

Helpful Tips for Pre-registration

All registrants will need to download the ChurchPoint by BGAV app (available for free in the Apple Store and Google Play Store), and follow the prompts from the home screen to pre-register.

Step-by-step instructions can be found on the reverse side of this handout. Tutorial videos are also available online at Meeting.BGAV.org/Registration.

ChurchPoint by BGAV



Download now:



Visit Meeting.BGAV.org/Registration for tutorial videos on the registration process.

Before you get started, please read the following information about this year's registration process:

- BGAV's new registration system is geared toward individuals registering themselves for this year's meeting so that they can maximize their meeting experience via the app. If possible, all attendees should register themselves with their own phone number and email address.
- If a church member does not have a smart device in which to download the app for pre-registration, they can register through a web-based form available at Meeting.BGAV.org/Registration.
- All registrants will need a unique phone number to pre-register. If you do not have a unique phone number to use for registration, please contact us at annualmeeting@bgav.org or 800-255-2428.
- Messengers also need their church's unique messenger code to pre-register. You can get this code from your church staff contact.

Contact us at annualmeeting@bgav.org or 800-255-2428 with any issues.

Navigating the App for the Annual Meeting

PEOPLE

View an updated list of other registered attendees for this year's meeting and how to connect with them.

INFO

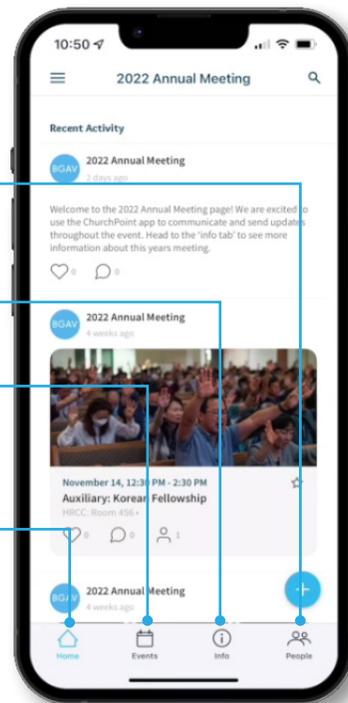
Access key information and resources related to this year's meeting.

EVENTS

View list of special gatherings, sessions, and breakouts. Select the ★ icon beside each event to add it to your custom schedule shown at the top of the Events tab.

HOME

Read the latest news and updates related to this year's meeting. Like, comment, and see who else has interacted with each post.



More information at Meeting.BGAV.org

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Pre-registration Instructions

Visit Meeting.BGAV.org/Registration for tutorial videos on the registration process.



MESSENGERS:
Your Church's Unique Code is

You will need to get this code from your church contact.

1. To get started, open the App Store on your Apple device, or Google Play on Android and other devices. From there search for "ChurchPoint" and follow the prompts to download on your smart device.
2. Open the ChurchPoint app, then search for and select your church name in the "Find My Church" box
 - If you are not attending as a member of a BGAV church, please select "2022 Annual Meeting" as your church name.
3. When prompted, select the "Create Account" button.
4. Fill in the form information with your First Name, Last Name, and Phone Number. Then hit Join.
5. The app will send you a verification code as a SMS text message. Copy and paste that code into the app and hit the "Validate Account" button. This will set up your account within the app.
6. The app will now show you a screen that includes a blue "Pre-register" button for the 2022 Annual Meeting. Select that button to complete your pre-registration for this year.
7. A form will appear with prepopulated information you provided when you set up your account in Step 4. You will just need to add your Email Address and Attendee Status to complete the form.
 - If you select "Messenger" as your Attendee Status, another field will appear asking for your Unique Messenger Code. You will need to get this code from your church contact in order to pre-register as a messenger from your church.
8. Once all fields are completed, hit the "Pre-register" button at the bottom of the form.
9. You should now see a confirmation screen telling you that you are pre-registered for this year's meeting. Congrats! Hit the "Return to Main" button to see the home screen of the Annual Meeting page.
10. Be sure to visit the ChurchPoint app leading up to and throughout the annual meeting to read the latest news, create your own schedule from events taking place during the meeting, access important resources, and connect with other people who are registered for the meeting as well. View the reverse side of this sheet for an overview of how to navigate the app.

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