



**WISCONSIN
CONFERENCE**
UNITED CHURCH OF CHRIST



Knock Knock Registration Process

United Church Camps, Inc. and the Wisconsin Conference UCC are growing their partnership further by having UCCI host registrations for all collaborative youth events.

UCCI's Youth Event registration process allows leaders to hold space for their group while simultaneously keeping individual health & liability information private. Our registration program has upgraded their software, creating a way for groups to hold space and individuals to register for one of those reserved spots. **This process is new for 2018, so please follow these directions carefully.** You will set up a "group pre-order" in your account. You will be able to reserve spots for your group, divided by gender. Then you will have to distribute individual registration instructions, linking their registration to the group pre-order so that you can see who has registered. Individual instructions are attached.

Before you start you will need:

- Total number of attendees (including youth & adult chaperones)
- # of male & female attendees (including youth & adult chaperones)
- Login information for your church's registration account.
- Plan for payment of fees for your group.

Step 1:

Has your church created a registration account through UCCI? If so, visit www.ucci.org, click "Register" and log in to your church's account. **It is no longer possible to register your group through your personal account.** It may eliminate confusion later to edit your organization's name to read "City-Church Name." Participants will have to search for the church name on a list, and there are lots of First Congregational Churches in Wisconsin. Click "Make a Reservation" on the lower left side of the page, and click on your name under "New Reservations."

If you do not have a church registration account through UCCI, visit www.ucci.org, click "Register," and then click "Create an Account." Select "Corporate / Group" as the type of account, and add your church's information and your own information as the primary contact. You will want to put the organization's name as "City - Church Name." After you create the account, click "Make a Reservation" on the lower left side of the page, and click on your name under "New Reservations."

Step 2:

Select "I am a group leader." Even if you are not attending this event, but are organizing registrations, you are the group leader. This DOES NOT indicate that you will attend; you will still need to complete an individual registration for yourself. Select the event for which you would like to register.

Registration Type

 You have 52 unread messages.

Indicate the description which best describes the type of reservation you are attempting to make. 

I am a group leader >>

I belong to a group that has already reserved space >>

I am registering as an individual >>

Step 3:

The next page is information about the process. Click through to the next page.

Step 4:

Type in the total number of participants in your group, including youth and adult chaperones. You can contact Pilgrim Center to edit this number later. Move to the next page.

Step 5:

Enter the number of male participants (including youth and adults) and number of female participants (including youth and adults). You will only be able to move on from this page when the total in these categories matches the total on the previous page. If you have only one gender, you must put a "0".

Step 6:

The next page explains reservation blocks, or dividing groups into smaller sections. **WE WILL BE USING SINGLE BLOCK RESERVATIONS.** You must create a short description for your block. We recommend using "City-Church Name."

To help your members make the appropriate selection, provide a short name to describe this registration block. This is especially important when multiple registration blocks are used.

Short Description

Madison-First Congregationa *

Step 7:

You need to decide whether to create a code for your group registration. This will ensure that only the people who have the code can register with your group. If you do not create a code, participants will simply have to click on your name to register with your group. **If you create a code, YOU will be responsible for remembering it and sharing it with your group.** If you don't create a code, worst case scenario is that someone from outside your church will register with your group rather than their own. If this happens, let us know and we can move them into the correct group.

Step 8:

Next, we will set up a sponsorship so that the charges for the individual registrations come to your church. Select “Yes,” you wish to subsidize the cost of this event. Click “Next.”

Indicate if you wish to subsidize the cost of attending this event for members who claim spots from this reservation block.

Do you wish to subsidize the cost of attending this event for members who claim spots from this reservation block?

☒ Yes

☐ No

Step 9:

Create a new sponsorship code by clicking on the large “+” sign. The expiration date should be the last day of the event (11/18/2018).

Sponsorships allow you to contribute funds to reduce the cost of attendance for your members. If you have already created a sponsorship code, you may select it from the list below. If you have not yet created a sponsorship code, or if you need to create a new code, select 'Create a new sponsorship code' below.

