

Registration Instructions for the 2025 PAM Worship & Music Conference

Before you register for the Conference, be sure to review the PAM Worship & Music Conference information on the Conference information site:

https://www.presbymusic.org/conference

The registration process is much simpler if you have reviewed this helpful information.

Once you have reviewed all the information, click the appropriate button on that site to register for your preferred Conference week (Week 1 or Week 2).

If you are a current PAM member **OR** have been to the PAM Member website before, you should have a login and password. If this is your first time on the PAM Member site or first time registering for the PAM Worship & Music Conference, complete the "New User" information to access the registration form.

Login
Existing Users
If you already have an account, sign in here.
Username
Password
Forgot Password Forgot Username Login
New Users
If you are a new user, enter your email address below to login.
Email
By providing your email address, you agree to receive emails from The Presbyterian Association of Musicians. Register

You will then be taken to the Membership + Conference Registration site. **Be sure to read ALL instructions** on the registration pages.

If you need to **renew your PAM membership for 2025** or want to **purchase a PAM 2025 membership** and you were not a member in 2024, select the membership type you want from the drop-down at the bottom. **Only 2025 PAM members will receive the discounted Member Conference rates.**

If you do not wish to purchase a PAM membership for 2025, Click "No, Thank You". You will proceed with the Conference registration questions and the non-member Conference rates will apply.



If you were an Institutional Member in 2024 and want to become an individual Member for 2025, or were an individual Member in 2024 and want to become an Institutional Member for 2025, please email pam@travelink.com as this specific change must be handled manually.

If you are a current or renewing PAM Member, you will likely find that some of the sections are already completed based on your Member profile. Please review this information and update any details that need updating.

Membership + Week 1 Conference Registration					
If you would like to enjoy the discounted PAM Membership rates for the 2025 PAM Worship & Music Conference, choose a member type below to add a 2025 PAM Membership to your order.					
Click <u>HERE</u> to review more details regarding PAM Membership Options.					
If you would like to proceed with your 2025 PAM Worship & Music Conference registration as a non-member, please choose "No, Thank You" and click "Next".					
If you are registering as a chapero "No, Thank You" and click "Next".	If you are registering as a chaperone, child, middler, senior high, or supporting adult, please choose "No, Thank You" and click "Next".				
Please review the Conference rates	s below prior to proce	eeding.			
	Rate	8			
Registration Category	Early (Dec 5-Jan 31)		Late (May 1 and after)		
Adult - PAM Member	\$340	\$390	\$440		
Adult - Non-Member	\$520	\$570	\$620		
Children & Youth	\$300	\$350	\$400		
Chaperone & Supporting Adult	\$50	\$50	\$50		
If you would rather register for Week 2 of the PAM Worship & Music Conference, click <u>HERE</u> . NOTE: Fields with a red asterisk (*) are required fields.					
Member Type (Optional)					
Make a selection			~		
Make a selection					
Institutional Member					
Regular					
Senior					
Student					
No, Thank You					

Once you have selected your membership preference, you will start the completion of the form. Be sure to include all required information (marked with a *) as well as complete all other requested information as you see fit.

When all Member-specific information is completed, the Conference-specific questions will begin.



Week 1 2025 Worship & Music Conference Registration		
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Click "Register Yourself" for your individual registration.		
If you are registering yourself plus Group members, you will "Register Yourself" first and then "Register Guest" for all additional Group members.		
A Group is made up of only one (1) Adult PAM Member, Adult PAM Non-Member, or Chaperone plus additional individuals in the following registration categories:		
 Children & Youth (Senior High, Middler, Child) Chaperone Supporting Adult (group drivers, cooks, etc.) 		
Any additional adults wanting to register as an Adult PAM Member or Adult PAM Non-Member, must register as an individual and not part of the group.		
Timer: A timer will appear in the bottom right corner of the registration screen once the registration process begins. If you are unable to complete the form within the 10 minutes, don't worry as the clock will reset and any saved answers/selections will remain and you can proceed through the registration.		
Payment: The Worship & Music Conference registration fees must be paid by credit card.		
Click here FIRST to register yourself. You can register additional guests once you complete your portion.		

Registration Process Tip | Church Name Section

PAM maintains a large database of church names based on previous Conference information, but you may find that your church name is not in the list. If this is the case, select "Other – My church is not listed" at the bottom of the drop-down list and then enter your church's name in the box that comes up.

Church Name*	
Other - My church is not listed	
If Other Church, list*	
Example Presbyterian Church	
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When choosing your preferred Conference Registration Option, keep in mind that the page will refresh once a selection is made and the applicable schedule options will then be available for selection.



Conference Registration Options*

- O Adult Week 1 \$340.00
- O Senior High Week 1 \$290.00
- O Middler Week 1 \$290.00
- O Child Week 1 \$290.00
- O Chaperone Week 1 \$50.00
- O Supporting Adult Week 1 \$50.00

Registration Process Tip | Registration Timer



A timer will appear in the bottom right corner of the registration screen once you choose the Conference Registration Option. If you are unable to complete the form within the 10 minutes shown, don't worry as the clock will reset and any saved answers/selections will remain and you can proceed through the registration. Just click on the "Refresh" button when the Session Expired box comes up.

Session Expired
Your current form has expired due to exceeding the time limit. Click "Refresh" to complete and submit your form.
Refresh

Each class selection will refresh the screen as the system is actively placing you in the chosen class and counting you toward the capacity for that class.

If you do not wish to attend a class during a specific time-frame, select "Sabbath and Rest (Free Time)".

After your selections are made and all required information entered for the primary registrant, you will see the following at the bottom of the screen.



	I	IMPORTANT INSTRUCTIO	NS		
If you Regi s sure	If you are registering an additional person after you Register Yourself (spouse, family member), click Register Guest and complete their registration form in addition to yours before proceeding further. Be sure to add all guests before proceeding to the next screen. If you are registering only yourself or you have added all needed guests, click Next .				
	lf you are adding additional people to your registration, click "Register Guest".	Register Guest Previous Next	If you are ONLY registering yourself OR if you have already registered yourself and all additional guests, click "Next".		

If you are adding a guest and have clicked "Register Guest", you will see a new section come up with "(Guest)" in the upper left corner of that section. Complete your guest's registration just as you did for your own registration.

▼ (Guest)			<u>Cancel</u>
Registrant Name*			
First Name	Middle Name	Last Name	

Once you click "Next", the Conference Registration Summary page should appear unless you are missing required information. If you are missing required information, you can scroll back up through the registration screen and see if you can find red verbiage indicating you missed a question (see example below).



If you have been provided a discount code (i.e. scholarship winner), enter that in the provided Discount Code area at the top of this page. Most registrants will **NOT** have a discount code to enter here.

Review the information on this page to make sure all is correct. Click Next at the bottom of the page to proceed to the Payment page.

Enter your credit card information and complete payment.

Once payment is processed, the Confirmation page will appear. You will also receive the following emails:



- 1. **Confirmation email** with the same information as presented on the final Confirmation page of the registration site.
- 2. Schedule/Itinerary email for primary registrant Reflects the selected class schedule of the primary registrant.
- 3. Schedule/Itinerary email for all registered guests Reflects the selected class schedule of each guest you registered. This will be one email per guest. The registered guest also receives a copy if a valid email address has been provided.