HOALTC Church Coordinator Registration Worksheet 2024

This worksheet is provided so all the information you will need for the registration system will be gathered in advance. Please contact us at ltc@hoaltc.org if you have any questions.

1. **Please register the single Church Coordinator before registering any students or Hotel Rooms by selecting "Church Coordinator" on the dropdown menu.**

   - We will be asking for your contact information and address in case we need to mail you anything before or after the convention, as well as a size for your special church coordinator HOALTC T-shirt, our gift of thanks for your support.
   - So we can have enough chairs (this number can be revised later), the number of people at:
     Friday opening celebration and events: _____ Sunday morning Youth lead Worship _____
   - Tables in Hall A _____ x ($15 each)
   - Number of nights for two-bedroom suites at $450 per night _____
   - Number of shadowboxes needed for new students from Family registration worksheet _____
   - Number of oversize vehicles _____
   - Hotel group number for 9 PM checkout on Saturday if needed (see hotel room information below) _____

2. Please review the family registration worksheets and total the quantity by size below. You will just be entering the total needed by size like last year, it is easier for everyone. **Please bring those family worksheets to the convention so you will know how to distribute the extra t-shirts we give you on Friday.**

T shirt Size	Total Qty
YOUTH M	
YOUTH L	
Adult S	
Adult M	
Adult L	
Adult XL	
Adult 2XL	
Adult 3XL	

3. **Please register each student individually using the information from each student's worksheet by selecting "Student" on the dropdown menu.**

4. **Please register from the family registration worksheets each hotel room information.** Instead of selecting "Church Coordinator" or "Student" from the drop down, please select "Hotel Room". We are moving the hotel room registrations to our registration system in 2024 so everything will be in one place. For each Responsible Adult, you will be entering the check-in and check-out dates, what kind of rooms are needed, any special needs, and the hotel group number. If you are church 100, your first room assignment will be 100-01, like we did for 2023. As always, the two-bedroom suites are limited to 1 per congregation. They are assigned based on postmark date of payment for all student registrations, hotel rooms, and extra t-shirts.

The registration system will produce a total due and show the address the church check should be mailed to. Remember, always contact ltc@hoaltc.org with questions, or if you need assistance in creating or reprinting your registration.