



## Step by Step Instructions on How to Register for Synod Assembly

*Voters need to be registered before 5 pm ET on April 12 in order to take advantage of the regular voter registration rate of \$125. After 5 pm ET on April 12, the late registration fee is \$150. Registration for voters and visitors closes permanently at 5 pm ET on April 26, 2023 and will not open again due to technology requirements.*

1. Go to the Synod Assembly website: [nglsynod.org/assembly/](https://nglsynod.org/assembly/)
2. Choose “2023 Synod Assembly Registration” from the menu on the top of the page.
3. Click the pink Love logo to get started.
4. Fill in all fields on the form and be sure to choose your appropriate voter or visitor category.
  - a. The **optional Friday morning breakfast menu** will include scones, eggs, fruit, meat and a Celtic devotion. Proceeds benefit the NMU Campus Ministry Pilgrimage to Iona, Scotland May 24-June 3, 2023.
  - b. The **optional Saturday morning breakfast menu** will include breakfast tacos (tortillas, eggs, breakfast sausage and salsas) and Honduran breakfast burritos (eggs and black beans). Proceeds benefit Messiah Lutheran Church’s asylum-seeking family.
5. Please note the Pre-Assembly Report will be available April 12, 2023 to download or print on the Synod Assembly website.
6. Click “add to cart.”
7. If you would like to add another voting member to your cart, click “continue registering more” underneath the total on the left-hand side of the page and repeat the steps above.
8. Payments are by PayPal or credit card only. Once you are ready to checkout:
  - a. **Those who do not have to pay for registration (Retired Clergy, Retired Deacons, Current Lay Synod Council Members and Seminarians):**
    - i. Enter your email address and click “checkout.”
    - ii. Fill in your information and click “place order.”
  - b. **Those who pay for registration (Clergy (not retired), Deacons, Lay Males and Females and Visitors):**
    - 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.