



Conference of Grand Master's of Masons in North America

Michael A. DeWolf, PGM
Executive Secretary / Treasurer
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September 17, 2018

CONFERENCE OF GRAND MASTERS REGISTRATION PROCESS

Please take a minute and read the following instructions for registration of this event since this is *new and we have never done it this way before!*

The registration platform is called Grenadine and is an intuitive registration package.

PROCESS:

Note – the initial registration should be done by the person in your organization, jurisdiction, appendant body or company who would normally pay the Jurisdiction or Vendor registration fee.

1. Click or go to the following site: <https://sites.grenadine.co/sites/cogmna/en/2019-annual-meeting>
2. Click on Register Now
3. Enter the proper Promo Code
 - a. For a Vendor use **VEN100**
 - i. Vendors will find the table locations and numbers by clicking on Schedule, then Masonic Market Place Set-up.
 - ii. When purchasing a Vendor Booth Ticket use the Booth Number in lieu of a name on the ticket.
 - b. For all others use **GS101**
4. You will now need to complete the Registration which is in several parts:
 - a. Select Jurisdiction Registration > Add to Cart > Proceed to Checkout and Pay
 - b. Return to Registration and select Jurisdictional Registration, select the quantity > Add to Cart > Proceed to Checkout > Complete the information for each member in your delegation. Use their email address if at all possible (This is necessary to use the Mobile App to it full extent.)
 - c. You can now return to Registration and all tickets will be open to you; select the events and quantity's, each time you make a selection you must > Click Add to Cart (Note: you cannot do a mass add to cart)
5. If they ask for a Prefix or Title use MW, RW, VW, BRO, in the case of a non Mason use Mr, Mrs, MS or leave it blank.

REMEMBER:

- Make sure you include email addresses for the individual attendees.

Grand Masonic Center | 36275 Sunset Drive | Dousman, WI | 53118
Mobile: 715-574-3151 | Office: 262-965-2200

- Watch the spelling – your name badge will only be as good as the information you enter.
- Download the MOBILE EVENT APP the conference code is CGM2019
 - Go to this site <https://vvy4n.app.goo.gl/5r2l>, or
 - Or scan the QR code on the next page, or
 - Go to the App Store or Google Play and download the **Grenadine Event Guide**
 - **Create your account make sure you use the email that you were registered with. Remember the promo code to give to your registrants is GS101.**

Cancellation Policy

Attendees: Cancellation of Registration Fees, Tour Tickets and Meal Tickets must be made no later than January 10, 2019 to receive reimbursement. Cancellations after January 10, 2019 will not be reimbursed.

Vendors: Cancellation of Vendor Fees must be made prior to January 1 2019 to receive reimbursement. Cancellations after January 1, 2019 will not be reimbursed.

Send all cancellations requests via email to:

Michael A. DeWolf, PGM
 Executive Secretary/Treasurer of COGMNA
executive_secretary@cogmna.info

If you do not receive a cancellation response within 5 business days please call:

Office: 262-965-2200
 Mobile: 715-574-3151

Order Summary

MW Michael DeWolf PGM
Conference of Grand Masters
36275 Sunset Drive
Dousman
Wisconsin
53118
United States

SAMPLE

	Price	Fee	Quantity	Amount
Jurisdictional Delegation Registration A ticket is required for all members of your delegation including spouses and guests.	\$0.00 USD		4	\$0.00 USD
			Order Total:	\$0.00 USD

53:03

Please complete registration within 60 minutes. After 60 minutes, the ticket reservation that we're holding for you will be released to others.

Purchaser

Please tell us who you are and provide your billing address.

Personal Info

First name	Michael	Last name	DeWolf
Email	executive_secretary@cogr	Phone number	555-555-5555
Organization	Conference of Grand Mas		

Billing Address

Line 1	36275 Sunset Drive		
Line 2			
Country	United States	State/Prov./County	Wisconsin
City	Dousman	ZIP/Postal Code	53118

Please reserve the following Table(s) if available. If left blank we will assign as needed.

