



# LIFE 2022

## General Information & Instructions

Before beginning the registration process, please read the general information and registration instructions below. Registration will go more smoothly if you have all the information required. You may want to print a copy of these instructions before you start.

### ***General Information to know before you start the registration process:***

1. Registration cost for the group leader, adult leaders, and students are all the same. A \$150 non-refundable deposit is due per registrant at the time of registration. Payments are set up to be received using the secure online credit card (MasterCard or Visa) payment system, electronic check or physical check.
2. Every group needs a group leader, at least 21 years old, to register the group. This person will receive updated information and registration emails regarding the LIFE conference. (**Note:** The registration system will not be accepted without a group leader).
3. LIFE is for high school students—anyone who is age 13 on July 5, 2022 or completed 8th grade and no older than 19 or just graduated from high school as of July 2022.
4. Adult leaders must be at least 21 years old (at the time of LIFE) and responsible for the supervision or custody of minors. Your group must have an adult leader-to-student ratio of one adult leader, same gender to seven students, same gender.
5. The group leader is responsible to collect and upload to our registration system, the following completed forms. Forms can be found on the LIFE website under Registration.
  - a. “LIFE Release Form - student” – every student in your group
  - b. “LIFE Release Form - leader” – every leader in your group
  - c. Medical Form (your church’s form) - every member of your group
6. The group leader is responsible to forward the Adult Leader Background Check link found on the registration confirmation email to every adult leader in their group and make sure they complete the background check. If an adult leader attended LIFE 2019 and already filled out the background check for that event, they do not need to fill it out again for LIFE 2022.
7. The group leader is responsible to complete the following:
  - a. LIFE 2022 Online Group Registration
  - b. Hotel Room Reservations through the Marriott

8. The housing link will be provided in your confirmation email once your group registration is submitted, and your deposit has been received. Due to our hotel contract and financial responsibility, there will be a \$50 per person charge to stay outside the LIFE hotel block.
  - a. There will be a \$200 per room, non-refundable deposit due when you book your housing. If you cancel a room this amount will not be transferred to another room or be used toward the group total balance.
9. You may transfer a cancelled registrant's deposit to a "new" registrant's non-refundable deposit. Contact the LIFE Office at [life@cmalliance.org](mailto:life@cmalliance.org) if you need to transfer registrations.
10. Additional Payments:
  - a. Credit Card & Electronic Check – please use the secure group registration portal
  - b. Checks – write check to ***"The Christian & Missionary Alliance"*** or ***"The Alliance"***  
The Christian & Missionary Alliance  
Attn: Judy Collins  
8595 Explorer Dr.  
Colorado Springs, CO 80920

### ***Quick Process Overview***

1. Register your group
  - a. Your confirmation email will provide your Housing link.
2. Follow the Housing link and complete your housing reservation
3. Download all requested forms and distribute them for completion
4. Upload completed forms to your registration account as they are returned to you
5. Add additional Adult leaders and/or students as necessary
6. Make your final payment by May 31, 2022

## ***LIFE 2022 Online Group Registration***

1. Create a New User account
2. Enter the information requested
  - Account user's name, email & phone
  - Church name
  - District
  - Church Address
  - Church Phone Number
3. Select registration type (*Group Leader, Adult Leader, or Student*)
4. Enter the information requested for Group Leader, each Adult Leader, and each Student.
  - Name
  - Email
  - Phone Number
  - Special Dietary Needs (*if any*)
    - Nut free
    - Gluten free
    - Lactose free
    - Vegetarian
    - Vegan
    - Gluten & Lactose free
  - Age
  - Gender
  - Shirt Size (*for 5k & to let the merch store know what sizes to stock*)
  - Service Project Lunch (*for your service project day*)
    - Ham (*available in gluten free*)
    - Turkey (*available in gluten free*)
    - Vegetarian
    - Chicken Salad (*available in gluten free*)
  - Grade completed in spring of 2022 (*students only*)
  - Years in Ministry (*Group & Adult Leaders only*)
  - Disabilities
    - Hearing Impaired
    - Visually Impaired
    - Wheelchair
5. Conference Registration Selection and 5K
  - Select your registration and if you would like to register for the 5K
6. Release Form
  - Upload LIFE release form (*adults & students*) and medical release form (*students only*)

## 7. Payment Options

- Pay in full today or pay only the \$150 deposit today and the remaining balance by May 31, 2022.

## 8. Checkout or add another

- Complete the payment or add another attendee

If you have questions, please contact the LIFE Office – [life@cmalliance.org](mailto:life@cmalliance.org)

### ***LIFE Release Forms***

1. Each person in the group must complete a LIFE Release Form
2. Download the form from the LIFE Registration website
3. Print or send a copy to each person for appropriate signatures
4. Collect completed forms
5. Store one for your records
6. Scan and upload a copy into your registration account