



“My Kirchentag” Online Registration – how to register a group

Registration – Overview

I. Create a “My Kirchentag” account

II. Register Group: TN123456*

**example registration number*

1. Main applicant – Yourself
2. Person 1 – Group Member 1
3. Person 2 – Group Member 2
4. Person 3 – Group Member 3 #

Please follow the same directions to register all of your group members. To read the online registration steps in detail, please continue to page 2.

Using the Overview website

(http://www.kirchentag.de/no_cache/english/my_kirchentag/overview.html), you can see all the group registration forms that you have submitted (A) or are still in the process of completing (B). You can make changes to any of your group registration forms by clicking *edit* (C). You can also entirely delete a group registration form by selecting *cancel* (D). See screen shot.

Booking from 03.11.2014 35. DEKT total: 3 people TN950349	submitted on 03.11.2014 10:13 Booking of Passes and Accommodation submitted, can still be amended	<input type="button" value="Edit"/> C <input type="button" value="Cancel"/>
Booking from 03.11.2014 35. DEKT 1 person TN950350	saved on 03.11.2014 10:21 Booking of Passes and Accommodation not yet submitted	<input type="button" value="Edit"/> <input type="button" value="Cancel"/> D



Registration – Steps in Detail

I. Create a “My Kirchentag” account.

1. Go to: http://www.kirchentag.de/no_cache/english/my_kirchentag/sign_up.html and create a “My Kirchentag” account. Please only make **one** account. The screen shot below shows what the online form looks like.

Sign up

Please fill in the following boxes to sign up for a "My Kirchentag" account.

Boxes marked with an asterisk (*) are required.

Prefix *

Mr ▼

Title

▼

First Name *

Last Name *

E-mail *

Password (8 characters min.) *

Confirm password *

If you have attended a Kirchentag before, you are helping us if you supply us with the following details (if available):

Registration Number (six figures, no letters)

City

I agree to the storage of my personal data and accept the [privacy regulations](#) of the 35th German Protestant Kirchentag *

Sign up



2. After you have created your account, you will receive an email asking you to verify your account. Please click on the link provided in the email and then you will be able to begin your registration.

II. Register Group

1. Main applicant- Yourself
 - a. Fill in each necessary field under
 - i. Main Applicant
 - ii. Pass and Accommodation
 - iii. Additional Details
 - b. Click *Save person/pass*

2. Person 1 –Group Member 1
 - a. Click on *Add Person* (see screen shot)

[TN950320]

[>Main applicant](#) [>people](#) [>Additional details](#) [>Summary](#)

This section shows you the people and accommodations you already entered and lets you **add additional ones** as needed.

You also have to choose the desired amount of programme folders.

Please, help us care for the environment and order only as many programme folders (contains programme booklet, city map and songbook) as you need. The German-language [Kirchentags-App](#) will be available free of charge from May 2015

You can export the passes and people you entered [as an Excel file](#). Please note that changes in the excel spreadsheet cannot be submitted to Kirchentag.

Main applicant▼

Hoge, Natalie	admission pass 98 €	group accommodation 21 €
	very likely includes transportation ticket	
		<input type="button" value="Edit"/>



- b. Register Group Member 1. Please make sure to fill in each necessary field under:
- i. Pass and Accommodation
 - ii. Name
 - iii. Address
 - iv. Additional Details
- c. Click *Save person/pass*

3. Additional Group Members – After you have finished registering your Group Member 1, your registration form will look similar to the screen shot below. **You should then follow steps II- 2a, 2b and 2c to register the rest the group members one at a time.** Once you have finished registering Group 1 members, please move on to step 4.

[TN950350]

[>Main applicant](#) [>people](#) [>Additional details](#) [>Summary](#)

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Please, help us care for the environment and order only as many programme folders (contains programme booklet, city map and songbook) as you need. The German-language [Kirchentags-App](#) will be available free of charge from May 2015

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Main applicant ▼

Hoge, Natalie	admission pass 98 € very likely includes transportation ticket	group accommodation 21 €
		<input type="button" value="Edit"/>


Additional Participants ▼

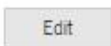
Member 1, Group	admission pass 98 € very likely includes transportation ticket	group accommodation 21 €
		<input type="button" value="Edit"/> <input type="button" value="Cancel"/>


Add person

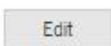
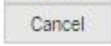


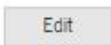
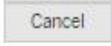
4. Complete Registration- after you have finished registering all your group members, your registration form will look similar to the screen shot below.
 - a. Scroll down and click on *Save and continue*


Main applicant 


Hoge, Natalie admission pass 98 € group accommodation 21 €
very likely includes transportation
ticket 

Additional Participants 

Member 1, Group admission pass 98 € group accommodation 21 €
very likely includes transportation
ticket 


Member 2, Group admission pass 98 € group accommodation 21 €
very likely includes transportation
ticket 




Total 

3 people:
3x female

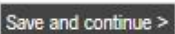
Passes:
3x admission pass 98 € 294 €

Transportation ticket:
3x very likely includes transportation ticket 0 €

Accommodation:
3x group accommodation 21 € 63 €

Programme folders: *
3 programme folder(s) is/are free of charge with your current order. You will be charged
EUR 5 for every additional one.
Please send me the following number of programme folders in total: 0 €

Total: 357 €







- b. Fill in each necessary field under:
 - i. Special request
 - ii. Statistical details
- c. Click *Continue to summary*
- d. Look over the form one more time. If you see an error you can go back and edit your additional group member's details, passes and accommodation by clicking on *people* up at the top (see screen shot).


Participate: [International Participants](#) [Do you need a visa?](#) [Passes and Prices](#) [Register](#)

[TN950339]


[>Main applicant](#) [>people](#) [>Additional details](#) [>Summary](#)

Please check all details one more time and accept our terms of service. You will receive an invoice as confirmation of registration via e-mail.

If you ordered passes worth EUR 1,300 or more, you will receive a 5 per cent rebate on the invoice total. This rebate is credited after the fact and does not appear in this overview.

Main applicant 

Hoge, Natalie	admission pass 98 € very likely includes transportation ticket	group accommodation 21 €
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Additional Participants 

Leader, Group	admission pass 98 € very likely includes transportation ticket	group accommodation 21 €
Member 1, Group	admission pass 98 € very likely includes transportation ticket	group accommodation 21 €

- e. Read the Confirm registration statement and check the box, meaning that you understand.
- f. Click *confirm registration*.
- g. Check your email. You should have received an email with a PDF of your invoice.