**Registration** **Guide:**

Early Bird: If you have received an email with a code because you pre-registered last fall you may register either individually, as a family or as a youth group under the Early Bird.

Partner/Member: If you have an individual membership to Evana or you attend a member/partner church of Evana, you may register under the Partner/Member category.

Regular Registration: If you are not an individual member or attend a Partner/Member church you may register under the Regular Registration category.

* If you don’t attend an Evana Partner Church, you can become an individual member on our [website](http://www.evananetwork.org/join-us.).

If you have previously registered for ReGen 2020, please register yourself and those that are attending with you. Choose the “Invoice Me” option at the payment option, then call Lori Ann Izeke, 574-538-9378 to adjust your pricing.

If you are registering as an individual or family please follow these guidelines:

* Fill out personal information on registration form completely.
* If you have anyone attending the event with you, make sure to add them using the tab at the bottom of the registration page labeled “add guest”. If you complete and confirm your registration you cannot go back and add a guest onto the main registration. However, if you need to add additional people onto the registration please email Lori Ann Izeke at lori@evananetwork.org with whom the additional registration should be under and all the registration information. An email will be sent to you and you may review your registration and complete your payment.
* If you choose to pay by **check**, use the “invoice me”. This will send out an emailed invoice to the main registration email and provide you with a invoice number. Payment by check can be sent to: Evana Network, P.O. Box 33 Millersburg, IN 46543
* If you choose to pay by **credit card** you can select the “pay now”. This will take to you PayPal, you can either log into your PayPal account or use the “pay with credit or debit card” prompt and follow the instructions.

If you are registering a youth group follow these guidelines:

* Download a Registration Worksheet and Registration, Liability & Medical Release form from the website. If you are registering others in addition to yourself, ask them to fill out the worksheet so that you have all the correct and complete information.
* Enter and verify your email address**. If you have previously registered for a gathering, you can access your account by entering your password**.
* On the **Registration** page, enter **all** personal information accurately (birthdates, grade levels, name as you desire it printed on your name badge).
	+ On this page you will find the option to add others to your registration. There will be a summary of your registration so far and then you will be able to “add guest” onto the main registration. If you complete and confirm your registration you cannot go back to add a guest to the main registration. However, to add additional registrations you may email Lori Ann Izeke at lori@evananetwork.org with whom the additional registration should be under and all registration worksheet information.
	+ Scholarship donations: You may sponsor a person to attend the gathering by providing a percentage or you may customize the amount you would like to donate. The scholarship donations are provided to those that may otherwise not be able to attend ReGen because of funding.
* **Registration, Liability & Medical Release** form: One per each youth group member. Must be **mailed** to the Evana Office by **June 1st 2021** (P.O. Box 33 Millersburg, IN 46543)
* **Confirmation** page:
	+ If you choose to pay by **check**, use the “invoice me”. This will send out an emailed invoice to the main registration email and provide you with a invoice number. Payment by check can be sent to: Evana Network, P.O. Box 33 Millersburg, IN 46543
	+ If you choose to pay by **credit card** you can select the “pay now”. This will take to you PayPal, you can either log into your PayPal account or use the “pay with credit or debit card” prompt and follow the instructions.