2024 Churchwide Gathering
Registration/Technical Support

Registration for Presbyterian Women's 2024 Churchwide Gathering is entirely online.

Go to presbyterianwomen.org/gathering and click the "Register" button in the upper-right corner.

You'll be directed to a secure page (https://ogaevents.pcusa.org) that prompts you to log in with your username and password:

Returning users, enter your username and password (from the 2018 Gathering) and click submit. Go to page 5 of this guide, "Beginning your Gathering registration."

New/first-time attendees will need to create a username and password. Go to page 2.

Attendees of past Gatherings who need username and password support, go to page 3.

New Users: Creating a New Username and Password

Create a new account

Username

LuluLovesPW

E-mail address

email@email.com

Password

••••••••

Password (again)

••••••••

You will receive a verification email, with a link to access the on-line registration site. You should receive this email within 15 minutes.

SUBMIT

Already have an account? Log in.
Forgot your password?

1. Enter a username, your email address and then enter a password.

*Pro Tip: Write or enter your username and password below, or enter them into your password organizer. Both usernames and passwords are case sensitive.

USERNAME:

PASSWORD:

2. Click submit and then check your email. You will receive an email from "GA Meeting Service," with the subject line "Account Activation." Follow the instructions in the email and proceed to page 5 of this guide.

Attendees of Past Gatherings Needing Username and Password Support

1. On https://ogaevents.pcusa.org, click the link that says "Forgot your password?"
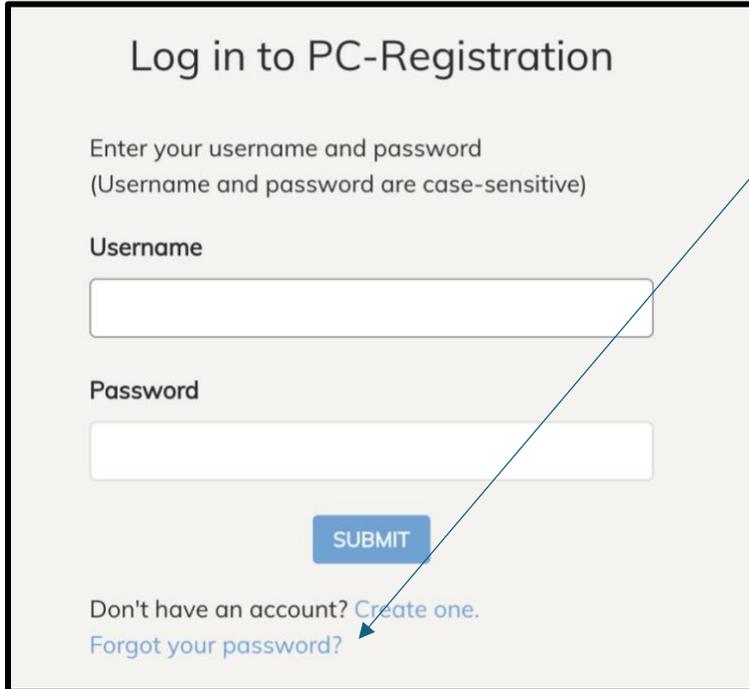
Log in to PC-Registration

