



COLLEGIATE WEEK

ONLINE
REGISTRATION
GUIDE

For step-by-step instructions to complete the online registration process, please click on the option below that best describes your situation.

Option 1: I would like to register a group.

Option 2: I will be attending by myself.

Option 3: I am the collegiate ministry leader for my state.

Option 4: I am a vendor.

Option 5: I need to update my registration.

For additional questions or assistance,
please contact info.collegiateweek@gmail.com.

REGISTERING A GROUP

Step 1:

- Go to: <https://www.oklahomabaptists.org/collegiateweek/>

Step 2:

- Click “Register Now”



Step 3:

- Enter the contact information for the on-site group leader & the number of students and adult leaders you are bringing in the “Registration Contact” box.

Event (1) Start (2) Additional Info (3) Options (4) Payment (5) Complete

Go Back Continue

Click here to view or update a previous registration

Range	Start	End	Unit Cost
All	01/27/2025 12:00 am	06/01/2025 12:00 am	\$125.00

Registration Contact

Early Bird Registration (\$125/person): Feb 1 - May 31 Regular Registration (\$140/person): June 1 - July 14 Late Registration (\$155/person): After July 14 Canadian participants, please contact Carissa Jones (info.collegiateweek@gmail.com) to register. Deadline for refunds and online registration/payments is 7/28/25.

Church or Organization: Collegiate Week

of Adult Participants (Includes College Students): 1

First Name:

Last Name:

Phone:

Email:

Group Questions

Group Name:

City:

State or Province: -- Select --

Cabin: -- Select --

Go Back Continue

Step 4:

- Fill in the “Group Questions” box.
 - o Note: If you are staying off-site or in premier lodging (Thompson, Kannady, or Adams Lodge), please select “N/A” from the Cabin drop-down menu.

Event: (1) Start (2) Additional Info (3) Options (4) Payment (5) Complete

Go Back Continue

Click here to view or update a previous registration

Pricing

Adult Registration			
Range	Start	End	Unit Cost
All	01/27/2025 12:00 am	06/01/2025 12:00 am	\$125.00

Registration Contact

Early Bird Registration (\$125/person), Feb 1 - May 31 Regular Registration (\$140/person), June 1 - July 14 Late Registration (\$150/person). After July 14 Canadian participants, please contact Carissa Jones (info.collegiateweek@gmail.com) to register. Deadline for refunds and online registration/payments is 7/28/25.

Church or Organization: Collegiate Week

of Adult Participants (Includes College Students): 1

First Name:

Last Name:

Phone:

Email:

Group Questions

Group Name:

City:

State or Province:

Cabin:

Go Back Continue

Step 5:

- Click “Continue.”

Event: (1) Start (2) Additional Info (3) Options (4) Payment (5) Complete

Go Back Continue

Click here to view or update a previous registration

Pricing

Adult Registration			
Range	Start	End	Unit Cost
All	01/27/2025 12:00 am	06/01/2025 12:00 am	\$125.00

Registration Contact

Early Bird Registration (\$125/person), Feb 1 - May 31 Regular Registration (\$140/person), June 1 - July 14 Late Registration (\$150/person). After July 14 Canadian participants, please contact Carissa Jones (info.collegiateweek@gmail.com) to register. Deadline for refunds and online registration/payments is 7/28/25.

Church or Organization: Collegiate Week

of Adult Participants (Includes College Students): 1

First Name:

Last Name:

Phone:

Email:

Group Questions

Group Name:

City:

State or Province:

Cabin:

Go Back Continue

Step 6 (Optional):

- You may enter the names of your group members if you so desire. This is not required.

Event (1) Start (2) **Additional Info** (3) Options (4) Payment (5) Complete

Go Back Continue

Registration Summary

2 Adult Participants (Includes College Students)	\$250.00
Registration Total:	\$250.00
Previous Total:	\$0.00
Total Due:	\$250.00
Override Total:	\$0.00

Name (1 of 2)

Prev Adult Participant (Includes College Students) Next Adult Participant (Includes College Students) Continue to Options

Adult Participant (Includes College Students) Contact Info

Same as Main Contact

First Name

Last Name

Prev Adult Participant (Includes College Students) Next Adult Participant (Includes College Students)

Adult Participant (Includes College Students) List

+ Add	Name	Phone	Email	Options Cost
<input type="checkbox"/>				\$0.00
<input type="checkbox"/>	Open			\$0.00

Go Back Continue

Step 7:

- Click "Continue."

Event (1) Start (2) **Additional Info** (3) Options (4) Payment (5) Complete

Go Back Continue

Registration Summary

2 Adult Participants (Includes College Students)	\$250.00
Registration Total:	\$250.00
Previous Total:	\$0.00
Total Due:	\$250.00
Override Total:	\$0.00

Name (1 of 2)

Prev Adult Participant (Includes College Students) Next Adult Participant (Includes College Students) Continue to Options

Adult Participant (Includes College Students) Contact Info

Same as Main Contact

First Name

Last Name

Prev Adult Participant (Includes College Students) Next Adult Participant (Includes College Students)

Adult Participant (Includes College Students) List

+ Add	Name	Phone	Email	Options Cost
<input type="checkbox"/>				\$0.00
<input type="checkbox"/>	Open			\$0.00

Go Back Continue

Step 8:

- Select your Add-On Options (meals, lodge rooms, etc.)
 - Note: A description is provided for each option.

