



Step by Step Instructions on How to Register for Synod Assembly

Voters need to be registered before 5 pm ET on April 13 in order to take advantage of the regular voter registration rate of \$60. After 5 pm ET on April 13, the late registration fee is \$70. Registration closes permanently at 5 pm ET on April 29, 2022 and will not open again due to technology requirements.

If you are a Visitor:

No registration needed! All links will be available on the Synod website, Facebook page and YouTube channel.

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

1. Go to the Synod Assembly website: nclsynod.org/assembly/
2. Choose “Voter Registration” from the menu on the right-hand side of the page.
3. Click the green Faith logo to get started.
4. 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).
5. Please note we will not mail out Part I of the Pre-Assembly Report this year because of related costs and availability of paper. The Pre-Assembly Report will be available April 13, 2022 to download or print on the Synod website.
6. Click “add to cart.”
7. 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.
8. 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.”
9. 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.