



Registration Instructions

All Things
NEW

Higher Things Conferences 2025



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2025 Higher Things Conferences

Online Registration Instructions

The following instructions are intended to make your online registration experience as smooth and straightforward as possible. Please note that the selection of which conference site to attend is made a few steps into the registration process.

How to Register Online

1. Go to www.allthingsnew25.org. Follow the link to the registration page.
2. When arriving at the group registration page, the group manager will need to set up an account for the group, if they have not done so the previous year. **All registrants in your group must be registered under the same account, using the same email and password.** This initial registration will allow easy access to the group's account, where you can manage the group's registration information. If you registered online for last year's conferences, you may use your existing username and password.
3. Fill in the group manager's personal information and the group's congregational information.

NOTE:

The group manager does not need to attend the conference. This individual serves in an administrative capacity, managing the online registration and payment of the group.

Attendee Information

Next, the group manager will register all the members of their group. The group manager will go through the following steps (4-12) for each individual being registered. Please note that registration is **different** than in past years. Registration is in two parts, requiring a deposit to be paid before registration may be completed.

4. The group manager will register all attendees (including themselves if they are attending the conference) using the following online forms and the information from each individual's registration form (this paper form can be found at the end of this registration materials packet).

NOTE:

- a. *To add another registrant, return to the Dashboard and click the blue "Add Attendee" button.*
- b. *Make sure to check the box at the top of the Attendee Information page for the group leader's registration! The group leader will serve as the actual leader of the group in attendance at the conference. It can be the same person as the group manager but can also be different.*
- c. *Each registrant needs a unique email address associated with their registration in order to receive access to their year's worth of bible studies included in the conference registration.*
- d. *If someone is attending with your group from a different church, click the circle below "Attendee Phone" and provide the correct information.*



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- e. Please contact the registrar (registrar@higherthings.org) if you need to register anyone under 11 years of age.

Terms and Conditions

5. Please read and acknowledge the Terms and Conditions.

Conference Selection

6. Select the conference your group is attending.

NOTE:

- a. This year, Higher Things is requiring all participants to pay a Non-Refundable Deposit (NRD) of \$150 part way through the registration process. When you select your chosen conference, the NRD will automatically be added to your cart. Once the NRD is paid, you will be able to fully complete your registration.
- b. Please note that the total conference cost is the **listed amount plus the NRD**. The cost reflected on this page does not include any applicable discounts (such as early bird or regular registration rate). Those will be applied to the cart at checkout.
- c. Please contact the registrar (registrar@higherthings.org) if you need to register anyone under 11 years of age.

Conference Checkout/Payment

7. As mentioned above, Higher Things requires a \$150.00/person non-refundable deposit (NRD) to ensure each individual's spot at the conference. This \$150 NRD also places an individual on to a conference site's waitlist, as applicable. Payment of NRDs does not lock in a group's registration rate.

NOTE:

- a. You are automatically registered for the deposit plan by default. If you wish to pay in full, click "Edit Billing" and select the "Pay In Full" option.
8. After confirming your selection, you will arrive at the checkout page. If you wish to make an online payment, you may do so now either by credit/debit card or with an E-check. Enter the credit/debit card or E-check information and click "Yes, Pay \$___ now."

NOTE:

- a. If you make an online payment by card, it will look like your card is being charged as many times as people you have registered, plus one. The registration system takes the mass amount off to start as a pending charge and then charges each person's registration individually. After those payments are cleared, the pending charge for your will drop off, but this can take some time. Higher Things is unable to change this payment process as it is a product of the registration system. Because of this process,



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some credit cards get triggered as having fraudulent activity. To avoid complications, we encourage you to pay by manual check.

- b. Any credit/debit payments will be charged a 5% service fee. E-checks also have an associated service fee of 1.15%*
- c. If you pay online, you will be given the option to add Purchase Protection to your order for an additional fee. This is an offering of the registration system itself, not of Higher Things and we do not recommend adding purchase protection.*

We do encourage groups to pay with checks rather than online methods as this lowers the amount Higher Things pays in processing fees, which in turn helps keep registration costs as low as possible!

9. To avoid the service fees, we encourage you to pay for your conference registration with a manual check. Send a check with your church's name, the group manager's name, and any other pertinent information included to:

Higher Things, Inc.
PO Box 175
Lisbon, IA 52253

Please note that registration rates for manual checks are determined by **postmark date**. To avoid being charged a higher registration rate, take care to ensure checks are prepared and mailed with enough time to be postmarked according to your desired registration rate deadline.

10. Once at least the \$150 NRD is paid, the remaining registration forms, including housing selections and roommate requests, will become available to complete.

Housing

11. Housing selections and roommate requests will be made available after the NRD has been paid. If you are registered to stay off-campus at the Seward, NE conference location, you will be shown the off-site housing instructions. For those staying on campus during the conference, you will be shown a housing selection page. Select the appropriate products as needed.

NOTE:

- a. All registrants are assigned to a double occupancy room by default.*
- b. You may select a private room for a registrant by checking the box. Note that the \$50/night (\$150 in total) charge will be added to your balance.*
- c. Individuals or groups are able to stay on campus the night before the conference begins and the night after the conference ends if needed for an additional \$50 per person.*

If desired, a registrant's roommate request may be entered in the appropriate box. You can change this information through April 30, 2025. All roommate requests are due no later than April 30th.



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Final Checkout/Payment

12. Once your selections have been made, you will be prompted to confirm your housing selections and on the next page, make final payments. Refer to the above section on checkout/payments for instructions on how to proceed.

As you have need of it, you may edit an attendee's registration by logging back into you registration portal and clicking on the progress bar next to an individual's name. This feature will be active until May 1st, at which point, any changes to registration will need to be addressed to the Higher Things registrar (registrar@higherthings.org). We look forward to seeing you at the All Things New 2025 Higher Things conferences this summer!