Go Back Continue

Registration Summary

2 Adult Participants (Includes College Students) \$250.00
Registration Total: \$250.00
Previous Total: \$0.00
Total Due: **\$250.00**
Override Total: \$0.00

Premier Lodging

These hotel-style rooms are limited to one room per group, and available on a first-come, first-served basis. If you are unable to make a selection, that choice is likely already full. Please contact Carissa Jones (info.collegiateweek@gmail.com) to be added to the wait list.

Name	Select	Options	Unit Cost	Subtotal
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Add-On Options

Name	Select	Options	Unit Cost	Subtotal
Non-Participating Attendee <small>This option is for cooks and other guests who will be on grounds for the event, but not participating in program activities, recreation, etc.</small>	<input type="text" value="0"/>	Max(5000)	\$55.00	\$0.00
Youth Registration <small>This option is for students ages 12-17. (Note: This option includes a gathering/teaching time specifically for the youth during the morning breakout session as well as participation in recreation activities. An authorized adult from your group must accompany all youth for recreation.)</small>	<input type="text" value="0"/>	Max(100)	\$100.00	\$0.00
Child Registration (Deadline: 7/28/25) (- 07/29/2025) <small>This option is for children ages 0-11. (Note: This includes childcare during the worship sessions and participation in recreation activities. All children must be accompanied by an authorized adult from your group when not in the provided childcare sessions.)</small>	<input type="text" value="0"/>	Max(100)	\$50.00	\$0.00
Meal Plan (Deadline: 7/15/25) (- 07/16/2025) <small>Plan includes Sunday dinner through Thursday breakfast.</small>	<input type="text" value="0"/>	Max(350)	\$80.00	\$0.00
Female Bunk Space <small>Individual bed in a shared cabin.</small>	<input type="text" value="0"/>	Max(50)	\$50.00	\$0.00
Male Bunk Space <small>Individual bed in a shared cabin.</small>	<input type="text" value="0"/>	Max(50)	\$50.00	\$0.00

Go Back Continue

Step 9:

- Click "Continue."

Go Back Continue

Registration Summary

2 Adult Participants (Includes College Students) \$250.00
Registration Total: \$250.00
Previous Total: \$0.00
Total Due: **\$250.00**
Override Total: \$0.00

Premier Lodging

These hotel-style rooms are limited to one room per group, and available on a first-come, first-served basis. If you are unable to make a selection, that choice is likely already full. Please contact Carissa Jones (info.collegiateweek@gmail.com) to be added to the wait list.

Name	Select	Options	Unit Cost	Subtotal
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Add-On Options

Name	Select	Options	Unit Cost	Subtotal
Non-Participating Attendee <small>This option is for cooks and other guests who will be on grounds for the event, but not participating in program activities, recreation, etc.</small>	<input type="text" value="0"/>	Max(5000)	\$55.00	\$0.00
Youth Registration <small>This option is for students ages 12-17. (Note: This option includes a gathering/teaching time specifically for the youth during the morning breakout session as well as participation in recreation activities. An authorized adult from your group must accompany all youth for recreation.)</small>	<input type="text" value="0"/>	Max(100)	\$100.00	\$0.00
Child Registration (Deadline: 7/28/25) (- 07/29/2025) <small>This option is for children ages 0-11. (Note: This includes childcare during the worship sessions and participation in recreation activities. All children must be accompanied by an authorized adult from your group when not in the provided childcare sessions.)</small>	<input type="text" value="0"/>	Max(100)	\$50.00	\$0.00
Meal Plan (Deadline: 7/15/25) (- 07/16/2025) <small>Plan includes Sunday dinner through Thursday breakfast.</small>	<input type="text" value="0"/>	Max(350)	\$80.00	\$0.00
Female Bunk Space <small>Individual bed in a shared cabin.</small>	<input type="text" value="0"/>	Max(50)	\$50.00	\$0.00
Male Bunk Space <small>Individual bed in a shared cabin.</small>	<input type="text" value="0"/>	Max(50)	\$50.00	\$0.00

Go Back Continue



Step 10:

- Review charges & enter payment information.

Event (1) Start (2) Additional Info (3) Options (4) Payment (5) Complete

Go Back

Registration Summary

2 Adult Participants (Includes College Students)	\$250.00
Options Total:	\$290.00
Registration Total:	\$540.00
Previous Total:	\$0.00
Total Due:	\$540.00
Override Total:	\$0.00

Apply Discount Code

Apply

Billing Contact

Same as Main Contact

Preferred Title

First Name

Last Name

Suffix

Phone

Email

Street Address

Apt, Suite, etc.

City

State

Zip

Payment

Pay By

Amount
\$81.00 Minimum payment required

Cardholder Name

Card Type

Card Number

Expiration Date

Security Code

First Name

Last Name

Please do not close your browser until the registration is complete to prevent the loss of payment information that will result in invalidating your registration.

Submit Registration

Go Back

Step 11:

- Click "Submit Registration."
 - o *****Note: Your registration will not save or process until this step is completed.*****
 - o Note 2: You will receive a confirmation page with your registration code and registration key (save these!) when your registration is successfully submitted.

Event (1) Start (2) Additional Info (3) Options (4) Payment (5) Complete

Go Back

Registration Summary

2 Adult Participants (Includes College Students)	\$250.00
Options Total:	\$290.00
Registration Total:	\$540.00
Previous Total:	\$0.00
Total Due:	\$540.00
Override Total:	\$0.00

Apply Discount Code

Apply

Billing Contact

Same as Main Contact

Preferred Title

First Name

Last Name

Suffix

Phone

Email

Street Address

Apt, Suite, etc.

City

State

Zip

Payment

Pay By

Amount
\$81.00 Minimum payment required

Cardholder Name

Card Type

Card Number

Expiration Date

Security Code

First Name

Last Name

Please do not close your browser until the registration is complete to prevent the loss of payment information that will result in invalidating your registration.

