



Guidelines for 2019 Bulk Registration

- Parishes or groups wanting to implement Bulk Registration must contact Jim Maholm, Director Outreach Network Team by January 18th, 2019 to discuss and agree to these guidelines for Bulk Registration.
- All bulk registrations entries must be completed by February 18th, and payment should be made no later than February 21st, 2019.
- Payment must be in the form of one payment to: Catholic Men's Ministry via check. Parishes or groups can make local agreements on cost sharing, but a single payment is required.
- The lack of payment for Bulk Registration in accordance with the above schedule and guidelines may result in men from the organization not being admitted to the Conference, or requiring them to pay at the door.
- In terms of preparation for the Bulk entries, parishes and groups are urged to record the following data in advance for each man in a spreadsheet that can be pasted, in part or in whole, into the Bulk entry spreadsheet: First and Last Name, phone number, registration type (regular, student, clergy) and e-mail. E-mail addresses are mandatory and must be unique. Duplicate e-mail entries will not be registered.
- Parishes and groups are urged to keep a complete local copy of their bulk system entries in case questions or issues arise. Men who have already registered directly, cannot be bulked.

Questions? Contact Shane Switzer, srswitzer@gmail.com or 614-579-0868.