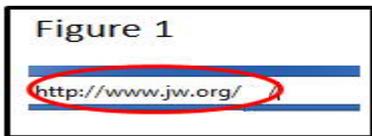


# INSTRUCTIONS FOR ENTERING APPLICATIONS AND GROUPS FOR SPECIAL AND INTERNATIONAL CONVENTIONS

## Table of Contents

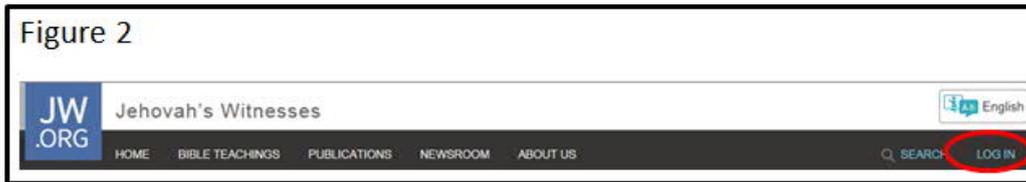
	Point
Accessing the “Convention” Tab .....	1
Getting a Group ID .....	2
Entering a New Application .....	3
Editing or Cancelling an Application .....	4
Changing the Group Contact .....	5
“Please Be Aware” Warning Note .....	6
Deleting a Group ID Number .....	7

1) **Accessing the “Convention” Tab:** Type: <http://www.jw.org/> (Figure 1) into your Internet browser and click enter.



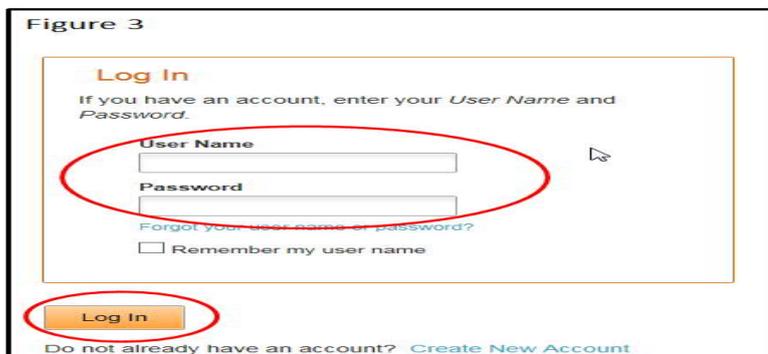
The public area of jw.org will open. (Figure 2)

Click on the “Log In” link at the top of the window.



The “Log In” screen will appear. (Figure 3)

Enter your “User Name” and “Password.” Click the “Log In” button.



The secure area of the jw.org website will open. (Figure 4)

Click on the “Convention” tab. Note: If you do not have the “Convention” tab, contact your congregation account administrator to get appropriate roles that will allow you to view and access the “Convention” tab.



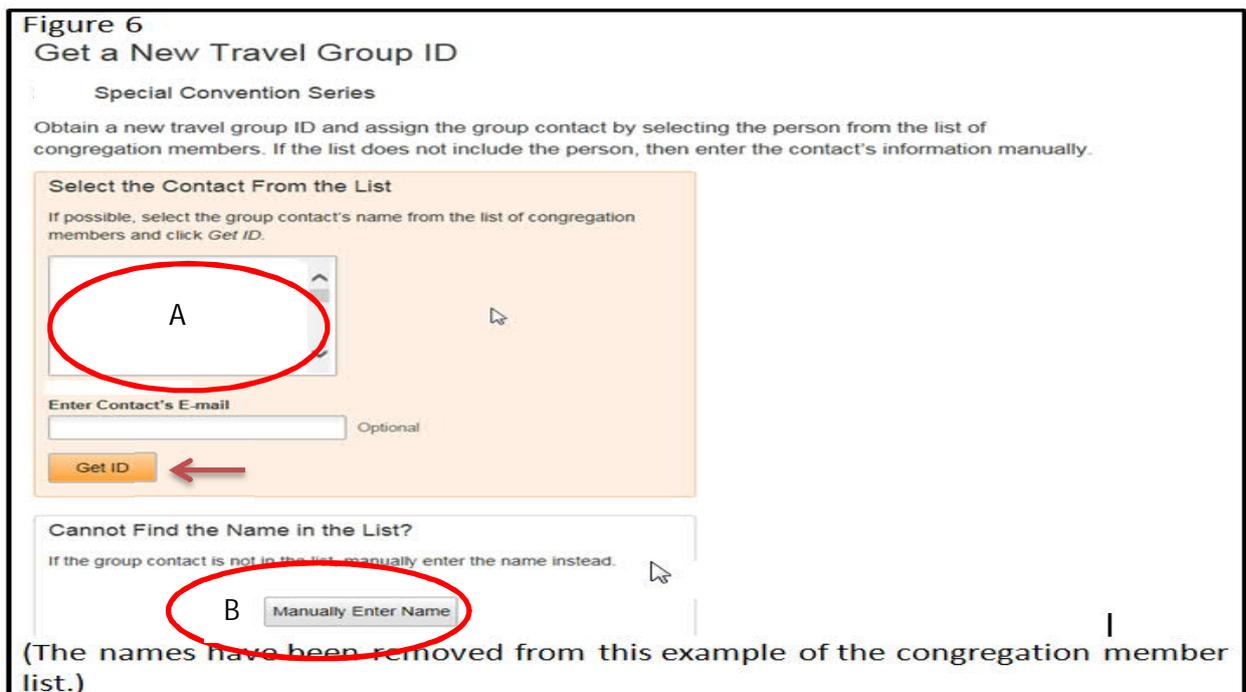
After clicking on the “Convention” tab, the “Applicants” menu will appear. (Figure 5)



