credit card information to complete the registration process.

Note: the group system recognizes when there have been 10 or more members of the group registered. If less than ten, each individual will be registered at the Individual Registration early bird fee of \$53.00 through 10/02/17 (\$61.00 with Box Lunch option). After 10/02/17, all registrants will be charged the full \$59.00 registration fee.

OCT 14, 2017 Hampton Roads Iron Sharpens Iron Conference

Please review your registration  
Double check that everything looks right then click "Finish and Pay" to complete your registration.

**Jim Gervais**  
Registration through 10/2/17  
EDIT THIS ATTENDEE REMOVE THIS ATTENDEE

Costs

Registration through 10/2/17	\$53
Optional Box Lunch	\$8
<b>Subtotal</b>	<b>\$61</b>

**John Attendee 1**  
Registration through 10/2/17  
EDIT THIS ATTENDEE REMOVE THIS ATTENDEE

**COSTS**

Jim Gervais	\$61
John Attendee 1	\$61
John Attendee 2	\$61
John Attendee 3	\$61
John Attendee 4	\$61
John Attendee 5	\$61
John Attendee 6	\$61
John Attendee 7	\$61
John Attendee 8	\$61
John Attendee 9	\$61
<b>Subtotal</b>	<b>\$610</b>
<b>Discounts</b>	
Early Bird Discount	-\$90
<b>Balance</b>	<b>\$520</b>

card number

mm yyyy cvc