THIS SPACE ONLY FOR VENDOR TABLE SELECTIONS

Tickets

For each ticket or pass purchased, please provide the name and email of the holder. This information will appear on each printed ticket.

TICKET #1

Jurisdictional Delegation Registration
Conference of Grand Masters 2019
February 15, 2019 08:00

Name of ticket holder:

MAKE SURE TO ENTER A TICKET FOR YC ✓

Last name ★

Email ★

GRAND LODGE OF (YOUR NAME) ✓

TICKET #2

Jurisdictional Delegation Registration
Conference of Grand Masters 2019
February 15, 2019 08:00

Name of ticket holder:

HIRAM ✓

ABIFF ✓

HIRAM1@GMAIL.COM ✓

GRAND LODGE OF (YOUR NAME) ✓

TICKET #3

Jurisdictional Delegation Registration
Conference of Grand Masters 2019
February 15, 2019 08:00

Name of ticket holder:

SUSAN ✓

ABIFF ✓

SUSANA@GMAIL.COM ✓

GRAND LODGE OF (YOUR NAME) ✓

TICKET #4

Jurisdictional Delegation Registration
Conference of Grand Masters 2019
February 15, 2019 08:00

Name of ticket holder:

JOSEPH ✓

SMITH ✓

SMITH.JOE@GMAIL.COM ✓

GRAND LODGE OF (YOUR NAME) ✓

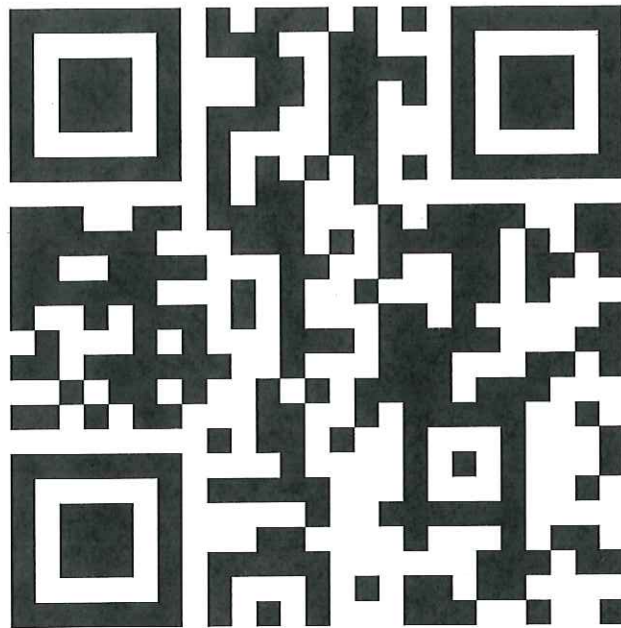


Conference of Grand Masters 2019

Get the event mobile app!