Create a New Sponsorship Code



Create a new sponsorship code >>

Step 10:

The following page asks for an “Individual Value.” This will be the total fees per person (\$198), unless you are a member of the Northeast Association. The Northeast Association is generously subsidizing this event with \$50 scholarships. The individual cost of Knock Knock is \$198, minus the \$50 is \$148. Northeast Association members should put \$148; everyone else should write \$198 in the box. Click “Next.”

Step 11:

This page asks you for the Total Claim Cap. This will be the amount that your church is charged for this event. To find the Total Claim Cap, multiply the number of participants by the individual cost above. For example, if you have 10 people coming and you are NOT an NEA member, multiply 10 by 198. The total claim cap would be \$1,980. Click “Next.”

Step 12:

Next, indicate the restriction type. Select “X’ Number of Uses Per Individual”. The next box should ask for the limit on the number of uses; type in “1.” Click “Next.”

Indicate restriction type:

'X' number of uses per individual ▼

How many uses:

1

*

Step 13:

It's time to check out. Review the information listed for your sponsorship code. You do NOT need to remember or share the name of the code. The amount will be automatically applied to the individual accounts of your participants. Click "Add to Cart."

Step 14

You do NOT need to create another reservation block. Click "Next."

Step 15:

Click "Proceed to Checkout." On your checkout list, you will have the Group Preorder (the reservation for your group) and the Sponsorship Code (the money that will be used for the individual reservations). Click "Proceed to Payment."

Review your order for accuracy. Once you have verified that everything is correct, click the button to proceed.



Click to view details

(Group Preorder) 6456 - WCUC - Youth Faith Formation **\$ 0.00**

Pilgrim Center 11/9/2018 - 11/11/2018

Sponsorship Code **\$ 1,480.00**

SC431145-WJBHGTAE

Total: \$ 1,480.00

[Add a gift certificate or promotional code](#) >>

[Make additional reservations](#) >>

You have two choices for Payment Method: "Credit Card" or "Check or Money Order." These two options process your order differently.

Select your desired payment method from the options below.

Credit Card >>

Check or Money Order >>

Sponsorship Code >>

Gift Certificate >>

If you are confident in the number of participants you will have and would like to pay in full right now with a credit card, select "Credit Card." This will put the exact amount of money on the church's account, from which participants will withdraw as they register.

If you would like to wait to pay for this event, or are unsure about your total number of participants, or would like to pay by check, select "Check or Money Order." When you look at your church account balance, you will see \$0 until the participants start to register and use your sponsorship code. As each participant registers, the charge will be added to your church account accordingly, and you will be able to pay closer to the date of the event. Using this option, you may log in to your church's account at any time to pay by credit card or check your balance to send in a check. You may also pay at registration.

The Northeast Association of the Wisconsin Conference United Church of Christ has generously underwritten Knock Knock by providing \$50/person scholarships. We will apply these scholarships to the individual registrations after they are registered. If your church is able to cover the full amount and would not like the scholarship, please let us know.

Note:

- This merely holds spots for your group. This DOES NOT count as a registration. All individuals in your group will have to log in to their individual accounts to register, fill out forms, etc. **THIS INCLUDES YOUR OWN PERSONAL REGISTRATION, if you are attending the event. You must make an individual registration for yourself.**
- **If you discover that you will not need all of your reserved spots, please contact Pilgrim Center ASAP.** As long as you hold on to these spots, we can't offer them to anyone else. We will hold your reserved spots until registration closes 2 weeks before your event. You must contact Pilgrim Center in order to change the number of spots you have reserved.
- **Please fill in the blanks on the attached instructions and share with participants.** Individual participants must complete registration. We will only hold your reserved spots until 2 weeks before your event.
- If you have any questions or would like to edit your preorder, call Pilgrim Center at (920)748-6750 or email Laura Pine, laura@ucci.org.

To see which of your group members has registered:

Step 1

Visit www.ucci.org, click “Register” and log in to your church’s account. Scroll down to the Reservations tab and click on your group preorder.