Enter your username and password
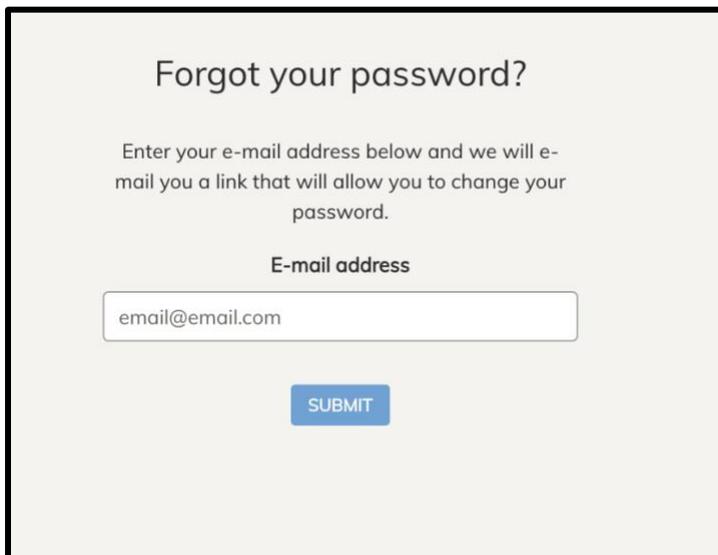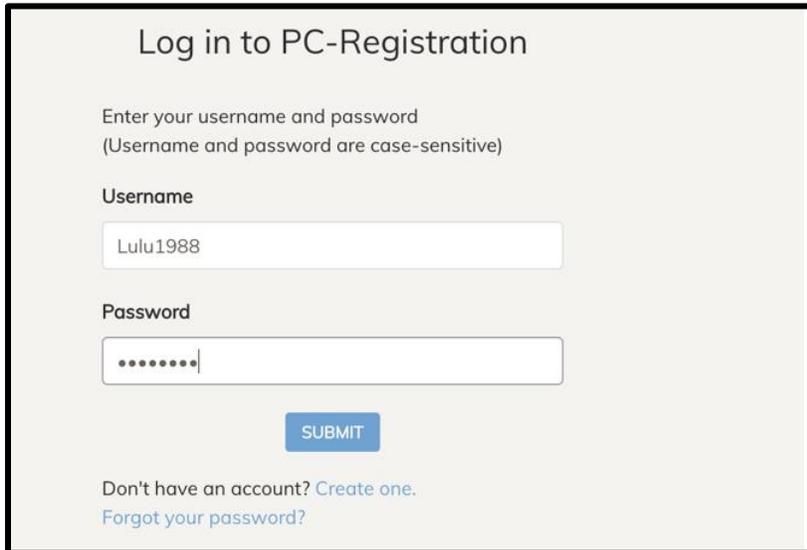(Username and password are case-sensitive)

Username

Password

SUBMIT

Don't have an account? Create one.
Forgot your password?

2. You will be sent to a new page titled "Forgot your password?" Enter your email and click submit.

Forgot your password?

Enter your e-mail address below and we will e-mail you a link that will allow you to change your password.

E-mail address

email@email.com

SUBMIT

You will be redirected to a new page with the following message:

Password reset link sent

We've e-mailed a password reset link to the e-mail address you submitted. If you do not receive it within the next few minutes, that e-mail address might not be registered on our system. You can create a new account or contact the registrar for assistance at gameetingservice@pcusa.org.

3. Check your email within the next 10 minutes. If you have an account, you will receive an email from "GA Meeting Service." The email will look like the screenshot below, and includes a link for resetting your password.

Password reset on PC(USA) OGA Event Registration   Inbox ×

GA Meeting Service <gameetingservice@pcusa.org>   4:16 PM (1 minute ago)
to me

You're receiving this e-mail because you requested a password reset for your user account at PC(USA) OGA Event Registration.

Please click the following link to securely reset your password.

http://ogaevents.pcusa.org/accounts/password/reset/confirm/MjQzMjE/6j3-f639ccb8a575e55887e4/

Your username, in case you've forgotten: Lulu1988

Note that the last line of the email includes your username.

4. Click the link to reset your password. Enter your new password in both of the fields and click submit.

Pro Tip: Write or enter your username and password below, or enter them into your password organizer. Both usernames and passwords are case sensitive.

USERNAME:
PASSWORD:

5. Return to https://ogaevents.pcusa.org and enter your username and password.

Beginning Your Gathering Registration

1. Go to https://ogaevents.pcusa.org/accounts/login/?next=/register/2024-churchwide-gathering-presbyterian-women/ . Enter your username and password (and be sure they're written down for your records!) and click the blue "Submit" button.

Pro Tip!

Before you register download the Guide from presbyterianwomen.org/cwg-guide.

The Gathering Guide is your guide to all things Gathering!

Take a few minutes to read through the resource, making notes and plans.

This will make your registration process easier—you'll be prepared to select options about how your Gathering days will unfold!

2. You will be directed to page that looks like the below image. Click the green "Next" button.

3. Enter the required fields for first name, name for badge and last name. Click "Next."

4. On the page that looks like the image below, under the "Primary Role" header, select either in-person or online participation from the drop-down menu. (You may also provide details about your participation in PW—under the "Secondary Role" header—for possible events and communications at the Gathering.) Click "Next" after making your selections.

5. The Registration Information page that begins with fields for contact information also includes demographic details and requests for accessibility in plenary.

   While the accessibility fields appear for all users, only in-person attendees need to fill out.

   Click "Next" after submitting your requests and details.