**Note:** From the “Applicants” menu four actions can be accessed. This document will address the first three.

2) **Getting a New Group ID:** Publishers traveling alone do not need a group ID. However, everyone traveling with someone else needs a Group ID. This includes marriage mates, as well as parents and children. Each person must submit individual applications and someone in the group must be designated as the group contact.

Click on the “Get New Group ID” link. (The screen shown in figure 6 will appear)



A) If the person who is going to be the group contact is an elder or a ministerial servant or is in full-time service, his name will be in the list of members for your congregation.

His name will appear in the area circled in red in figure 6 above. If you click on the applicant's name from the list of congregation members, the system will automatically transfer certain information into the appropriate fields on the electronic application. However, you should enter the group contact's e-mail address. Then click the "Get ID" button. (See arrow in figure 6)

- B) If the person you want to select as a group contact does not appear on the list of congregation members, then click on the button labeled "Manually Enter Name" located at the bottom of the screen. The "Get a New Travel Group ID" screen (Figure 7) will show up. Fill in all the information requested. Be sure to enter the contact's e-mail address. Then click the "Get ID" button.

**Figure 7**

### Get a New Travel Group ID

2016 Special Convention Series

**Enter the Travel Group Contact's Name**  
Enter the contact's name and if possible, also a valid e-mail address. Click *Get ID* to obtain the ID and assign the contact.

First Name	Middle Name	Last Name	Suffix (Jr., III, etc.)
<input type="text"/>	<input type="text"/> <small>If applicable</small>	<input type="text"/>	<input type="text"/> <small>If applicable</small>

**Enter Contact's E-mail**  
 Optional

- After clicking the "Get ID" button, the "Get a New Travel Group ID" verification screen will open. (Figure 8) The name, e-mail, and group ID number will appear next to the bullet points in the "Travel Group Details" box. Click "Print" and give the printout to the group contact.

**Figure 8**

### Get a New Travel Group ID

2016 Special Convention Series

✔ Group ID assigned successfully.

Print this page and give a copy to the contact. This information was also sent to the e-mail address shown below.

**Travel Group Details**

- Contact: Ge
- E-mail: lpru
- Group ID: 4

All those traveling in the group must include the **Group ID 4720** on their application

**Note:** If the travel group contact changes, use the *Status Summary* page to make a different member of the group the contact.

(The contact name and E-mail address have been removed from the example.)

