

Dear Women of Christ,

Mercy: God's Love in Action is the theme for the 2016 Women of Christ Conference. Please join us at **8:30 am on September 17, 2016 at St Margaret Mary Parish, 3970 N 92nd St. Milwaukee, WI 53222** for Mass, breakfast, and a brief training session. We will cover registration and other important information regarding the upcoming conference. Fr. Patrick Burns will be the Mass celebrant, and Fr. Michael Lightner will prepare our breakfast!

As we approach the next Women of Christ Conference, being held November 5, 2016, we again ask your help in promoting this event within your parish. Please remember to use Facebook, Twitter and email lists. Ask your parish Bulletin Editor to put the conference article in your parish bulletin. You can add your name and contact information to the bulletin announcement as the contact person and ask other women to help you. **A BULLETIN ANNOUNCEMENT, LETTER FROM ARCHBISHOP LISTECKI, REGISTRATION SPREADSHEET AND PDFs FOR CONFERENCE POSTER AND FLYER, INCLUDING BLACK & WHITE, CAN BE FOUND ON THE WEBSITE under the PL Resources tab: womenofchrist.net**

Registrations by the Parish Liaison can be done online, either by registering at womenofchrist.net or by using a Registration Spreadsheet (instructions on page 2). If you do not have access to a computer, registration forms can be mailed to **Women of Christ, PO Box 32, Cedarburg, WI 53012**

The spreadsheet is simple to use and is the easiest way to register a group, as late signers can easily be added at the same discounted price.

Ticket Pricing:

- ✓ **\$35.00 On line with groups of 5 or more**
- ✓ **\$40.00 On line, single or offline mailed into the PO Box**
- ✓ **\$50.00 Day of Conference**
- ✓ **\$25.00 Students**
- ✓ **Clergy and religious are FREE**

Ways to promote the conference:

- ✓ Hang posters in church entrances, school, coffee shops, grocery stores, etc. Let us know if you need extra posters and we'll mail them to you.
- ✓ Put announcement in bulletin, stuff flyers in bulletins, ask that that conference be promoted by your priest and include conference in podium announcements.
- ✓ Set up a table and collect registrations after Mass. A personal invitation is the most effective way to invite women.

THE SPREADSHEET IS THE EASY WAY TO REGISTER WOMEN!

IF YOU HAVE ANY QUESTIONS AT ALL, CALL TINA THULL 262-384-8414 or Email Tina at: tinathullwomenofchrist@gmail.com SHE WILL BE HAPPY TO HELP!

We will cover all of this information on September 17th.

Benefits of using the spreadsheet: Enter the ladies a few at a time, keep saving the spreadsheet and then send to Women of Christ when complete; if there is someone who wants to sign up at the last minute, they can be added to your group for the same price; you can keep a copy of your spreadsheet for your own use.

1. If you haven't already, go to womenofchrist.net, click "Volunteer Sign up", follow the steps.
2. Once approved, you'll receive an email. Click on "Registration Finalization", enter your information and set your password.
3. For a spreadsheet, see who's registered and more; go to the registration login page:
www.christianeventmanager.com/secure/log/auth
4. On the right, under Event Management, click on "Download Bulk Registration Template"
5. The spreadsheet will download. Give it a name (i.e., parish name, WOC 2016), click: File and Save-as. I save to my Desktop so I can easily see and access the spreadsheet.
3. First column is Ticket type; this is Regular or Student (full time student)
4. Please fill in all columns. Phone not required. If no email, leave blank.
- 5. When entering menu choice, use both words: Ham sub, Turkey sub, Veggie sub.**
6. PLEASE use the spreadsheet we provide. Do not make changes or create your own. OUR PROGRAM CAN ONLY ACCEPT THE ORIGINAL SPREADSHEET AND WE HAVE TO MANUALLY ENTER ALL "CUSTOMIZED" SPREADSHEETS. THANK YOU!
7. Once you have filled in your spreadsheet, click Save and email to Tina.
8. To email, create an email, click the paperclip or attachment tab, select Desktop or the location of the document, then the name you've given your spreadsheet. "Open" and it should attach to your email.
9. Send to tinathullwomenofchrist@gmail.com
10. ***Send payment and your information will be entered when received:***

Tina Thull

8735 Hwy HH

Kewaskum, WI 53040

** Once you're registered as a volunteer, you will be able to track registrations. It also helps us to more easily contact you regarding the conference or events held for Parish Liaisons.

** If you forget your password, go to www.christianeventmanager.com/secure/log/auth for lost password retrieval.