Account Summary

Primary Contact: **Dad Test**

Account Balance: **\$1,080.00**

Payments Scheduled: **\$0.00**

Current Reservations: **2**

Common Tasks

-  [Make a Payment >>](#)
-  [Make a Reservation >>](#)
-  [View my Finances >>](#)
-  [Add a Person to my Account >>](#)

Account Details

Account Members

Name	Roles	Age	Grade	Gender
Dad Test	Primary Contact	Adult		Male
Mom Test	Secondary Contact	Adult		Female
Try It Test		Adult		Female
Sr Hi Test		18	College	Female
Daughter Test		16	11	Female
Hopeful Test		11	6	Female
Junior Test		9	3	Male
—		5		Female
New Kid Test		1	5	Female
New Kid Test		1	6	Female

[Add a person to my account >>](#)

Reservations

Current Reservation ▼

Session	Begin Date	Balance	
Group Preorder 6086 - WCUCC - Youth Faith Formation Pilgrim Center 7 participants	2/23/2018 7:00 PM	\$0.00	

Step 2:

Registered participants will appear under “Member Attendees.”



Individual Registration: Knock Knock

****GROUP LEADERS: PLEASE COMPLETE RED SECTION BEFORE SHARING****

Our church will be attending a youth event at Pilgrim Center. We have reserved spots allocated for our group, but we must register individually so that Pilgrim Center has personal information, health & liability forms, and medication information for all participants. Please follow these instructions in order to register for this event.

Before you start you will need to know:

- **Church Account Name (City-Church Name):** _____
- **Code (if group leader created this):** _____
- **Churches are responsible for paying UCCI for this event. Some churches may expect participants to contribute for part of these fees. If individuals are contributing, see instructions below from your group leader:**
 - Amount Due to Church: \$** _____
 - Please turn in money to:** _____
 - Due Date:** _____

Step 1:

Do you have a registration account through UCCI? If so, visit www.ucci.org, click "Register" and log in to your account. Click "Make a Reservation" on the lower left side of the page, and click on your name under "New Reservations."

If you do not have a registration account through UCCI, visit www.ucci.org, click "Register," and then click "Create an Account." Select "Individual / Family" as the type of account, and add your information as the primary contact, and any other participant's information as another person on the account. After you create the account, click "Make a Reservation" on the lower left side of the page, and click on the participant's name under "New Reservations."

Step 2:

Select "I belong to a group that has already reserved space." Select the event for which you would like to

Registration Type

 You have 52 unread messages.

Indicate the description which best describes the type of reservation you are attempting to make. 

I am a group leader >>

I belong to a group that has already reserved space >>

I am registering as an individual >>

register (see above.)

Step 3:

Select your group. Your group leader may have created a code for your group (see above). Enter that code now. If not, simply select your church's name (see above). If you cannot access your group, please call Pilgrim Center at (920)748-6750 or email Laura at laura@ucci.org.

Step 4:

Continue with registration. After sharing the necessary information, you will be asked to proceed to checkout. Unless you are a member of the Northeast Association, the entirety of your fees will be charged to your church. This payment will be applied automatically, but you may have to pay your church back for a portion or all of your fees. If you are in the Northeast Association, your church will pay \$148 of the \$198 cost; the last \$50 is covered by the association scholarship fund. The payment from your church of \$148 will be applied automatically, but Pilgrim Center has to manually apply the \$50 association scholarship to your account. You should see a \$50 balance, but it will go away as we apply these scholarships.

Review your order for accuracy. Once you have verified that everything is correct, click the button to proceed.



Click to view details

6456 - WCUCC - Youth Faith Formation **\$ 50.00**

Pilgrim Center 11/9/2018 - 11/11/2018

Illovepreorders Test

Total: \$ 50.00

[Add a gift certificate or promotional code](#) >>

[Make additional reservations](#) >>

[Proceed to Payment >>](#)

Select "Check or Money Order" so that Pilgrim Center can apply the \$50 payment to your account.

Select your desired payment method from the options below.

Credit Card >>

Check or Money Order >>



Sponsorship Code >>

Gift Certificate >>

If your church is asking your family to cover part or all of the fees for this event, please make the payment through your church. Group leaders will take responsibility for getting the money to us.