

HOALTC Church Coordinator Registration Worksheet 2025

This worksheet is provided so all the information you will need for the registration system will be gathered in advance. Please read all the instructions below before starting and contact us at registration@hoaltc.org if you have any questions. Please review this entire worksheet before starting the on-line registration system.

Note: Until you “Check Out” the first time, all your work is in a shopping cart, and will be lost if you don’t check out. Some church coordinators prefer to enter the Church Coordinator registration (or part of it) first, and then check out. They then go back into the registration system and revise it by adding additional registrations for the students and hotel rooms. Each time you save a registration that way, it is saved and not in the shopping cart.

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 that we can have enough chairs to seat everyone, the number of students, parents, and observers at: Friday opening celebration and Friday and Saturday 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 _____ See information toward the bottom of the page at hoaltc.org/parking

2. Please review the family registration worksheets and total the quantity by size below. You will just enter the total needed by size into the registration system, 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 S	
YOUTH M	
YOUTH L	
Adult S	
Adult M	

T shirt Size	Total Qty
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. You will have to determine which student is in which team before starting.

4. Please register from the family/observer registration worksheets for the information for each hotel room information. Instead of selecting “Church Coordinator” or “Student” from the drop down, please select “Hotel Room”. The hotel room registration successfully (mostly) moved over to this system in 2024, so we are repeating that in 2025. For each Hotel Room, you will be entering the responsible Adults, the check-in and check-out dates, what kind of rooms are needed, any special needs such as connecting rooms or the one room late checkout on Saturday night at 9 PM, and the hotel group number. If you are church 100, your first room assignment will be 100-01, like we did for 2024. 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. **Note – due to girls’ volleyball conflict in 2025, there will be a limited number of hotel rooms in the Sheraton**

Each time you “Check out”, the registration system will produce an updated total due and show the address to mail the church check. Remember, always contact registration@hoaltc.org with questions, or if you need assistance in creating or reprinting your registration.