Organizing the Adventurer Club

- 1. If you have been asked to serve as director, your club must register officially with the conference. Download the Yearly Club Application form online at www.gccsda.org. (Find Adventurers under Ministries). This form includes both Pathfinders and Adventurers. Fill out the contact information (include email address), sign and give to your pastor or church board chair person.
- 2. Obtain the North American Division (NAD) Adventurer or Pathfinder Staff Manual 2007 Edition from www.adventsource.org. A copy may be available at the church or from the previous director. Check there first.
- 3. Carefully study the manual. It includes understanding the adventurer, club organization, and club events.
- 4. After we have received your yearly club application and you receive an email from our office stating that you can go to the website (<u>adventurers.gccsda.com</u> for Adventurer directors or <u>pathfinders.gccsda.com</u> for <u>Pathfinder directors</u>) you may do so. Enter your login which is your last name, first initial. Click on "forgot my password" if this is your first attempt to access the website or if you truly did forget your password. If you remember your password, just enter it at this time. Follow the process to set up your password and proceed back to the correct website as stated above.
- 5. Once you are logged in, you will, you will find a button at the home page that reads "GCC Manual Online". When you click that button, you will find the Georgia-Cumberland Conference (GCC) Director's Manual (supplementary to the NAD manual) in topic sections. This will enable you to check on the topic you need assistance with and get the information needed.
- 6. One of the sections will give you instructions for registering your staff and Adventurers. They can simply be rolled over if they were in the system for the previous year. You will only need to update email/address/phone contact information. It is very important for you to update the staff first. If the line they are listed in is red in color, it means that you will need to have them complete screening at shieldthevulnerable.com selecting Adventurers or Pathfinders (whichever is appropriate). This is required in order for them to work with children in our conference. If they selected Adventurers or Pathfinders as their role at your church in the screening process, we will be notified and will quickly process them at our website as cleared. Please register your staff (core staff for sure) online by July 7 if at all possible. After your local club registration, you can take the registration forms and update the Adventurers or Pathfinders, making sure the data is accurate. Each club member is only covered by GCC liability insurance with a limited medical accident benefit when this process is complete.
- 7. Begin to follow the calendar of conference events listed in the GCC manual. Check your email regularly for important updates and/or reminders. Conference communication is by email only.
- 8. Avoid the stress that last minute registration often causes. Register early for conference events.
- 9. Mark your calendar for two required training events. Watch your email for registration alerts. Registration for the staff focused conventions in August (Pathfinders) and September (Adventurers) require you to register at a different registration site. Go to registration.gccsda.com for these two events. For all other registrations for Adventurers and Pathfinders, register at the websites (listed above) for the event by hovering with the cursor at the end of the event line and clicking on "Register". Save at the bottom of the registration page and print an invoice (click on "Invoice" in the top right corner of the registration box. The other required event is the January Director's Council. This event will be posted at our website. Please register there.
- 10. <u>Have a great year</u>! If you have questions regarding registration, email http://www.gccregistration@gccsda.com