Download the app and use this event code: **CGM2019**

Scan the QRcode

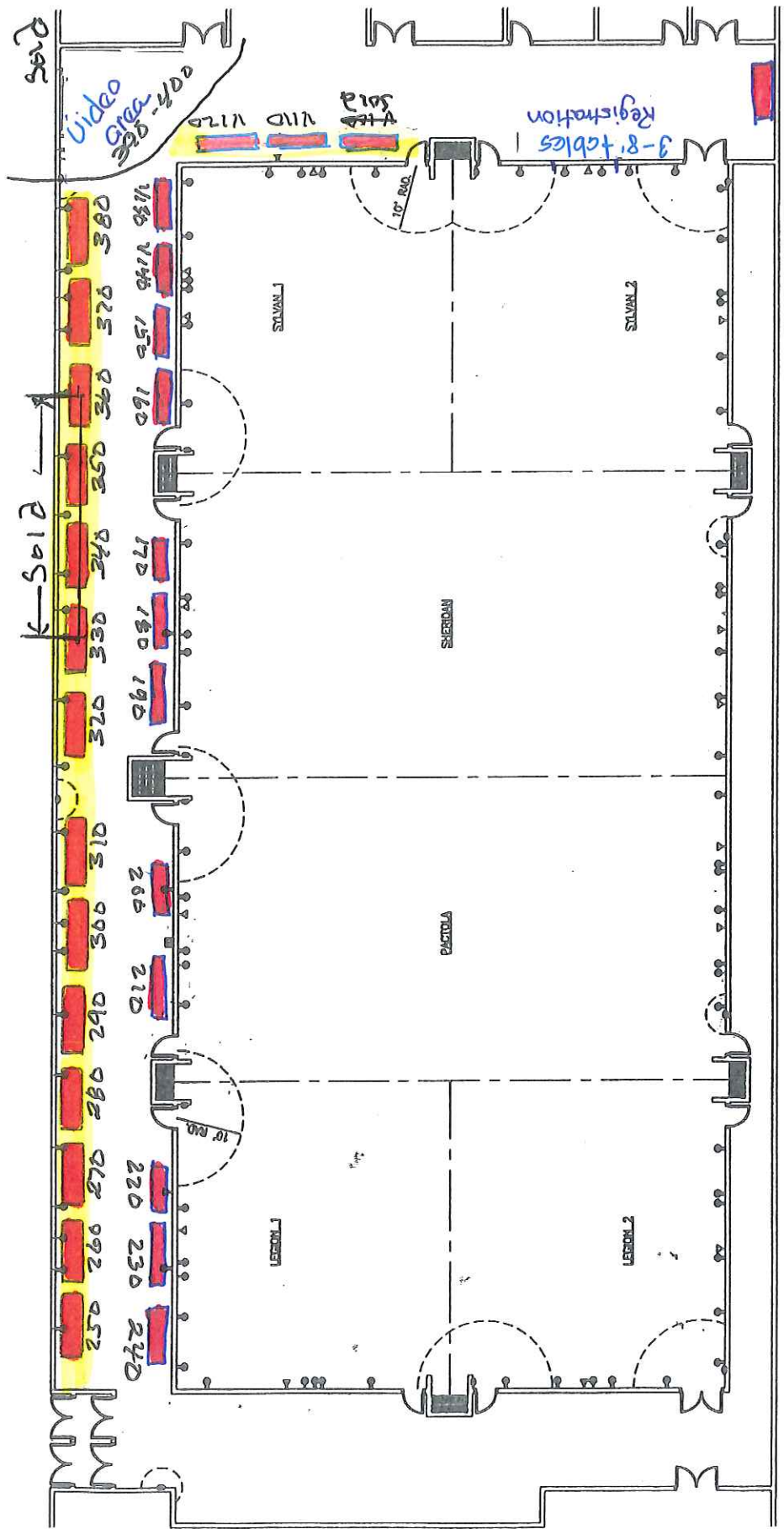


Or go to this site

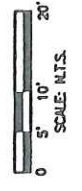
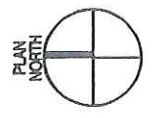
<https://vvy4n.app.goo.gl/5r2l>

Vendors - 8' table w/ 2 chairs (17)

Vendors - 8' table w/ 1 chair on side (13)



RAMKOTA HOTEL
Convention Center
 (Full Setup)
 "Exhibit"



- LEGEND**
- FIRE EXTINGUISHER CABINET
 - ⊕ 110V 1/P 20A OUTLET
 - ⊖ 208V OUTLET
 - ▽ MICROPHONE JACK

NOTE:
 DIMENSIONS ARE INSIDE ROOM
 DIMENSIONS, FROM OPENING
 TO OPENING AND/OR MOVABLE
 PARTITION

If you need help with Registration please contact either of the following:

- ❖ M.W. Richard Elman, PGM
 - (219) 793-2221
 - grsec@ingrandlodge.org

- ❖ M.W. Michael DeWolf, PGM
 - (715) 574-3151
 - executive_secretary@cogmna.info

- ❖ Grenadine
 - support@grenadine.co