Submit Registration

Go Back

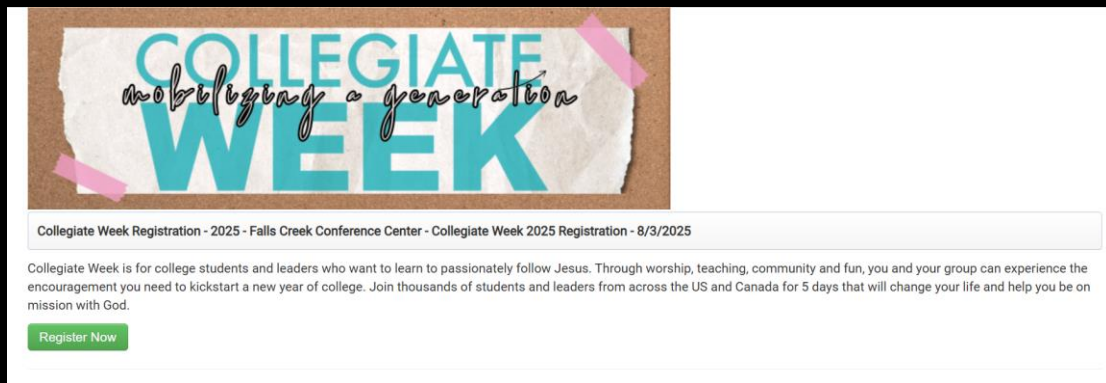
REGISTERING AN INDIVIDUAL

Step 1:

- Go to: <https://www.oklahomabaptists.org/collegiateweek/>

Step 2:

- Click “Register Now”



Step 3:

- Enter your contact information in the “Registration Contact” box.

Step 4:

- Fill in the “Group Questions” box, the format below.
 - o Group Name: (Name of Home Church/Ministry) - IND
 - o Note: If you are staying off-site or in premier lodging (Thompson, Kannady, or Adams Lodge), please select “N/A” from the Cabin drop-down menu.

The screenshot shows a registration form with the following sections:

- Event Progress:** (1) Start, (2) Additional Info, (3) Options, (4) Payment, (5) Complete.
- Buttons:** Go Back, Continue.
- Link:** Click here to view or update a previous registration.
- Pricing:**

Range	Start	End	Unit Cost
All	01/27/2025 12:00 am	06/01/2025 12:00 am	\$125.00
- Registration Contact:**
 - Early Bird Registration (\$125/person): Feb 1 - May 31 Regular Registration (\$140/person): June 1 - July 14 Late Registration (\$155/person): After July 14 Canadian participants, please contact Carissa Jones (info.collegiateweek@gmail.com) to register. Deadline for refunds and online registration/payments is 7/28/25.
 - Church or Organization: Collegiate Week
 - # of Adult Participants (Includes College Students): 1
 - First Name: [Text Field]
 - Last Name: [Text Field]
 - Phone: [Text Field]
 - Email: [Text Field]
- Group Questions:**
 - Group Name: [Text Field]
 - City: [Text Field]
 - State or Province: [Dropdown Menu]
 - Cabin: [Dropdown Menu]
- Buttons:** Go Back, Continue.

Step 5:

- Click “Continue.”

This screenshot is identical to the one in Step 4, but with yellow arrows pointing to the 'Continue' buttons in the top right and bottom right corners of the form.

Step 6:

- Click "Continue."

Event (1) Start (2) Additional Info (3) Options (4) Payment (5) Complete

Go Back Continue

Registration Summary

2 Adult Participants (Includes College Students) \$250.00
Registration Total: \$250.00
Previous Total: \$0.00
Total Due: **\$250.00**
Override Total: \$0.00

Name (1 of 2)

Prev Adult Participant (Includes College Students) Next Adult Participant (Includes College Students) Continue to Options

Adult Participant (Includes College Students) Contact Info

Same as Main Contact

First Name
Last Name

Prev Adult Participant (Includes College Students) Next Adult Participant (Includes College Students)

Adult Participant (Includes College Students) List

	Name	Phone	Email	Options Cost
<input type="checkbox"/>				\$0.00
<input type="checkbox"/>	Open			\$0.00

Go Back Continue

Step 7:

- Select your Add-On Options (meals, lodge rooms, etc.)
 - o Note: A description is provided for each option.

Go Back Continue

Registration Summary

2 Adult Participants (Includes College Students) \$250.00
Registration Total: \$250.00
Previous Total: \$0.00
Total Due: **\$250.00**
Override Total: \$0.00

Premier Lodging

These hotel-style rooms are limited to one room per group, and available on a first-come, first-served basis. If you are unable to make a selection, that choice is likely already full. Please contact Carissa Jones (info.collegiateweek@gmail.com) to be added to the wait list.