Now Choose Your Path!

If you selected in-person participation, go to step 6A (page 8).

If you selected online participation, go to step 7A (page 13).

6A. In-person participants should select between full participation or a single one-day registration. Click "Next" after making your selection.

6B. On the "Activities" screen (not pictured), you will see the provided meals for each day. There are six time-blocks for workshops for full registrants; three time-blocks for one-day registrants (Friday or Saturday). Click the title of the workshop for a description of the session and leader. You may make one workshop selection for each time block, or not make a selection.

After the last workshop time block, you have the options to
- attend one or more book discussion groups
- purchase a ticket to a synod lunch or the National Association of Presbyterian Clergywomen luncheon
- volunteer
- prepurchase a $25 Gathering tote bag
- give a $12 gift to the Presbyterian Tree Fund to "offset" carbon impact of Gathering travel

Make your selections and click "Next."

6C. Review your activities and additional purchases. Click on the blue hyperlinked "Activities" to see the meals, workshops and other selections.

Please note that the dollar amount that appears does not reflect the registration cost yet, only extras.
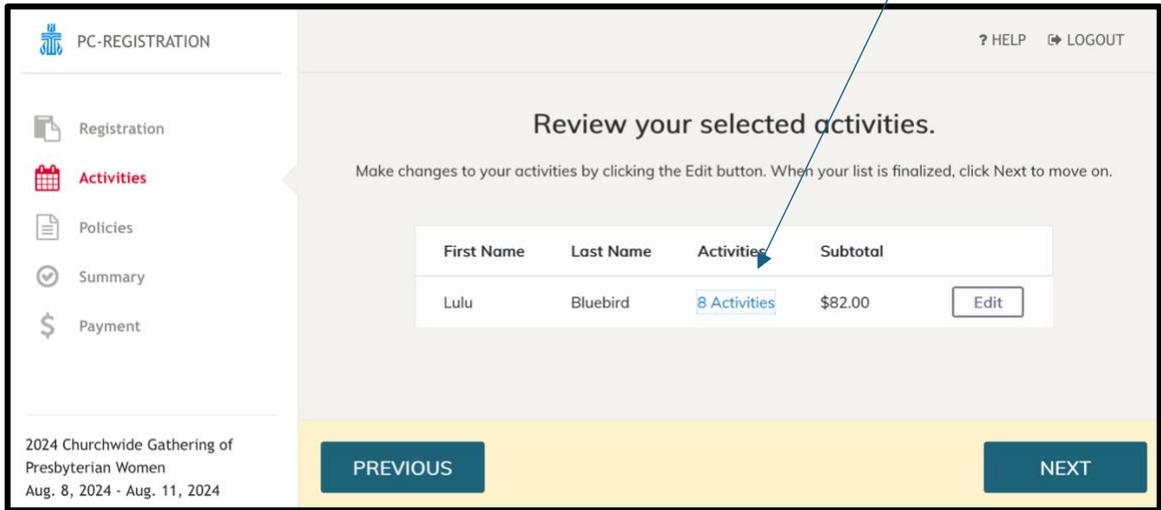
In the gray bordered box that appears, you will see your selections. You may need to scroll using the ribbon on the side of the pop-up box to see all choices.
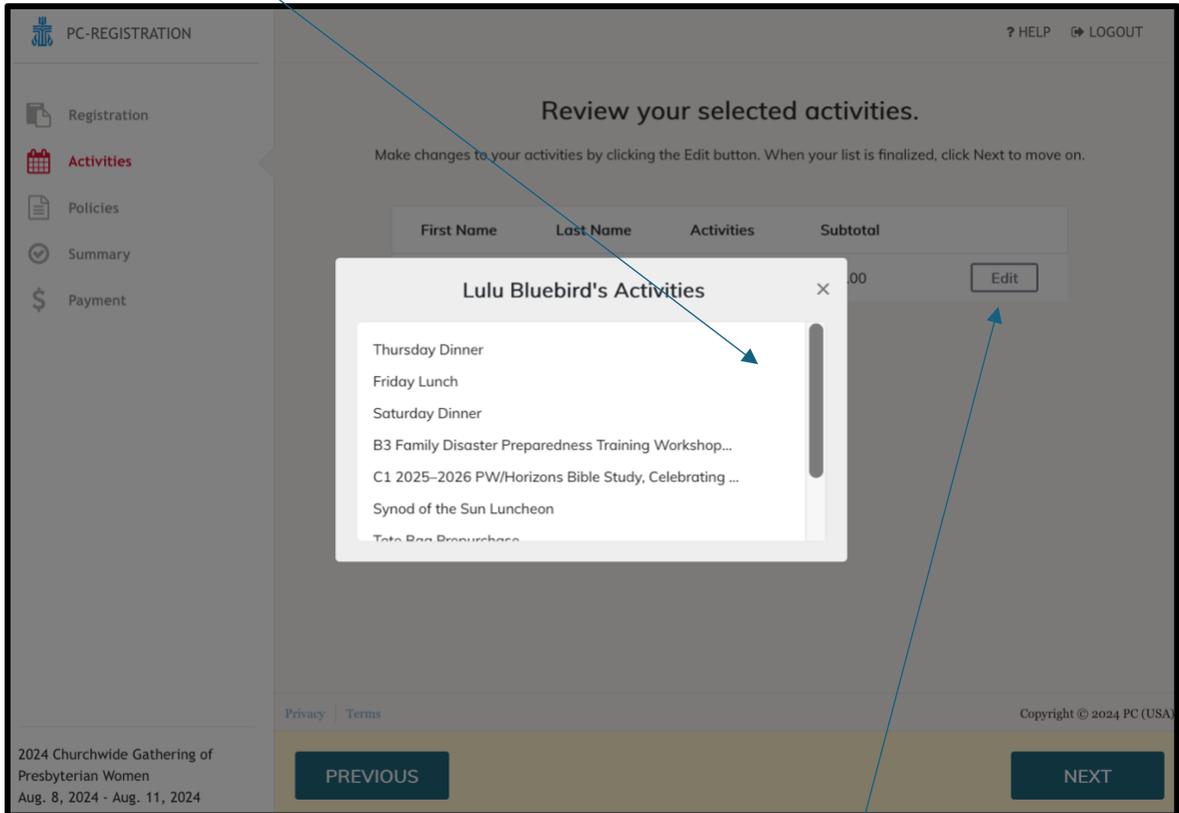
Click the X in the upper right of the box to close it out. Click "Edit" to adjust your selections or click "Next" if you have no changes.

