

## GCFA Event Registration Process

Western North Carolina Conference is participating in the Online Event Registration opportunity offered by General Council on Finance and Administration (GCFA). Registration fees for your event process through Vanco, the financial arm of the event registration process, and into the Conference bank account. In order to assure your event registrations are correctly identified, and credited properly, please follow the process below. This process will allow us to be aware of the event registrations taking place before the funds come into our bank account. If you have questions or we can be helpful, please call or email Yvonne at the information provided below. **Please contact your district office or conference contact FIRST to setup your event.**

Contact Yvonne Gritt, 704-714-2358 or [ygritt@wnccumc.org](mailto:ygritt@wnccumc.org) with the following information:

- A. Name of Event
- B. Date, time and location of event
- C. Dates of registration period
- D. Direct Contact resource, person hosting, or sponsor information
- E. Account number registration fees will be credited to, or person check for registration fees will be mailed to, including mailing address

Contact GCFA:

- A. Keri Stotts at 615-369-2326 or [kstotts@GCFA.ORG](mailto:kstotts@GCFA.ORG)
- B. Date, time and location of event
- C. Dates of registration period
- D. Direct contact resource, person hosting, or sponsor information
- E. Confirm that an alpha identifier will be assigned to the event by GCFA

Once the registration fees for your event have cleared the Conference bank account, the general ledger account you provided will be credited. If your event is Conference sponsored but you are not part of the Conference staff, a check will be processed and mailed for the registration fees collected for your event.

At this time, the event must be a Conference Event or Conference sponsored event. Church level events are not allowed at this point.