Name	Select	Options	Unit Cost	Subtotal

Add-On Options

Name	Select	Options	Unit Cost	Subtotal
Non-Participating Attendee <i>This option is for cooks and other guests who will be on grounds for the event, but not participating in program activities, recreation, etc.</i>	0		\$55.00	\$0.00
		Max(5000)		
Youth Registration <i>This option is for students ages 12-17. (Note: This option includes a gathering/teaching time specifically for the youth during the morning breakout session as well as participation in recreation activities. An authorized adult from your group must accompany all youth for recreation.)</i>	0		\$100.00	\$0.00
		Max(100)		
Child Registration (Deadline: 7/28/25) (+ 07/29/2025) <i>This option is for children ages 0-11. (Note: This includes childcare during the worship sessions and participation in recreation activities. All children must be accompanied by an authorized adult from your group when not in the provided childcare sessions.)</i>	0		\$50.00	\$0.00
		Max(100)		
Meal Plan (Deadline: 7/15/25) (+ 07/16/2025) <i>Plan includes Sunday dinner through Thursday breakfast.</i>	0		\$80.00	\$0.00
		Max(350)		
Female Bunk Space <i>Individual bed in a shared cabin.</i>	0		\$50.00	\$0.00
		Max(50)		
Male Bunk Space <i>Individual bed in a shared cabin.</i>	0		\$50.00	\$0.00
		Max(50)		

Go Back Continue

Step 8:

- Click "Continue."

Go Back Continue

Registration Summary

2 Adult Participants (Includes College Students)	\$250.00
Registration Total:	\$250.00
Previous Total:	\$0.00
Total Due:	\$250.00
Override Total:	\$0.00

Premier Lodging

These hotel-style rooms are limited to one room per group, and available on a first-come, first-served basis. If you are unable to make a selection, that choice is likely already full. Please contact Carissa Jones (info.collegiateweek@gmail.com) to be added to the wait list.

Name	Select	Options	Unit Cost	Subtotal
------	--------	---------	-----------	----------

Add-On Options

Name	Select	Options	Unit Cost	Subtotal
Non-Participating Attendee <small>This option is for cooks and other guests who will be on grounds for the event, but not participating in program activities, recreation, etc.</small>	0	Max(5000)	\$55.00	\$0.00
Youth Registration <small>This option is for students ages 12-17. (Note: This option includes a gathering/teaching time specifically for the youth during the morning breakout session as well as participation in recreation activities. An authorized adult from your group must accompany all youth for recreation.)</small>	0	Max(100)	\$100.00	\$0.00
Child Registration (Deadline: 7/28/25) (- 07/29/2025) <small>This option is for children ages 0-11. (Note: This includes childcare during the worship sessions and participation in recreation activities. All children must be accompanied by an authorized adult from your group when not in the provided childcare sessions.)</small>	0	Max(100)	\$50.00	\$0.00
Meal Plan (Deadline: 7/15/25) (- 07/16/2025) <small>Plan includes Sunday dinner through Thursday breakfast.</small>	0	Max(350)	\$80.00	\$0.00
Female Bunk Space <small>Individual bed in a shared cabin.</small>	0	Max(50)	\$50.00	\$0.00
Male Bunk Space <small>Individual bed in a shared cabin.</small>	0	Max(50)	\$50.00	\$0.00

Go Back Continue

Step 9:

- Review charges & enter payment information.

Event (1) Start (2) Additional Info (3) Options (4) **Payment** (5) Complete

Go Back

Registration Summary

2 Adult Participants (Includes College Students)	\$250.00
Options Total:	\$290.00
Registration Total:	\$540.00
Previous Total:	\$0.00
Total Due:	\$540.00
Override Total:	\$0.00

Apply Discount Code

Apply

Billing Contact

Same as Main Contact

Preferred Title

First Name

Last Name

Suffix

Phone

Email

Street Address

Apt, Suite, etc.

City

State

Zip

Payment

Pay By:

Amount: \$81.00 Minimum payment required

Cardholder Name:

Card Type:

Card Number:

Expiration Date:

Security Code:

First Name:

Last Name:

Please do not close your browser until the registration is complete to prevent the loss of payment information that will result in invalidating your registration.

Submit Registration

Go Back

Step 10:

- Click “Submit Registration.”
 - o *****Note: Your registration will not save or process until this step is completed.*****
 - o Note 2: You will receive a confirmation page with your registration code and registration key (save these!) when your registration is successfully submitted.

The screenshot shows a registration form with the following sections:

- Event Progress:** (1) Start, (2) Additional Info, (3) Options, (4) Payment, (5) Complete
- Go Back** button
- Registration Summary:**
 - 2 Adult Participants (includes College Students) \$250.00
 - Options Total: \$290.00
 - Registration Total: \$540.00
 - Previous Total: \$0.00
 - Total Due: **\$540.00**
 - Override Total: \$0.00
- Apply Discount Code:** Input field with **Apply** button
- Billing Contact:**
 - Same as Main Contact
 - Preferred Title: dropdown
 - First Name: text input
 - Last Name: text input
 - Suffix: dropdown
 - Phone: text input
 - Email: text input
 - Street Address: text input
 - Apt, Suite, etc.: text input
 - City: text input
 - State: dropdown
 - Zip: text input
- Payment:**
 - Pay By: Credit Card (dropdown)
 - Amount: 540 (text input)
 - \$81.00 Minimum payment required
 - Cardholder Name: text input
 - Card Type: Visa (dropdown)
 - Card Number: text input
 - Expiration Date: 1 (dropdown) / 20 (dropdown)
 - Security Code: text input
 - First Name: text input
 - Last Name: text input
- Submit Registration** button (circled in yellow)
- Go Back** button
- Warning:** Please do not close your browser until the registration is complete to prevent the loss of payment information that will result in invalidating your registration.

REGISTERING A STATE LEADER

Step 1:

- Go to: <https://www.oklahomabaptists.org/collegiateweek/>

Step 2:

- Click “Register Now”



Step 3:

- Enter the contact information for the state leader in the “Registration Contact” box.
 - Spouses and other group members must be registered separately in order for the state leader discount to apply properly.

Event (1) Start (2) Additional Info (3) Options (4) Payment (5) Complete

Go Back Continue

Click here to view or update a previous registration.

