

Completing an Application Form

1. Select "Application Form" from the Global-Evangelism home page
2. Three Choices on the next Page:
 - a. **"Help with a campaign:"** Select this option if you are going to help in the campaign in any way other than preaching the main sermon. Select this, for example, if you are going to lead out or help with the children's program, provide music, technical support, or do personal visitation, etc. The application form to help with a campaign is simpler than the one to preach a campaign. Therefore all the questions you will need answered will be addressed below, in addition to many others you will not need to address.
 - b. **"Be a pre-campaign organizer:"** Select this option ONLY if you have been directed to serve in this capacity by a Global-Evangelism Administrator.
 - c. **"Preach a campaign:"** Select this option if you are going to be the primary speaker at one campaign site or if you are going to be an associate speaker at this site and preach only a few of the sermons.
3. There are two boxes on the next page and you will need to click on one of the circles in EACH box.
 - a. **Box 1**
 - i. Click in the first circle if you will be the only speaker at a particular campaign site. If you are the MAIN or PRIMARY speaker at one site even if someone else will be preaching some of the sermons. The program will require that every campaign site have one speaker who had clicked this circle.
 - ii. Click in the second circle if you will be sharing the speaking responsibilities with someone who has signed in as the "main speaker."
 - b. **Box 2**
 - i. Click in the first circle if you are a pastor (currently carrying out pastoral functions or retired)
 - ii. Click in the second circle if you are engaged in or retired from a profession other than pastoral ministry. Also click in this circle if you are enrolled in a college/university that is NOT operated by the Seventh-day Adventist Church.
 - iii. Click in the third circle if you ARE enrolled at, or are a supervising professor for, a college/university having agreement to send groups to preach international campaigns.
 - iv. Click on the fourth circle if you are a student at an Academy operated by the Seventh-day Adventist Church.
 - c. Once you have selected a circle in the first AND the second box, click on "Next."
4. The heading of the next window is "Date block" At the extreme right of the window in the bottom of the box (with the word "required" in it) you will see a small arrow point down. Click on that arrow and all the date blocks for which campaigns are scheduled. The list is divided into "International" and then "Homeland" campaigns. As you scroll down the list you will see each date block is identified by "Year" "Territory" "Campaign Date." Scroll down the list until you find the one for which you are applying and then click on that campaign date block and it will appear in the window. Then click on "next."
5. What appears next depends on what you selected in the previous menu.
 - a. If you are a pastor, lay person, or academy student the heading for this window will be "Group."
 - i. You may see the names of one or more groups which have reserved campaign sites for their organization followed by the name of the group leader (if a name was provided). And the number of sites still available in that group can be seen. If you are from that territory, or have been invited by them to join their group, then click in the little circle.
 - ii. There is a second option that may appear titled "No group, or group not listed" and after that the number of "individual" sites (sites that were NOT reserved by a group) that are still available. If you are NOT part of a group, OR if you ARE part of a group but the group does not yet show up on the website, then click in this option. If you are a part of a group your group leader will add your name to the group after it has been set up.
 - b. If you are a College/University Student or Supervising Professor the heading for your next window will be "College."
 - i. Click the down arrow at the right and you will see all the Colleges/Universities registered with Global Evangelism

the sets under terms described by clicking on the underlined phrase to the right. The Carolina Conference rents only complete sets and does not break up sets and rent any single part of a set. If you wish to reserve a set please click in the small box provided to place a check mark. Then be sure to read and print out the information available by clicking the underlined phrase to the right describing the details of paying the rental costs. If the applicant does not follow the steps described in that section the reservation will be set aside.

- r. **Sermon notes language:** Click on the down-arrow for a list of the languages in which notes are available. Please click on the language in which you prefer to preach.

NOTE: In most countries guest speakers may preach in English and a translator is provided for the speaker. Additionally in Spanish speaking countries notes are available for those who can preach in Spanish, and the same holds true for French-speaking countries. Beyond that the availability of translators to translate what the speaker says into the local language is the most significant limitation. For example, we may have the sermon notes in German or Romanian, but whether or not there is someone in host campaign site to translate from German or Romanian into the local language may make it impossible for the applicant to go to that location.

- s. **Preferred CD/DVD format:** Click the down-arrow and select whether or not you prefer to receive the graphics for audience to see and your sermon notes on a CD or DVD.

NOTE: How do you know which to select. Here are the guidelines.

