

## Registering Messengers Instructions

1. Log into WS.
2. Click on tab "CRPS"
3. Click on "Search"
4. Click on black notepad/pencil button next to 2019 Florida Baptist State Convention
5. Click on tab "Attendees"
6. Enter Church Name or SBC ID.
7. Once church is displayed in blue, click on it.
8. Click on Box "Search for Person" – Give it a minute to load names from church
9. Look through list and select person registering.
  - a. If not in list, select "New Person" at top of list
  - b. Then click "+Add Messenger"
  - c. Fill in as much information as you have, but only HAVE to fill in name and email (if they want the registration card emailed to them)
  - d. Click "Save" at the bottom of the screen
  - e. I don't normally fill in info about ordained? And phone number? But you can if you want.
10. Click Email/Print Attendee Registration Cards to send by email. If someone doesn't have an email, you can click on their name to add it to WS, but you'll have to get back to this page again. I will usually click the Print Attendee Registration Cards, then save the document and send it to one email address (the person calling to register) and let them disseminate the cards to the people who need them.