



evana network Registration Guide

At any point along the way, if you have trouble registering or have questions about the process, reach out to info@evananetwork.org.

Partner/Member Registration

If you are an individual member of Evana or attend a member/partner church within the Evana Network, you qualify to register under the "Partner/Member" category. If you encounter issues while registering, your email may need to be updated, or you may need to be added to our database of member names and emails. Contact us at the email above for assistance.

Regular Registration

If you are not an individual member or do not attend an Evana Partner/Member church, please register under the "Regular Registration" category.

Interested in Joining?

If you don't attend an Evana Partner Church, you can become an individual member. For details, visit www.EvanaNetwork.org.

If you are registering as an individual or family, please follow these guidelines:

- Complete all required personal information fields on the registration form.
- If someone will be attending the event with you, add them as a guest using the "Add Guest" tab at the bottom of the registration page. Once your registration is confirmed, you will not be able to go back and add a guest to your main registration.
- If you need to add additional attendees after completing your registration, email our office at info@evananetwork.org. Include the name(s) of the additional attendee(s) and all relevant registration information. You will receive an email to review and confirm the updated registration and complete your payment.
- For payment by check, select "Invoice Me." This emails an invoice from your main registration email, including an invoice number. Mail your check to:
Evana Network
P.O. Box 1137
Goshen, IN 46527
- For payment by credit card, select "Pay Now." This option will direct you to our payment processing platform via Affinipay.

If you are registering a youth group follow these guidelines:

- *Download Required Forms:* Download the Registration Worksheet and the Registration, Liability & Medical Release Form from the website.

- *Prepare for Group Registrations:* If you are registering others in addition to yourself, have them complete the Registration Worksheet to ensure you have all the necessary and accurate information.
- *Email and Account Access:* Enter and verify your email address. If you have previously registered for a gathering, you can log in by entering your password.
- *Registration Information:*
 - On the Registration page, enter all personal information accurately, including birthdates, grade levels, and the name as you would like it to appear on your name badge.
 - Use the "Add Guest" option to include others in your registration. A summary of your registration will be displayed, and you can add additional guests before confirming your registration.
 - Once your registration is complete and confirmed, you cannot go back to add guests. To add additional attendees after registration is confirmed, email info@evananetwork.org with the name(s) and complete information from the Registration Worksheet.
- *Scholarship Donations:* You may sponsor someone to attend the gathering by donating a specific percentage or customizing the amount. Scholarship donations support individuals who may otherwise be unable to attend ReGen due to financial constraints.
- *Liability & Medical Release Forms:* A separate Liability & Medical Release Form must be completed for each youth group member and mailed to the Evana Office by June 1, 2025:
 - Evana Network
 - P.O. Box 1137
 - Goshen, IN 46527
- *Payment Options:*
 - *Check Payment:* Select "Invoice Me" to receive an emailed invoice with an invoice number. Mail your payment to:
 - Evana Network
 - P.O. Box 1137
 - Goshen, IN 46527
 - *Credit Card Payment:* Select "Pay Now" to complete your payment through our secure processor, Affinipay.