- (1) If you are going to use a laptop computer to generate your graphics to send to the video projector, then select "CD."
- (2) If you are going to use a DVD player to generate the graphics to send to the video projector, then select "DVD."
- (3) Observations: The advantage of the CD/computer option is that you can modify your own program. The advantage of the DVD is the low cost of the DVD player.
- (4) Even if you are going to use a DVD to show the sermon notes you will need to place the DVD on a computer to transfer the sermon notes to the computer and then from there you can print out your sermon notes. Of course, those resident in the US or Canada also have the option of purchasing the printed sermon notes from Present Solutions (509-538-0016). Those living in other countries may also order the printed sets of sermon notes but the cost of shipping over 700 pages of notes can be quite expensive and it is normally wiser for the printing to be done locally.

- t. **Purchase a hard copy of the sermon notes:** If you check this box you will be sent an e-mail with instructions about how to order the notes from Present Solutions. You can also click "more information" in the explanation section to the right to get similar information.

- u. **Finances:** Please check in this box indicating that you have read, understand, and are prepared to meet your financial obligations as described "here." At the end of the line the word "here" is underline. Click on that line and the page titled, "Finances: Who pays for what?" will appear. Print it out and study the information.

- v. **Reference: Pastor** (Pastor applicants will be prompted to provide information about the Conference Ministerial Secretary.)

i. **Pastor's name:** Type in the name of the pastor of the church you normally attend.

ii. **Home phone no:** Be sure you provide the correct telephone numbers and e-mail address for the pastor. Then, please tell your pastor to expect a call from a Global Evangelism screener. We cannot process an application until the screener and the pastor have conversed.

iii. **Office phone no:** Please do NOT copy here the same phone number as the home phone number. Give the screener multiple places to reach the pastor. Inaccurate information here is the most common cause of delay in the application acceptance process.

iv. **Cell phone no:** Most pastors today carry a cell phone. Please secure and enter here the pastor's cell phone number.

v. **E-mail:** Please provide here the pastor's e-mail address. This provides one more opportunity for the screener to make contact with the pastor.

- w. **Comments:** Here is a place for you to provide other information such as: The name of the other speakers in the group of which you wish to be a part. If you have a preference for a city you can indicate this, though we can provide NO assurance this will be possible. Other matters, such a matching the size of a group with the number of campaign sites in a given hotel-city, will take precedence over the request of a speaker. Please do NOT tell us here that you will be taking your wife, friend, or family as part of your team. The only way we can deal with any individuals is if they complete an application form. You will see in a few moments how you can indicate they are part of your team.

- x. **Next:** When you click on "next" the internet program will check every entry to see if you have skipped a window for

which information is required and check to see if the information you gave is in the correct format. If it does NOT accept the information the explanation will be provided in bright, red letters. So, go to the very top of the page and look for the explanation. When you've found the problem and made the correction then you can go to the bottom of the page and try again by hitting the word "next." When everything is correct the page will appear.

- y. **Team members:** The names of all support team members who have completed applications for this date block will appear here. The applicant can review the list and identify any who he/she has invited to assist in his/her campaign by clicking on the support-team member's name. From that point on that person will appear as part of the applicant's team. The same thing holds true for the support team members. When one applies to go as a support team member, at this point in the process, the STM will see a list of all the speakers and be able to select the one in whose campaign they will work. Once this is done select "next." If you do not have a support team member going to help in your campaign, or if that person has not yet completed an application form, continue by hitting the "next" button.
- z. **User Name:** You will see that your e-mail address already appears as your user name. The same e-mail address may be used multiple times but each time it is used the password must be different.
- aa. **Password:** In the next window you can enter a password of your choosing. Select a password that is easy for you to remember. Be sure to write it down someplace where you will know to find it since it will be necessary for you to login to your personal record on several occasions. THE PASSWORD SHOULD BE WRITTEN IN ALL LOWER CASE (small) LETTERS WITH NO CAPITAL LETTERS SINCE IT IS CASE SENSITIVE.
- bb. **Question:** The website anticipates that some may forget their password and makes provision to send your password to you by e-mail. So if you indicate you have forgotten your password the computer will provide you a question and ask you to answer it. Here is where you type in the question that you would like the computer to ask you on that occasion. Examples of the kind of questions you could ask yourself include: What is my wife's middle name? In what city were you born? What year was your daughter born in?
- cc. **Answer:** Type in here the correct answer to the question you provided above. If you provide this answer to the question asked above the computer will know you are the correct person and send you an e-mail with the password you've forgotten.
- dd. **Finish.** Click "Finish" and you have completed the task.