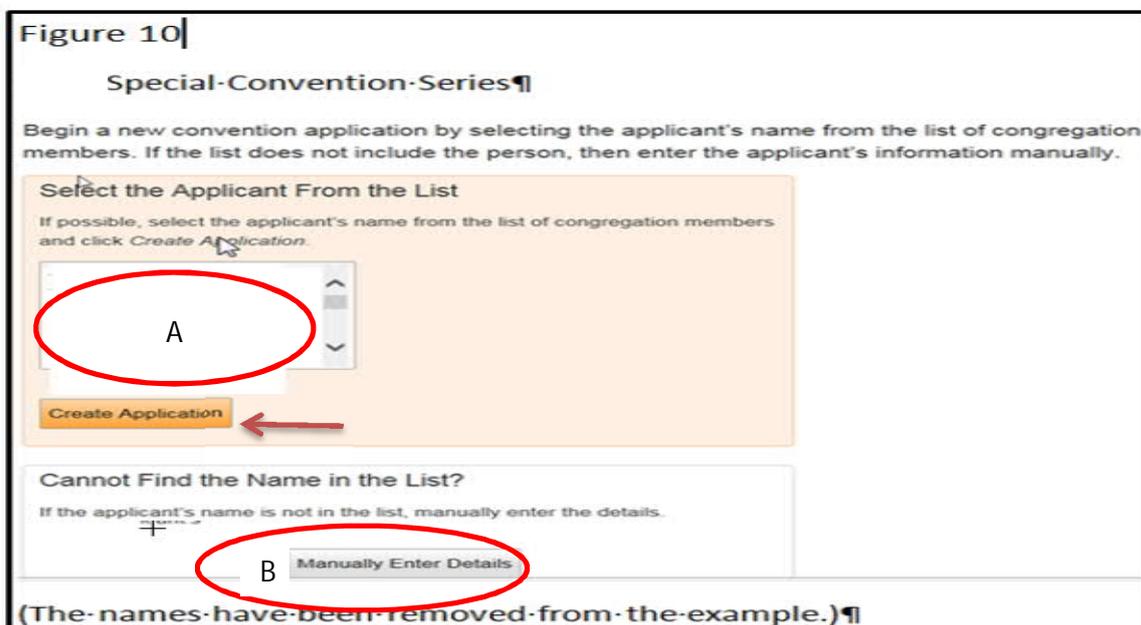
- 3) **Entering a New Application:** If you are submitting the application of someone who will serve as a group contact, it is best to enter his application first, before other members of his group.

Click on “New Application.” (See figure 9)



The “New Convention Application” screen will open. (Figure 10)

**Note:** If an electronic note appears on top of the application that says: “Please Be Aware...” See the directions under point 6 in this instruction.



A) If the person’s name is in the list of congregation members, select the person’s name and click the “Create Application” button as indicated by the arrow in figure 10. The “Personal Information” screen will appear. (Figure 11) Some information will be filled in automatically. This should not be changed.

B) If the person’s name is not in the list of congregation members, click the button at the bottom of the screen labeled “Manually Enter Details.” The “Personal Information” screen will appear. (Figure 11) This will allow you to enter the name, gender, birth date, and baptism date.



- Scroll down to “Languages Spoken Fluently.” (Figure 12)

**Figure 12**

In the first box under “Languages Spoken Fluently,” click the drop-down arrow at the end of the box and select the applicant’s primary language. If the applicant speaks other languages, then you can click the drop-down arrow of the second or third box and select additional languages. (Do not enter a language twice.)

- Scroll down to “Telephone.” (Figure 13)

**Figure 13**

To enter the telephone number, click the arrow at the end of the “Select Country” box and pick the country. The system will automatically add the country code (1 for the U.S.). Tab to the phone number box and enter the telephone area code and number (For example: 777-777-7777).

- Scroll down to “E-mail.” (Figure 14)

**Figure 14**

Type the e-mail address, tab, and type the e-mail address again.

- Scroll down to “Appointment Status.” (Figure 15)

**Figure 15**

The figure in the “Total Years of Full-Time Service” box should be the cumulative years a person has spent in full-time service, not only his current consecutive number of years. If a person has been in full-time service less than a year, please enter “1” year.

- Scroll down to “Travel Group Details.” (Figure 16)

**Figure 16**

**Travel Group Details**

If this applicant is traveling with others, enter the *Travel Group ID*. Compare the name of the group contact to verify you have entered the correct number. If needed, you can change the group contact later using the *Travel Group Summary* page.

Travel Group ID	Group Contact's Name
<input type="text"/>	<input type="text"/>

Verify

When you type in the “Travel Group ID” number, and click on the “Verify” button, the group contact’s name will automatically appear under the “Group Contact’s Name.” If it does not, likely the group contact’s application has not yet been entered. Thus, you will not be able to verify the travel group ID number until after the group contact’s application has been entered. However, you can complete the application you are working on and save the information. Later, you can open the application again and insert the group ID. At this point, you should be able to click on the “Verify” button to make sure the group contact’s name appears. Scroll down to “Convention Preferences.”

- Scroll down to “Convention Preferences.” (Figure 17)

**Figure 17**

**Convention Preferences**

Choice	Convention	Special Rooming Provision
1.	<input type="text"/>	Indicate if the applicant qualifies for the special rooming provision. <input checked="" type="radio"/> No, not needed <input type="radio"/> Yes, if available
2.	<input type="text"/>	
3.	<input type="text"/>	
4.	<input type="text"/>	
5.	<input type="text"/>	
6.	<input type="text"/>	
7.	<input type="text"/>	

**Note:** The “Convention Preferences” of applicants in a group will automatically show the preferences entered for the group contact. The option to have different preferences for each applicant who is part of a group is not allowed and will be disabled on the electronic form.

