

# LCMC Leadercare Retreat Registration Instructions

Riverside Bible Camp

October 30-November 2

1. Go to [www.RiversideLBC.org](http://www.RiversideLBC.org) and click on the REGISTER – LOGIN button in the upper right-hand corner.
2. If you've previously participated in any Riverside event, including the LCMC gatherings that have taken place at Riverside previously, you already have a login/password and can enter it in the left-hand column. If you have forgotten the login/password, please DO NOT create a new profile. Instead, call the Riverside office at 515-733-5271 or email at [RLBC@RiversideLBC.org](mailto:RLBC@RiversideLBC.org).
3. If this is your first retreat or event at Riverside, proceed to the New User column on the right and create a profile for yourself.
4. Once you are on your profile dashboard, click on the Register (New) button.
  - a. It will immediately ask you if you are part of a group, click YES and it will prompt you to enter a Group Hold code, when the screen advances enter: FALL 23 LCMC then click Save/Next at the bottom.
5. Proceed through the registration screens to select the options that pertain to your registration needs (this will include completion of liability and food allergy forms).
6. Once you come to the end of the registration prompts, you may then return to the dashboard and click on the Finance button to complete payment.
7. You should receive a confirmation email once your registration process is completed.

**Riverside Bible Camp looks forward to hosting you at the**

**LCMC Leadercare Retreat - Fall 2023!!**

