Online Registration Instructions

Register Online

1. Go to https://higherthings.org/torah/. Follow the link to the registration page.
    a. Click "Begin Registration" to create a new account. If you have an existing account, login to your registration account using your credentials.
    b. **All registrants in your group must be registered under the same account.**
2. Fill in the group's congregational information and the group manager's information. The group manager serves in an administrative capacity, managing the online registration and payment of the group. The group manager does not need to attend the conference.
3. Once complete, click the blue "Register Attendees" button to register your group members.

Conference Selection

4. Select the conference your group will be attending and note the following:
    a. Any applicable discounts will be added automatically to the attendee's cart and reflected on the Checkout page

Attendee Information

5. The group manager will register all attendees (including themselves if they are attending the conference).
    a. To add an attendee, return to the Dashboard and click the "Register Attendees" button.
    b. If someone is attending with your group from a different church, fill out the church's information in the Pastor Section.
    c. Every group must designate an onsite group leader. This adult will serve as the actual leader of the group in attendance at the conference. It can be the same person as the group manager or a different individual. Answer the question accordingly.
    d. If you need to register anyone under 11 years of age, you must contact the registrar (registrar@higherthings.org) in order to finish the child's registration.

Housing

6. Select your desired housing offerings. Desired products will be automatically added to the attendee's cart once selected.
    a. **Private Rooms** -Guaranteed private rooms are available for $150 ($50/per night of the conference). Purchase of a private room does NOT guarantee a private bathroom. An additional $50 will be added to an attendee's cart for any additional nights you register for before or after the conference.
    b. **Extra Nights** - 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. An

adequate chaperone to youth ratio is required for all overnight stays, even those outside of the regular conference schedule.

7. If desired, a registrant's roommate request may be entered in the appropriate box.
    a. Every effort will be made to house conference attendees with their preferred roommates. However, these preferences cannot be guaranteed. Roommates are assigned according to the specific guidelines of the Housing Policy. Therefore, Higher Things cannot permit rearranging roommates on site by individuals or groups without coordinating directly with the housing coordinator for that conference.
    b. If you are traveling with another group and wish to be housed near or with them, provide the requested information.
8. All housing information, including private rooms, extra nights, and roommate requests, are due no later than May 1st, 2027.

HT Adventures & Adult Continuing Education

9. If desired, select the HT Adventure or Adult Continuing Education offering for your specific conference site.
    a. **HT Adventures** - All registrants are assigned to a double occupancy room by default but private rooms are available for $150 ($50/per night of the conference). An extra $50 will be added for any additional nights yo
    b. **Adult Continuing Education** - HT is proud to present

Terms and Conditions

10. Read and acknowledge the Terms and Conditions.

Liability Waivers

11. The site specific liability waivers must be signed for every minor (aged 17 years old or younger).

Background Check Information

12. All adults (registrants age 21+) registered to attend a Higher Things conference must pass a national criminal and sexual predator background check (to be paid for by the registrant) by May 1 of the conference calendar year. This page contains links to the various background check service providers accepted by Higher Things. This information will also be emailed to all adult attendees 21 years old or older.

Confirm Cart

13. Confirm the attendee's cart and proceed.
    a. You can remove items from the Confirm Cart page. To add additional items, click the green progress bar next to the attendee's name and select a form to return to. Changes made will be reflected in the attendee's cart.

Payment Options

14. Indicate whether you will make payments physically with a mailed in check, or electronically online.
    a. Once an option is selected, specific details and instructions will appear on the screen.
    b. If you are paying ANY PART of your balance online, select the online option.
15. For manual payments, the "Payment Options" page will be the last step you complete online. Your registration will remain "incomplete" until payment is received and applied to your account.
    a. Mail all physical checks to:

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

       Include the group manager or church name and include any other pertinent information to ensure the check is applied to the correct account.
    b. 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.

16. You will be directed to read and acknowledge certain policies concerning payments of registration fees and group balances. Once you have reviewed and checked the box, you will be allowed to continue to checkout.
    a. The specific policies are:
       i. Payment of the $150 per person non-refundable deposit or any other partial payment of a registration balance does not "lock in" an individual's registration rate.
       ii. Non-refundable deposits of $150 per person must be made to ensure your group's registration at a conference should it reach capacity.
       iii. The per-person registration fees are based on the date your group's registration fees are paid in full.
       iv. All payments must be made in U.S. funds.
       v. The non-refundable deposit will not be refunded for a cancellation. No refunds of any kind are given for cancellations made on or after May 1 (including no-shows at conference check-in).
       vi. A $50 fee applies to any and all substitutions made on or after May 1, 2027.
       vii. As of May 1, 2027, new and unpaid registrations will be considered late and will incur an additional late fee of $50/person.
       viii. The online registration system may state that the final payment for my group is due after the conference season is completed. **This is not the case**; it is a product of the system's retention of your credit card information. You must be paid in full by April 30th or incur a late fee of $50 per person. All payments are due absolutely no later than the start of the conference.

Checkout & Payment

17. Once you have registered all your group members, those wanting to make an online payment should return to the Dashboard and click the blue "Make a Payment" button under the "Balance Due" section. You will be directed to the Checkout page.

18. All registered attendees paying online are **automatically assigned the deposit first payment option**. This means the first online payment by default is the $150 per person non-refundable deposit for each member of your group.
    a. If you wish to only pay the deposit for your group members at this time do not change anything about how the payments appear below.
    b. If you wish to pay in full for your group, select the "Pay Full Balance Now" below the name of every person desired. Once everyone is added, you will continue to the payment method section.
19. Review the Higher Things Refund Policy and then continue to the payment section.
20. Once at the payment section, note the following:
    a. All credit card payments incur a **4% service fee.** This service fee does NOT apply to payments made with debit cards or e-checks. We encourage you to utilize debit cards, e-checks, or mailed in physical checks to keep your registration costs as low as possible.
    b. Charges for registration fees will look like your card is being charged as many times as people you have registered, plus one. **This is not the case; do not panic!** 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, some credit cards get triggered as having fraudulent activity. If you have difficulty making a payment, contact the registrar.
21. Fill in the required fields and make your online payment. You will receive an email confirmation once the payment has gone through.

Editing Registrations

As you have need of it, you may edit an attendee's registration by logging back into your registration portal and clicking on the progress bar next to an individual's name. This feature will be active until May 1st 2027, 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 Torah 2027 Higher Things conferences this summer!