

2009 NTLTC Group Registration Instructions

1. Each Church Coordinator must submit a completed 2009 Church Coordinator Covenant to the NTLTC Office before obtaining access to the registration portal. The password will be reset for 2009. The Church Coordinator Covenant is located on the NTLTC website www.ntltc.org.
 2. Go to ntltc.ntltc.org. Log on using your three digit church number and your password.
 3. Check "User Information" on the front page after you log in. Make any needed changes. This will be the information used to mail NTLTC materials to you.
 4. Click on the word "Registration" in the bar at the top of the page. **Step 1** has been completed for you based on what you checked on the 2009 Church Coordinator Covenant.
 5. Check that your church information is correct in **Step 2**
 6. In **Step 3**, copy your previous participants. The computer will automatically advance the student's grade level. Add your new students. Now enter your students in their chosen events.
 7. In **Step 4** you will enter your teams. Please complete this by **March 6, 2009**.
- **A note about Bible Bowl and Bible Quiz teams:** You must assign at least one person to each team you plan to enter by March 6. Pay close attention to the grade level of the student entered since his grade level will determine the grade level of the team.
8. Order observer items in **Step 5**.
 9. Go to "Account Summary" on the front page of the portal. Click on "View Statement" to access your account. Then click the "Print Statement" button.
 10. Obtain check for the amount shown on Account Summary. Make the check payable to: NTLTC. Mail check and a copy of your account summary to the NTLTC Office. Your registration check must be postmarked no later than **March 6, 2009**. The Student Fee is \$30 for every student registered by March 6, 2009. The Student Fee for anyone registering after March 6 is \$35.
- ***After you send your student registration, you do not need to send a new check for an added student. You may wait until after the convention to pay your final bill since there may be other students who add or drop. Any refund you are due will be sent after the convention.
11. Continue to update your student information until **1 pm on March 30, 2009**. You will not be able to make changes on the portal after that time. When an individual is dropped from an individual event or when an entire team is dropped from a team event after March 30, you must be emailed these drops to the event coordinator for your convention site.
 - **March 30, 2009** is the last day to drop a student and receive a full refund. After this date you will receive a **50% refund** for any dropped students.
 - All Preconvention Events must be postmarked by **March 6, 2009** and sent to the Event Coordinators. Do **not** send preconvention events to NTLTC registration. You will find the staff name and address on the NTLTC web page: www.ntltc.org. We are encouraging the electronic submission of these events. Instructions are on the NTLTC webpage.
 - Scholarship applications are due postmarked by **March 6, 2009**. The applications are on the NTLTC website www.ntltc.org.