Range	Start	End	Unit Cost
All	01/27/2025 12:00 am	06/01/2025 12:00 am	\$125.00

Registration Contact

Early Bird Registration (\$125/person): Feb 1 - May 31 Regular Registration (\$140/person): June 1 - July 14 Late Registration (\$155/person): After July 14 Canadian participants, please contact Carleisa Jones (info.collegiateweek@gmail.com) to register. Deadline for refunds and online registration payments is 7/28/25.

Church or Organization: Collegiate Week

of Adult Participants (Includes College Students): 1

First Name:

Last Name:

Phone:

Email:

Group Questions

Group Name:

City:

State or Province:

Cabin:

Go Back Continue

Step 4:

- Fill in the “Group Questions” box.
 - o Note: A lodge room has been reserved for you, so please select “N/A” from the Cabin drop-down menu. If you prefer to stay elsewhere, please email info.collegiateweek@gmail.com with your accommodation information.

Event (1) Start (2) Additional Info (3) Options (4) Payment (5) Complete

Go Back Continue

Click here to view or update a previous registration

Range	Start	End	Unit Cost
All	01/27/2025 12:00 am	06/01/2025 12:00 am	\$125.00

Registration Contact

Early Bird Registration (\$125/person): Feb 1 - May 31 Regular Registration (\$140/person): June 1 - July 14 Late Registration (\$155/person): After July 14 Canadian participants, please contact Carissa Jones (info.collegiateweek@gmail.com) to register. Deadline for refunds and online registration/payments is 7/28/25.

Church or Organization: Collegiate Week

of Adult Participants (Includes College Students): 1

First Name:

Last Name:

Phone:

Email:

Group Questions

Group Name:

City:

State or Province:

Cabin:

Go Back Continue

Step 5:

- Click “Continue.”

Event (1) Start (2) Additional Info (3) Options (4) Payment (5) Complete

Go Back Continue

Click here to view or update a previous registration

Range	Start	End	Unit Cost
All	01/27/2025 12:00 am	06/01/2025 12:00 am	\$125.00

Registration Contact

Early Bird Registration (\$125/person): Feb 1 - May 31 Regular Registration (\$140/person): June 1 - July 14 Late Registration (\$155/person): After July 14 Canadian participants, please contact Carissa Jones (info.collegiateweek@gmail.com) to register. Deadline for refunds and online registration/payments is 7/28/25.

Church or Organization: Collegiate Week

of Adult Participants (Includes College Students): 1

First Name:

Last Name:

Phone:

Email:

Group Questions

Group Name:

City:

State or Province:

Cabin:

Go Back Continue

Step 6:

- Click "Continue."

Event (1) Start (2) **Additional Info** (3) Options (4) Payment (5) Complete

Go Back Continue

Registration Summary

2 Adult Participants (Includes College Students)	\$250.00
Registration Total:	\$250.00
Previous Total:	\$0.00
Total Due:	\$250.00
Override Total:	\$0.00

Name (1 of 2)

Prev Adult Participant (Includes College Students) Next Adult Participant (Includes College Students)

Continue to Options

Adult Participant (Includes College Students) Contact Info

Same as Main Contact

First Name

Last Name

Prev Adult Participant (Includes College Students) Next Adult Participant (Includes College Students)

Adult Participant (Includes College Students) List

	Name	Phone	Email	Options Cost
<input type="checkbox"/>				\$0.00
<input type="checkbox"/>	Open			\$0.00

Go Back Continue

Step 7:

- Click "Continue."
 - o Your lodging & meals are provided; do not add them here.

Go Back Continue

Registration Summary

2 Adult Participants (Includes College Students)	\$250.00
Registration Total:	\$250.00
Previous Total:	\$0.00
Total Due:	\$250.00
Override Total:	\$0.00

Premier Lodging

These hotel-style rooms are limited to one room per group, and available on a first-come, first-served basis. If you are unable to make a selection, that choice is likely already full. Please contact Carissa Jones (info.collegiateweek@gmail.com) to be added to the wait list.

Name	Select	Options	Unit Cost	Subtotal

Add-On Options

Name	Select	Options	Unit Cost	Subtotal
Non-Participating Attendee <small>This option is for cooks and other guests who will be on grounds for the event, but not participating in program activities, recreation, etc.</small>	<input type="text" value="0"/>		\$55.00	\$0.00
		Max(5000)		
Youth Registration <small>This option is for students ages 12-17. (Note: This option includes a gathering/teaching time specifically for the youth during the morning breakout session as well as participation in recreation activities. An authorized adult from your group must accompany all youth for recreation.)</small>	<input type="text" value="0"/>		\$100.00	\$0.00
		Max(100)		
Child Registration (Deadline: 7/28/25) (~ 07/29/2025) <small>This option is for children ages 0-11. (Note: This includes childcare during the worship sessions and participation in recreation activities. All children must be accompanied by an authorized adult from your group when not in the provided childcare sessions.)</small>	<input type="text" value="0"/>		\$50.00	\$0.00
		Max(100)		
Meal Plan (Deadline: 7/15/25) (~ 07/16/2025) <small>Plan includes Sunday dinner through Thursday breakfast.</small>	<input type="text" value="0"/>		\$80.00	\$0.00
		Max(350)		
Female Bunk Space <small>Individual bed in a shared cabin.</small>	<input type="text" value="0"/>		\$50.00	\$0.00
		Max(50)		
Male Bunk Space <small>Individual bed in a shared cabin.</small>	<input type="text" value="0"/>		\$50.00	\$0.00
		Max(50)		

Go Back Continue

Step 8:

- Enter the discount code you received via email.