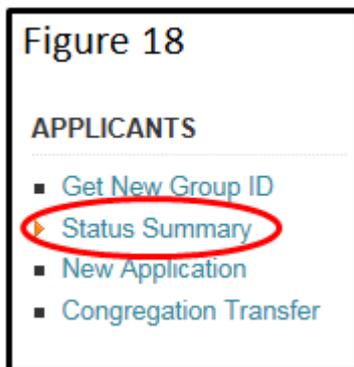
To select preferences for a group contact or an applicant who is not in a group, click on the drop-down arrow at the end of the preference box, as shown by the red arrow

in figure 17. The system will not allow you to select the same convention location twice in your list of preferences. If you need to remove a convention location from your list of preferences, use the drop down arrow to show the list of convention locations and select the blank entry.

The “Special Rooming Provision” is for a delegate who has many years of faithful service and although desirous of attending a special or international convention, does not feel he/she can financially support the entire package of airfare and hotel costs. (See *Applicant Instructions*.) The number of private home accommodations is very limited. If someone qualifies for the special rooming provision and you have confirmed that he/she would appreciate special rooming if available, check the “Yes, if available” button under “Special Rooming Provision.” **Those selected for special rooming will be accommodated in the homes of local brothers and sisters.** This provision should not be offered to applicants, but if it is requested and the Congregation Service Committee agrees that he/she qualifies, then kindly inform the applicant that the accommodations, if available, will be in a private home. This also applies to special full-time servants who request special rooming. If a person does not want to stay in a private home, then the special rooming provision should not be selected.

- 4) **Editing or Cancelling an Application:** To edit or cancel an application that has already been submitted electronically, click on the “Status Summary” link. (See figure 18)

**Note:** If the person whose application is being cancelled is the group contact, you will need to designate another person in the group as being the contact before proceeding. (See point 5 “Changing the Group Contact”) If all of the members of a group are cancelling, cancel the application of the group contact last.



The “Applicant Status Summary” screen will allow you to edit or cancel an application. (Figure 19)

Figure 19

## Applicant Status Summary

### What you can do:

- **Edit or Cancel an Application:** Select the person's name to edit his information or cancel the application.
- **Print Selection Details:** Once an applicant has been selected for a specific convention, click *Print Details* to print a summary of the convention details to give to the applicant.
- **Manage a Travel Group:** Click the Group ID to view all members of the travel group and change the assigned contact.

### Special Convention Series

Name	Status	Convention	Group ID
	Applied		1784
TestLast, TestFirst TestMiddle	Applied		1784

### Special Convention Series

Name	Status	Convention	Group ID
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Click on the name of the applicant whose application is being cancelled or edited. This will open the “Convention Application” screen. (See figure 20)

Figure 20

## Convention Application

1 Edit 2 Confirm 3 Print

### Special Convention Series

Update applicant information and click *Next*. Some fields cannot be edited because the information is linked to a branch record.

#### **i** Please Be Aware

The convention selection process has begun. During this time, some applicant data may no longer be changed.

If this person is no longer able to be a convention delegate, select the *Cancel This Application* check box and click *Next*.

Cancel This Application

To cancel an application:

- Click on the “Cancel This Application” box
- Click on “Next” at the bottom of the page
- Click on “Submit” at the bottom of the next page