6D. Read the waivers, releases and the cancellation policy. Check the box after each of the three policies after reading. Then click "Next."

6E. On the "Summary" page, review your selections one final time. Click "Previous" to make adjustments or "Next" to proceed to payment.

6F. On the "Payment" page, by default all items will be selected for payment. You may uncheck items if you need to pay for them with a second debit or credit card. Enter your credit card information, check the box next to "I'm not a robot" then enter your billing information. Click "Process payment" to complete your registration.

6H. Hooray—you've done it!

You'll receive a confirmation message on screen, and then an email message when your registration is confirmed.

Remember to reserve a room at the Marriott St. Louis Grand, 800 Washington Ave., St. Louis, MO 63101.

For a safer experience, don't click on other online offers but instead, book your hotel reservation in one of the below three ways:

- Click here to book your hotel stay. ***Preferred method for making a reservation**
- Call 877-303-0104 (the Marriott reservation line). To access the group rate, request the **"Churchwide Gathering of Presbyterian Women 2024 Room Block."** You may also use your Marriott points to reserve your room via this phone number.

P.S.
Gatherings are more fun with your flock! Invite a friend with a printable "Meet me in St. Louis" Gathering postcard!

7A. Online attendees should check the box next to "Online Participation" and then click "Next."

7B. On the next screen, check the box next to "Activities for on-line participants." You may also click those hyperlinked words for details on how plenary will be available and the list of workshops that will be recorded and when they will be available.

7C. Click on the blue hyperlinked "Activities" to review your selection. Please note that the dollar amount will be $0 at this point. The cost of online registration will be added later. Click "Next."

7D. Read the waivers, releases and the cancellation policy. Check the box after each of the three policies after reading. Then click "Next."

7E. On the "Summary" page, review your selections one final time. Click "Previous" to make adjustments or "Next" to proceed to payment.

7F. On the "Payment" page, by default all items will be selected for payment. You may uncheck items if you need to pay for them with a second debit or credit card. Enter your credit card information, check the box next to "I'm not a robot" then enter your billing information. Click process payment to complete your registration.

7G. Hooray—you've done it! You'll receive a confirmation message on screen, and then an email message when your registration is confirmed.