The screenshot shows a registration form with the following sections:

- Event Progress:** (1) Start, (2) Additional Info, (3) Options, (4) Payment, (5) Complete.
- Go Back:** Button at the top left.
- Registration Summary:**
 - 2 Adult Participants (Includes College Students) \$250.00
 - Options Total: \$290.00
 - Registration Total: \$540.00
 - Previous Total: \$0.00
 - Total Due: **\$540.00**
 - Override Total: \$0.00
- Apply Discount Code:** A text input field with an "Apply" button. A yellow arrow points to this field.
- Billing Contact:** A section with a checkbox "Same as Main Contact" and various input fields for name, address, and contact info.
- Payment:** A section for credit card payment with fields for "Pay By" (Credit Card), "Amount" (540), "Cardholder Name", "Card Type" (Visa), "Card Number", "Expiration Date" (1/20), "Security Code", "First Name", and "Last Name".
- Submit Registration:** A blue button at the bottom center.
- Go Back:** Button at the bottom left.
- Warning:** A red bar at the bottom states: "Please do not close your browser until the registration is complete to prevent the loss of payment information that will result in invalidating your registration."

Step 9:

- Click "Submit Registration."
 - o *****Note: Your registration will not save or process until this step is completed.*****
 - o Note 2: You will receive a confirmation page with your registration code and registration key (save these!) when your registration is successfully submitted.

This screenshot is identical to the one in Step 8, but with a yellow circle around the "Submit Registration" button and a yellow arrow pointing to it from the right side.

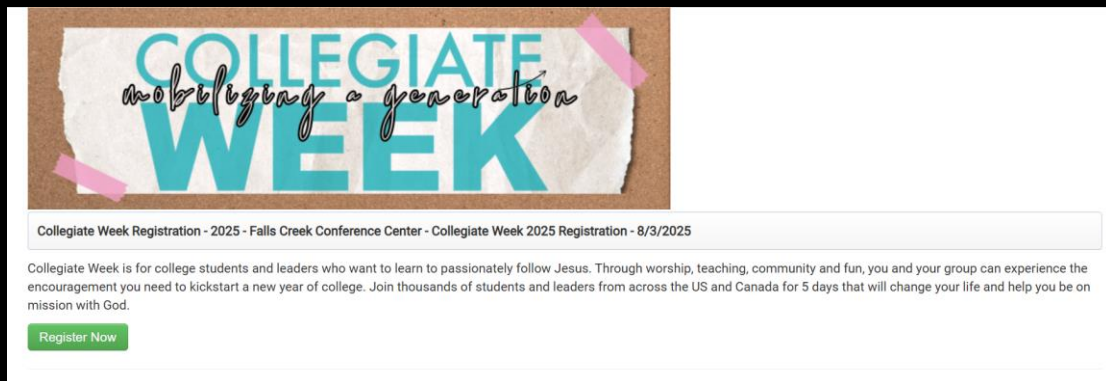
REGISTERING A VENDOR

Step 1:

- Go to: <https://www.oklahomabaptists.org/collegiateweek/>

Step 2:

- Click “Register Now”



Step 3:

- Enter the contact information for the on-site contact in the “Registration Contact” box. Leave the count at 1.
 - Note: Vendors bringing more than 5 individuals should email info.collegiateweek@gmail.com for additional instructions.

Events (1) Start (2) Additional Info (3) Options (4) Payment (5) Complete

Go Back Continue

Click here to view or update a previous registration

Pricing

Adult Registration			
Range	Start	End	Unit Cost
All	01/27/2025 12:00 am	06/01/2025 12:00 am	\$125.00

Registration Contact

Early Bird Registration (\$125/person): Feb 1 - May 31 Regular Registration (\$140/person): June 1 - July 14 Late Registration (\$155/person): After July 14 Canadian participants, please contact Carissa Jones (info.collegiateweek@gmail.com) to register. Deadline for refunds and online registration/payments is 7/28/25.

Church or Organization: Collegiate Week

of Adult Participants (Includes College Students): 1

First Name:

Last Name:

Phone:

Email:

Group Questions

Group Name:

City:

State or Province:

Cabin:

Go Back Continue

Step 4:

- Fill in the “Group Questions” box.
 - o Note: Vendors receive one complimentary premier lodge room. If others in your group are staying in an on-site cabin, please select the cabin name from the drop-down menu. Otherwise, email info.collegiateweek@gmail.com with your accommodations.

Event (1) Start (2) Additional Info (3) Options (4) Payment (5) Complete

Go Back Continue

[Click here to view or update a previous registration](#)

Range	Start	End	Unit Cost
All	01/27/2025 12:00 am	06/01/2025 12:00 am	\$125.00

Registration Contact

Early Bird Registration (\$125/person): Feb 1 - May 31 Regular Registration (\$140/person): June 1 - July 14 Late Registration (\$155/person): After July 14 Canadian participants, please contact Carissa Jones (info.collegiateweek@gmail.com) to register. Deadline for refunds and online registration/payments is 7/28/25.

Church or Organization: Collegiate Week

of Adult Participants (Includes College Students): 1

First Name:

Last Name:

Phone:

Email:

Group Questions

Group Name:

City:

State or Province:

Cabin:

Go Back Continue

Step 5:

- Click “Continue.”

Event (1) Start (2) Additional Info (3) Options (4) Payment (5) Complete

Go Back Continue

[Click here to view or update a previous registration](#)

Range	Start	End	Unit Cost
All	01/27/2025 12:00 am	06/01/2025 12:00 am	\$125.00

Registration Contact

Early Bird Registration (\$125/person): Feb 1 - May 31 Regular Registration (\$140/person): June 1 - July 14 Late Registration (\$155/person): After July 14 Canadian participants, please contact Carissa Jones (info.collegiateweek@gmail.com) to register. Deadline for refunds and online registration/payments is 7/28/25.

