



## **131<sup>st</sup> NATIONAL CONGRESS JULY 10 – 15<sup>TH</sup> RENTON, WA**

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### **SPECIAL INSTRUCTIONS**

- 1. There will be no Congress Reports Booklet printed for Congress. You will need to access it through Sharefile.**
- 2. The Registration Fee is \$340 and includes the following Host Reception, Memorial Service, President General's Banquet and Installation Banquet..**
- 3. The Youth Luncheon is not included in the Registration Fee and you will have to pay extra to attend. You will be issued a ticket for that lunch. If you do not have it you will not be allowed in the luncheon.**
4. When you register, please ensure you put your national number in and your state society so we can have you with the right state society when we publish the list.
5. You can get to the Congress Registration through multiple ways:
  - If you log in and are on the home page of the website look for the tab that says "Quick Links" and click on it. That will open and click on the Members DB (blue), it will open with the User Profile for you, on the left hand side look for the EVENTS icon and click on it. That will open the events page and the 131st Congress Registration is the first item on the list.
  - You can log in and go to the home page and click on "Events" on the top of the page and it will have a drop down with Congress and click on Congress 2021 Renton. That will take you to the Congress Webpage and you can see on the left side in the box, "Register for Congress" Click on that and it will open to a page that at the bottom has a "131st Annual Congress - Renton Washington" If you run your cursor over it and click it will take you to the registration page for the Congress.
6. Please make sure when you are registering to fill out all the boxes that pertain to you or guests. If they have a mobility issue then please enter it so I can better plan for them at meals and events. If they have a diet issue or are vegetarian or pescatarian I need to know that so I can put it in for the staff before we get to Congress. If you do not do it, you will not get a special meal ticket for an event.
7. To add a guest you need to click on the "ADD A GUEST OR SPOUSE" Blue box at the bottom of your registration. If it is your spouse or you are registering someone for all events in the normal registration please make sure you click on "Is this person your spouse" Yes. If not, you will be charged a la carte for all the meals and you will pay more. When you have finished with their selections you will see another blue box at the bottom of their section. Please click on it and that is how they will be added to your registration. Once you do that, scroll back up the page until you see on the right hand side "Attending Guests" and your spouse should be there with a cost. That is how you know they are entered.
8. Before you click on the Confirm box at the bottom please check that your total is correct. Once you pay, if you discover you have made a mistake, please contact either Mike Scroggins, Kelly Moore or Paul Callanan so we can help you fix it.



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9. Your final bill and itinerary may be confusing but you should see the correct total. We are working to get this fixed but it has not occurred yet and I did not want to wait any longer.

10. For those who have not been to a Congress before here is a short list of what happens when during the week.

- Saturday: Seattle Tour and Host Reception
- Sunday: Color Guard Breakfast, Trustee Meeting, Memorial Service, First Lady's Tea, Committee Meetings, Rumbaugh Orations Finals
- Monday: Council of State President's Breakfast, Opening of Congress, Youth Luncheon, Afternoon Business Session, Minuteman and Society Awards Night
- Tuesday: District Breakfasts, Morning Session, GWEF and VPGs Luncheon, Voting, Committee Meetings, President General's Banquet
- Wednesday: Donor Recognition Breakfast, Final Business Session, LeMay Car Museum Tour or Compatriot Grave marking Ceremony, Installation Banquet.

**If you have issues with registration or if you think you have done it wrong then please contact Mike Scroggins or Kelly Moore or Paul Callanan so we can work through the registration with you.**