

## 2023 Church Coordinator Check List:

- Print out paper registrations under forms & info on the website and have participants (3<sup>rd</sup>-12<sup>th</sup>) fill them out.
- Check out the event guidelines at [mwltc.net](http://mwltc.net) for information on the various events
- Go to the registration system (under forms & info) [MWLTC 2023 Registration \(regfox.com\)](#)
- Enter your first participant, then click add another participant, continue repeating that step until all participants are entered.
  - When done entering each participant send the confirmation to yourself and click submit
  - Scroll to the bottom of the confirmation page and create a login so you can edit your participants events later.

Email Bri – [office@green-valley.org](mailto:office@green-valley.org) with questions about registration

- Encourage students to enter for scholarships! (under scholarships at [mwltc.net](http://mwltc.net) – there are 3 forms)
- Check with your participants before 3/6 to gather pre-convention items in digital form and upload to <https://www.dropbox.com/request/JqzQf2Eicowx0he6ubvZ> except Children's book which must be mailed (see below for address)
- Check with your participants about Challenge events by 3/20! Then as the coordinator you will fill out the form about what medals you need for your participants by 3/20:  
<https://docs.google.com/forms/u/1/d/e/1FAIpQLSfSeFmkZtBLKaTCA3O9iaM5OmwAfeqqFROeeQtEDERqQMbEOg/closedform>
- Each Participant is \$40.00, add your total, write check to MWLTC and mail to MWLTC c/o Green Valley, 19005 Cumberland Rd, Noblesville, IN 46060
- Check the [mwltc.net](http://mwltc.net) weekly for updates on hotel deals, schedule, and room orders of participants.
- At convention please check-in as the church coordinator (only the church coordinator needs to check-in) We do not register observers.

- Please ask your congregation to commit to helping at convention. We will need evaluators and door monitors. They can sign up in the foyer at Green Valley during convention.
  
- **Deadlines:**
  - 2/28/23 Scholarship forms are due (see above for details)
  - 3/6/23 Registration system will close.
  - 3/6/23 Preconvention must be submitted (see info below on submission)
  - 3/20/23 Challenge event submission for # of medals need is due (see link above)
  - 4/7-8/23 Convention is at Green Valley 19005 Cumberland Rd 46060

Special NOTES about certain events:

- ❖ **Children's Book Event:** must snail MAIL book to ATTN: MWLTC Children's Book, Sunset church of Christ 24800 Ecorse Rd. Taylor, MI 48180 by 3/6
- ❖ **Signing for the Deaf Event:** fill out form for skill level: [MWLTC: Signing for the Deaf - Google Forms](#) to understand which skill level, please read the event guideline for Signing: [signing-1.pdf \(wordpress.com\)](#)
- ❖ **Bible Quiz & Bible Bowl Guides Event:** are under forms & info at mwltc.net
- ❖ **Pre-convention Writing, Video Bible Drama, Short Film Event** need to be loaded here: <https://www.dropbox.com/request/JqzQf2Eicowx0he6ubvZ>
- ❖ **Group Singing, Live Modern Drama, Puppets,** encourage your group to perform in front of an audience (VBS, Nursing Home, etc...) to receive an additional 10 bonus points during convention. (Let event coordinator)
- ❖ Bring **Art, Photography, Scrapbooks, textiles** to convention and have your participant check-in with the Event Coordinator in the Gym.