Church or Organization: Collegiate Week

of Adult Participants (Includes College Students): 1

First Name:

Last Name:

Phone:

Email:

Group Questions

Group Name:

City:

State or Province:

Cabin:

Go Back Continue

Step 6 (Optional):

- You may enter the names of your group members if you so desire. This is not required.

Event (1) Start (2) Additional info (3) Options (4) Payment (5) Complete

Go Back Continue

Registration Summary

2 Adult Participants (Includes College Students)	\$250.00
Registration Total:	\$250.00
Previous Total:	\$0.00
Total Due:	\$250.00
Override Total:	\$0.00

Name (1 of 2)

Prev Adult Participant (Includes College Students) Next Adult Participant (Includes College Students) Continue to Options

Adult Participant (Includes College Students) Contact Info

Same as Main Contact

First Name

Last Name

Prev Adult Participant (Includes College Students) Next Adult Participant (Includes College Students)

Adult Participant (Includes College Students) List

+ Add	Name	Phone	Email	Options Cost
<input type="checkbox"/>				\$0.00
<input type="checkbox"/>	Open			\$0.00

Go Back Continue

Step 7:

- Click "Continue."

Event (1) Start (2) Additional info (3) Options (4) Payment (5) Complete

Go Back Continue

Registration Summary

2 Adult Participants (Includes College Students)	\$250.00
Registration Total:	\$250.00
Previous Total:	\$0.00
Total Due:	\$250.00
Override Total:	\$0.00

Name (1 of 2)

Prev Adult Participant (Includes College Students) Next Adult Participant (Includes College Students) Continue to Options

Adult Participant (Includes College Students) Contact Info

Same as Main Contact

First Name

Last Name

Prev Adult Participant (Includes College Students) Next Adult Participant (Includes College Students)

Adult Participant (Includes College Students) List

+ Add	Name	Phone	Email	Options Cost
<input type="checkbox"/>				\$0.00
<input type="checkbox"/>	Open			\$0.00

Go Back Continue

Step 8:

- Select your Add-On Options (meals, lodge rooms, etc.)
 - Note 1: Vendors receive one complimentary meal plan. All others needing meals will need to be added here.
 - Note 2: Please do not select premier lodging. Contact info.collegiateweek.org if additional lodge rooms are needed. Additional lodge rooms are not guaranteed, but we will do our best to accommodate your needs & the needs of our other guests.
 - Note 3: Those coming for only one day or just to lead a breakout/help in your vendor space who do not plan to participate in the activities can be added as Non-Participating attendees for the reduced rate.

Go Back Continue

Registration Summary

2 Adult Participants (Includes College Students)	\$250.00
Registration Total:	\$250.00
Previous Total:	\$0.00
Total Due:	\$250.00
Override Total:	\$0.00

Premier Lodging




These hotel-style rooms are limited to one room per group, and available on a first-come, first-served basis. If you are unable to make a selection, that choice is likely already full. Please contact Carissa Jones (info.collegiateweek@gmail.com) to be added to the wait list.

Name	Select	Options	Unit Cost	Subtotal
------	--------	---------	-----------	----------

Add-On Options

Name	Select	Options	Unit Cost	Subtotal
Non-Participating Attendee <small>This option is for cooks and other guests who will be on grounds for the event, but not participating in program activities, recreation, etc.</small>	<input type="text" value="0"/>		\$55.00	\$0.00
		Max(5000)		
Youth Registration <small>This option is for students ages 12-17. (Note: This option includes a gathering/teaching time specifically for the youth during the morning breakout session as well as participation in recreation activities. An authorized adult from your group must accompany all youth for recreation.)</small>	<input type="text" value="0"/>		\$100.00	\$0.00
		Max(100)		
Child Registration (Deadline: 7/28/25) (~ 07/29/2025) <small>This option is for children ages 0-11. (Note: This includes childcare during the worship sessions and participation in recreation activities. All children must be accompanied by an authorized adult from your group when not in the provided childcare sessions.)</small>	<input type="text" value="0"/>		\$50.00	\$0.00
		Max(100)		
Meal Plan (Deadline: 7/15/25) (~ 07/16/2025) <small>Plan includes Sunday dinner through Thursday breakfast.</small>	<input type="text" value="0"/>		\$80.00	\$0.00
		Max(350)		
Female Bunk Space <small>Individual bed in a shared cabin.</small>	<input type="text" value="0"/>		\$50.00	\$0.00
		Max(50)		
Male Bunk Space <small>Individual bed in a shared cabin.</small>	<input type="text" value="0"/>		\$50.00	\$0.00
		Max(50)		

Go Back Continue



Step 9:

- Click "Continue."

Go Back Continue

Registration Summary

2 Adult Participants (Includes College Students)	\$250.00
Registration Total:	\$250.00
Previous Total:	\$0.00
Total Due:	\$250.00
Override Total:	\$0.00

Premier Lodging

These hotel-style rooms are limited to one room per group, and available on a first-come, first-served basis. If you are unable to make a selection, that choice is likely already full. Please contact Carissa Jones (info.collegiateweek@gmail.com) to be added to the wait list.

