

Messenger/Visitor Pre-Registration

Your church should have received a messenger letter in the mail, at the top of that letter contains the login information to register for the NWBC Annual Meeting.

1. Go to www.sbcworkspace.com and enter the login credentials found on your messenger letter. If you did not receive a letter, please contact our office.
2. Once on the login screen like the one below, enter the username and password. You will then be taken to a screen that asks for your name.

First Screen

SBC Workspace

Welcome to SBC Workspace. Please login to continue.

User name

Password

Login

Second Screen

Please Enter Your Name

Submit

- Your landing page should look similar to this, and under Active Conventions, you will see the names of any open convention registrations. Click the one you would like to register for, and you will be taken to the Pre-Registration

Organization	
Name	Phone
NWBC Test	(360) 882-2100

Active Conventions		
Name	Pre-Registration	Convention Date
Register for 2021 Northwest Baptist Convention Annual Meeting	Aug 1, 2021 10:00 AM - Oct 1, 2021 11:45 PM	Oct 1, 2021 08:00 AM

Surveys	
Survey	Year
ACP Statistical Profile	2021
Northwest Baptist Convention Supplemental ACP	2021

- The first screen will show you how many messengers your church is allowed (this is based off of the prior year's ACP data)
- Click **Continue to Pre-Register**

2021 Northwest Baptist Convention Annual Meeting - Pre-Registration

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General

Messengers for your organization are based on the following ACP Statistical Data. If you have any questions, please contact **Kristen Johnson** at kristen@nwbaptist.org or by phone at (360) 882-2102.

Messenger(s) Allowed: 3

Statistical Data Used

Total Membership (2020): 0

[Continue to Pre-Register →](#)

6. Below is the Messenger Selection Page, from here you can select prior messengers, church staff, or add a New Person, if you do not see the name of the person you wish to register.
 - a. If you see the person you wish to register, simply select their name from the drop-down menu and hit either **Add Messenger** or **Add Visitor**

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Messenger Selection

You are now on the NWBC Messenger Selection page. To designate a church staff member or leader as a messenger, click on the drop down box labeled **Select A Person**.

Scroll down and click on the name you are looking for and then click **Add Messenger**. Their name will be moved to the **Selected Messengers** column. Do this for each messenger from your church. The registration program will maintain a running total of the number of selected messengers and will only allow you to select the amount your church is allowed. If you need to remove someone, simply click the **Remove** box next to their name.

If a messenger's name is not listed in the Available Leadership area, click on **New Person** at the top of the drop down list, enter the information for the new person and then click **Add Messenger**. The system will look to see if their name is in our database. If it is, click **Select** next to the person's name. They will then appear in the **Selected Messengers** column. If not, click **Continue (not duplicated)** and they will be added.

Once all Messengers have been added, click **Continue to Pre-Register**.

Search for a person... + Add Messenger + Add Visitor

Address	City, State Zip	Phone	Email
New Person			
Kaylee Test Johnson (Prior Messenger)			
Kristen Johnson (Prior Messenger) Vancouver, WA			
Leigh Ann Stark - Church Clerk Vancouver, WA			

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If a messenger's name is not listed in the Available Leadership area, click on **New Person** at the top of the drop down list, enter the information for the new person and then click **Add Messenger**. The system will look to see if their name is in our database. If it is, click **Select** next to the person's name. They will then appear in the **Selected Messengers** column. If not, click **Continue (not duplicated)** and they will be added.

Once all Messengers have been added, click **Continue to Pre-Register**.

Kristen Johnson (Prior Messenger) + Add Messenger + Add Visitor

Messengers 0 of 3 (0 of 0 Alternates)

Type	Name	Preferred Mailing Address	City, State Zip	Phone	Email
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General Messenger Selection Messenger Questions Overview


Messenger Selection

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Once all Messengers have been added, click **Continue to Pre-Register**.

Kristen Johnson (Prior Messenger) + Add Messenger + Add Visitor 

Messengers 1 of 3 (0 of 0 Alternates)

Type	Name	Preferred Mailing Address	City, State Zip	Phone	Email
 Messenger	Johnson, Kristen	10002 NE 115th Ave	Vancouver, WA 98662	(360) 882-2102	kristen@nwbaptist.org

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- b. If you **DO NOT** see the person you wish to register, select New Person and click Add Messenger or Add Visitor, and the menu in the second screenshot should appear.

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General Messenger Selection Messenger Questions Overview

Messenger Selection

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Once all Messengers have been added, click **Continue to Pre-Register**.

New Person + Add Messenger + Add Visitor

Messengers 0 of 3 (0 of 0 Alternates)

Type	Name	Preferred Mailing Address	City, State Zip	Phone	Email
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Please complete at least the first/last name and email address of each messenger.

New Person + Add Messenger + Add Visitor

Preferred Title

First Name

Middle Name

Last Name

Suffix

Preferred Name

Spouse

Gender

Ordained

Licensed

Retired

Birth Date

Day Phone

Evening Phone

Cell Phone

Fax Number

Email

Attention To

Address

Address (Line 2)

City

State

Zip

7. Click **Save**
8. Click **Continue to Pre-Register**
9. Complete the **Messenger Questions** for each messenger.
10. Click **Continue to Pre-Register**

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Messenger Questions

Kristen Johnson



Will you be attending in-person or virtually? In-Person Virtually

11. Once you have added all messengers, and answered the messenger questions, you should be taken to the Overview page.
12. Click **Done**.

General Messenger Selection Messenger Questions Overview

Overview

Thank you for registering for 2021 NWBC Annual Meeting. We look forward to seeing you at the Great Wolf Lodge!
Please print your messenger card(s) and have them signed when you check-in at the event registration table.

Type	Name	Preferred Mailing Address	Phone	Email	Confirmation #
  Messenger	Johnson, Kristen	10002 NE 115th Ave	(360) 882-2102	kristen@nwbaptist.org	987654-88054

Print Attendee Registration Cards [Email / Print Attendee Registration Cards](#)

Confirm and Complete

If you have any questions, please contact **Kristen Johnson** at kristen@nwbaptist.org or by phone at (360) 882-2102.

[Back](#) [Done](#)

Your messengers are registered!

You can go back to the Overview page at any time if you need to print or email messenger cards.

If you have any questions, please contact our office at 360.882.2100

We look forward to seeing you soon!