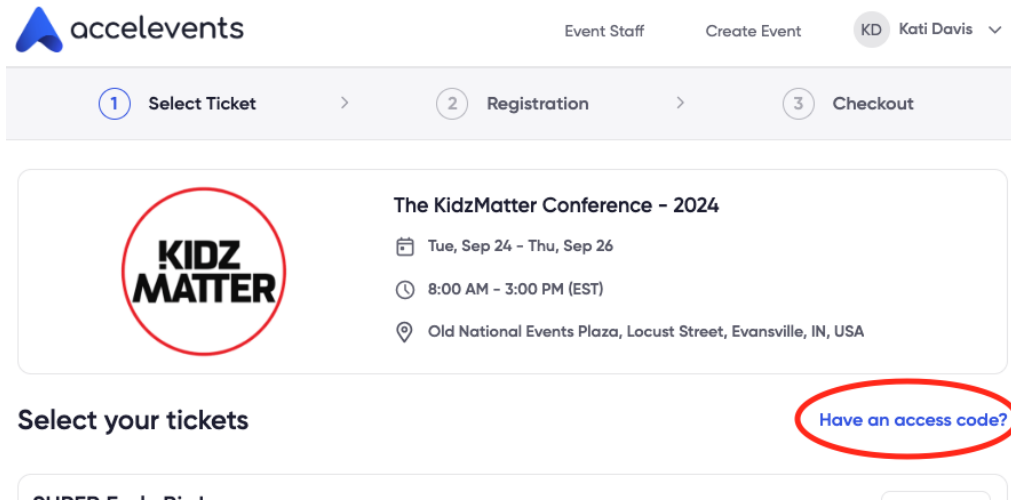
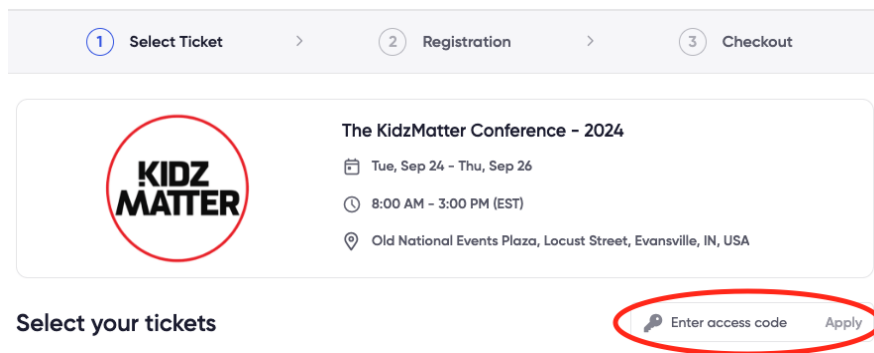


Ministry Partner Step-by-Step Instructions

Step 1: Make your way to the [ticket site](#) and locate the “**Have an access code**” button near the top.



Step 2: Put in your access code (**Partner2024**) to release Ministry Partner tickets and add-on's.



Step 3: Locate the partnership you wish to purchase. Note how many tickets are included with your partnership, if you wish to purchase more tickets you can do so on this same page near the bottom.

Step 4: Do you need add-ons? Add-on's are on a first come, first served basis. Be sure to add on a meal-pass if you wish to eat at the conference center. (There are no speciality meal options available this year.)

Step 5: At checkout, you will have the option to choose your payment method. You can choose to register without payment and an Invoice (by AcceEvents) will be sent to you for payment by March 30th. Or, you can choose to pay immediately via credit card. Either way, you will be able to register and will receive a PDF invoice in our confirmation email. You can determine if you need to pay your invoice by opening the invoice and looking at the top left corner. If payment needs to be remitted, it will say "Payment Due".

Payment Due



Event:

The KidzMatter C

Tue, September 2
September 26, 20
States (New York

Old National Eve
Evansville IN 11

Step 6: Hold your calendar for one of the three **Conference Partnership 101** calls we will be hosting. These sessions will have the same information and you can attend one or all of them. An invitation will be sent for all three but you do not need to attend all three, simply decline the one(s) you will not be able to attend. During our time, we will answer Ministry Partner specific questions. The **Conference Partnership 101** calls will be scheduled for:

- Tuesday, July 23 at 3pm (EST), 2 (CST), 1 (MT), noon (PST)
- Friday, August 16th at 11 am (EST), 10 (CST), 9 (MT), 8 (PST)
- Thursday, August 29th at 5 pm (EST), 4 (CST), 3 (MT), 2 (PST)

Feel free to contact me with any questions!

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