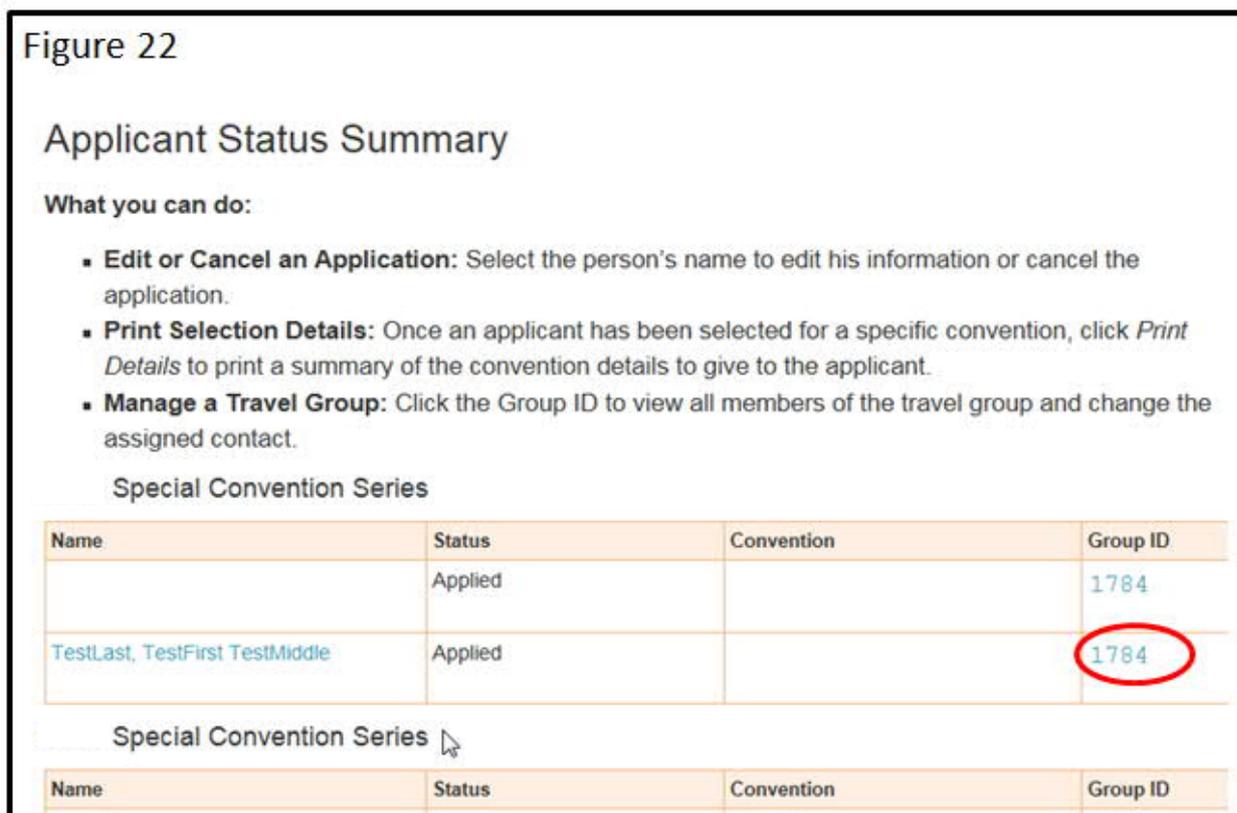
**Note:** If you are canceling all the applications in a group and you have canceled all the applicants except for the group contact, then click on the “Status Summary” link. (Figure18) The

“Applicant Status Summary” screen will appear and you can click on the “Group ID” link. (See red circle in figure 22) The “Travel Group Summary” screen will appear. From this screen you can click on the “Delete Group” button. Afterward, click the “Confirm” button. Then you can cancel the application of the former group contact.

- 5) **Changing the Group Contact:** If the group contact is canceling and other members of the group are continuing to travel as delegates, please designate someone else as the group contact. To do so, click on the “Status Summary” link. (See figure 21)



The applicant “Applicant Status Summary” screen will appear. (Figure 22)



Click on the Group ID. The “Travel Group Summary” screen will open. (Figure 23)

Figure 23

## Travel Group Summary

### Special Convention Series

All of the applicants that entered Group ID 1784 on their application are listed. To assign a different group contact, select an applicant and click *Update*.

Group ID: 1784

Group Contact:

Assigned Contact	Name	Congregation	Status
<input checked="" type="radio"/>			Applied
<input type="radio"/>	TestLast, TestFirst TestMiddle		Applied

Update

Click the circle in front of the name of the new group contact. (See the red circle in figure 23)  
Click the “Update” button.

Now you can cancel the application of the person who is no longer the group contact, as described in point 4 above.

- 6) **“Please Be Aware” Warning Note:** When entering an application, you may see a warning note that says “Please Be Aware.” (See red arrow in figure 24) This indicates that the application of a group contact has not been entered.

Figure 24

## New Convention Application

### Please Be Aware

A convention application has not yet been submitted for the following group contacts. Please enter the application as soon as possible. Use the link provided below.

- [Enter Application Now](#)

(The name of the group contact without an application has been removed from this example.)

- If the group contact is in your congregation, you should enter his application before entering those in his group. Click on the “Enter Application Now” link in the note. (See the link circled in red in figure 24) Click the “Enter Application Now” link. The “New Application” form will open with some details already entered.
- If the group contact is not in your congregation, you will need to *wait to enter the applications of those in his group*.

- 7) **Deleting a Group ID Number:** If the applicant who asked for a group ID number has decided it is no longer needed, you can delete it by clicking on the “Status Summary” link. (Figure 21) The “Applicant Status Summary” screen will appear and you can click on the “Group ID” link. (See red circle in figure 22) The “Travel Group Summary” screen will appear. From this screen you can click on the “Delete Group” button.