



Registration Instructions for the 2024 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.presbysmusic.org/2024registration>

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.

The screenshot shows a web form with two main sections: 'Existing Users' and 'New Users'. The 'Existing Users' section includes a prompt 'If you already have an account, sign in here.', followed by input fields for 'Username' and 'Password'. Below these are links for 'Forgot Password' and 'Forgot Username', and a 'Login' button. The 'New Users' section includes a prompt 'If you are a new user, enter your email address below to login.', followed by an 'Email' input field. Below the email field is a small text line: 'By providing your email address, you agree to receive emails from The Presbyterian Association of Musicians.' and a 'Register' button.

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 2024** or want to **purchase a PAM 2024 membership** and you were not a member in 2023, select the membership type you want from the drop-down at the bottom. **Only 2024 PAM members will receive the discounted Member Conference rates.**

If you do not wish to purchase a PAM membership for 2024, 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 2023 and want to become an individual Member for 2024, or were an individual Member in 2023 and want to become an Institutional Member for 2024, 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 **2024 PAM Worship & Music Conference**, choose a member type below to add a 2024 PAM Membership to your order.

Click [HERE](#) to review more details regarding PAM Membership Options.

If you would like to proceed with your **2024 PAM Worship & Music Conference registration as a non-member**, please choose "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".


Click [HERE](#) to review the Conference rates prior to proceeding.

If you would rather register for **Week 2 of the PAM Worship & Music Conference**, click [HERE](#).

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 | 2024 Worship & Music Conference Registration



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.

Register Yourself Register Guest

ONLY click "Register Guest" once you have completed the "Register Yourself" portion of the form.

Previous Next

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

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*

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


Registration Process Tip | Registration Timer

Time left to finish this form
09:54

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".

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.

IMPORTANT INSTRUCTIONS

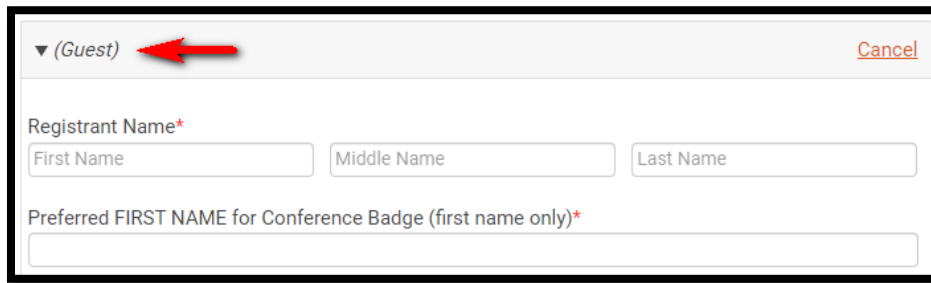
If you are registering an additional person after you **Register Yourself** (spouse, family member), click **Register Guest** and complete their registration form in addition to yours before proceeding further. Be sure to add all guests before proceeding to the next screen.

If you are registering only yourself or you have added all needed guests, click **Next**.

If you are adding additional people to your registration, click "Register Guest".

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.



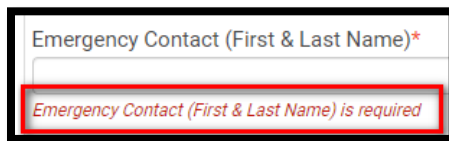
▼ (Guest) [Cancel](#)

Registrant Name*

First Name Middle Name Last Name

Preferred FIRST NAME for Conference Badge (first name only)*

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).



Emergency Contact (First & Last Name)*

Emergency Contact (First & Last Name) is required

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.