



Step by Step Instructions on How to Register for Synod Assembly - Voters

Voters need to be registered before 5 pm ET on April 12 in order to take advantage of the regular voter registration rate of \$60. After 5 pm ET on April 12, the late registration fee is \$70. Registration closes permanently at 5 pm ET on April 29, 2024 and will not open again due to technology requirements.

If you are a Voting Member, please follow these instructions:

1. Go to the Synod Assembly website: nglsynod.org/synod-assembly/
2. Choose “Voter Registration” from the menu on the right-hand side of the page.
3. Fill in all fields on the form and be sure to choose your appropriate voter category.
Please note: **each voting member must have their own unique email address in order to vote** at Synod Assembly (voting members may not share email addresses).
4. Please note we will not mail out Part I of the Pre-Assembly. The Pre-Assembly Report will be available mid-April 13, 2024, to download or print on the Synod website.
5. Click “add to cart.”
6. If you would like to add another voting member to your cart, click “continue shopping” underneath the total on the left-hand side of the page and repeat the steps above.
7. Once you are ready to start the checkout process, please note that **payments are online only** again this year.
 - a. **Voting members who do not have to pay for registration (Retired Clergy, Seminarians or Current Lay Synod Council Members):**
 - i. Enter your email address and click “checkout.”
 - ii. Fill in your information and click “place order.”
 - b. **Voting members who pay for registration (Clergy (not retired), Deacons, Lay Males and Females):**
 - i. Enter your email address and choose the payment method you wish to use.
 - ii. Enter your payment information and click “pay now.”
8. Once you place your order you will be redirected to a confirmation page. A copy of your order can be printed from this page or you can wait for the confirmation email to print or save.



Step by Step Instructions on How to Register for Synod Assembly - Visitors

Visitors need to be registered before 5 pm ET on April 12 in order to take advantage of the regular voter registration rate of \$10. After 5 pm ET on April 12, the late registration fee is \$15. Registration closes permanently at 5 pm ET on April 29, 2024 and will not open again due to technology requirements.

If you are a Visitor, please follow these instructions:

9. Go to the Synod Assembly website: nglsynod.org/synod-assembly/
10. Choose “Visitor Registration” button from the menu in the middle of the page.
11. Fill in all fields on the form and be sure to choose your appropriate visitor category.
12. Please note we will not mail out Part I of the Pre-Assembly Report. The Pre-Assembly Report will be available mid-April, 2024 to download or print on the Synod website.
13. Click “add to cart.”
14. If you would like to add another visiting member to your cart, click “continue shopping” underneath the total on the left-hand side of the page and repeat the steps above.
15. Once you are ready to start the checkout process, please note that **payments are online only** again this year.
 - a. **Visiting members who do not have to pay for registration (Seminarians):**
 - i. Enter your email address and click “checkout.”
 - ii. Fill in your information and click “place order.”
 - b. **Visiting members who pay for registration:**
 - i. Enter your email address and choose the payment method you wish to use.
 - ii. Enter your payment information and click “pay now.”
16. Once you place your order you will be redirected to a confirmation page. A copy of your order can be printed from this page or you can wait for the confirmation email to print or save.



2024 Synod Assembly Host Sites

Greetings in the name of the Lord Jesus Christ! 2024 Synod Assembly voting members are invited to gather at their Conference host site on Saturday, May 18, 2024. Voting members are asked to please block off 6 hours of time beginning at 9:30 am ET / 8:30 am CT. The host sites are:

Iron-Gogebic-Ontonagon Conference 1

First Lutheran Church, Ewen, 200 N. Cedar Street

Copper Country Conference 2

Gloria Dei Lutheran in Hancock

Headwaters Conference 3

Ascension Lutheran Church in Minocqua

Four Rivers Conference 4

Bethany Lutheran Church in Norway

Menominee Valley Conference 5

Zion Lutheran Church in Marinette

Tri-County Conference 6

Immanuel Lutheran Church in Escanaba

Three Lakes Conference 7

Faith Lutheran Church in Sault Ste. Marie

Superior Central Conference 8

Messiah Lutheran Church in Marquette