Name	Select	Options	Unit Cost	Subtotal
------	--------	---------	-----------	----------

Add-On Options

Name	Select	Options	Unit Cost	Subtotal
Non-Participating Attendee <small>This option is for cooks and other guests who will be on grounds for the event, but not participating in program activities, recreation, etc.</small>	0	Max(5000)	\$55.00	\$0.00
Youth Registration <small>This option is for students ages 12-17. (Note: This option includes a gathering/teaching time specifically for the youth during the morning breakout session as well as participation in recreation activities. An authorized adult from your group must accompany all youth for recreation.)</small>	0	Max(100)	\$100.00	\$0.00
Child Registration (Deadline: 7/28/25) (- 07/29/2025) <small>This option is for children ages 0-11. (Note: This includes childcare during the worship sessions and participation in recreation activities. All children must be accompanied by an authorized adult from your group when not in the provided childcare sessions.)</small>	0	Max(100)	\$50.00	\$0.00
Meal Plan (Deadline: 7/15/25) (- 07/16/2025) <small>Plan includes Sunday dinner through Thursday breakfast.</small>	0	Max(350)	\$80.00	\$0.00
Female Bunk Space <small>Individual bed in a shared cabin.</small>	0	Max(50)	\$50.00	\$0.00
Male Bunk Space <small>Individual bed in a shared cabin.</small>	0	Max(50)	\$50.00	\$0.00

Go Back Continue

Step 10:

- Review charges & enter payment information.

Event (1) Start (2) Additional Info (3) Options (4) **Payment** (5) Complete

Go Back

Registration Summary

2 Adult Participants (Includes College Students)	\$250.00
Options Total:	\$290.00
Registration Total:	\$540.00
Previous Total:	\$0.00
Total Due:	\$540.00
Override Total:	\$0.00

Apply Discount Code

Apply

Billing Contact

Same as Mails Contact

Preferred Title

First Name

Last Name

Suffix

Phone

Email

Street Address

Apt, Suite, etc.

City

State

Zip

Payment

Pay By

Amount
\$81.00 Minimum payment required

Cardholder Name

Card Type

Card Number

Expiration Date

Security Code

First Name

Last Name

Please do not close your browser until the registration is complete to prevent the loss of payment information that will result in invalidating your registration.

Submit Registration

Go Back

Step 11:

- Click “Submit Registration.”
 - o *****Note 1: Your registration will not save or process until this step is completed.*****
 - o Note 2: You will receive a confirmation page with your registration code and registration key (save these!) when your registration is successfully submitted.

The screenshot shows a registration form with the following sections:

- Event Progress:** (1) Start, (2) Additional Info, (3) Options, (4) Payment, (5) Complete
- Go Back:** Button
- Registration Summary:**
 - 2 Adult Participants (includes College Students) \$250.00
 - Options Total: \$290.00
 - Registration Total: \$540.00
 - Previous Total: \$0.00
 - Total Due: **\$540.00**
 - Override Total: \$0.00
- Apply Discount Code:** Input field with **Apply** button
- Billing Contact:**
 - Same as Main Contact
 - Preferred Title: dropdown
 - First Name: input
 - Last Name: input
 - Suffix: dropdown
 - Phone: input
 - Email: input
 - Street Address: input
 - Apt, Suite, etc.: input
 - City: input
 - State: dropdown
 - Zip: input
- Payment:**
 - Pay By: Credit Card (dropdown)
 - Amount: 540 (input)
 - \$81.00 Minimum payment required
 - Cardholder Name: input
 - Card Type: Visa (dropdown)
 - Card Number: input
 - Expiration Date: 1 (dropdown) / 20 (dropdown)
 - Security Code: input
 - First Name: input
 - Last Name: input
- Warning:** Please do not close your browser until the registration is complete to prevent the loss of payment information that will result in invalidating your registration.
- Submit Registration:** Button (circled in yellow)
- Go Back:** Button

UPDATING YOUR REGISTRATION

Step 1:

- Go to: <https://www.oklahomabaptists.org/collegiateweek/>

Step 2:

- Click “Register Now”



Step 3:

- Click the blue box that says “Click here to view or update a previous registration.”

Event: (1) Start (2) Additional Info (3) Options (4) Payment (5) Complete

[Go Back](#) [Continue](#)

[Click here to view or update a previous registration](#)

Pricing

Range	Start	End	Unit Cost
All	01/27/2025 12:00 am	06/01/2025 12:00 am	\$125.00

Registration Contact

Early Bird Registration (\$125/person): Feb 1 - May 31 Regular Registration (\$140/person): June 1 - July 14 Late Registration (\$150/person): After July 14 Canadian participants, please contact Carissa Jones (info.collegiateweek@gmail.com) to register. Deadline for refunds and online registration/payments is 7/28/25.

Church or Organization:

of Adult Participants (Includes College Students):

First Name:

Last Name:

Phone:

Email:

Group Questions

Group Name:

City:

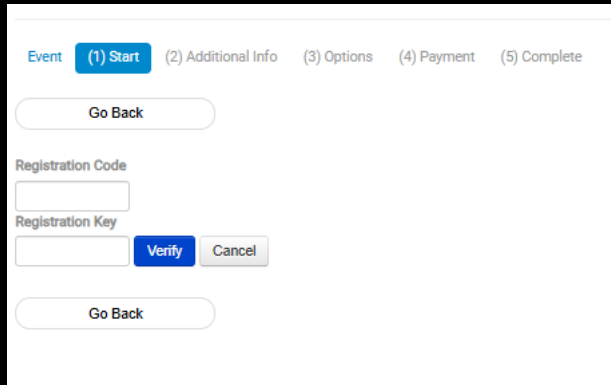
State or Province:

Cabin:

[Go Back](#) [Continue](#)

Step 4:

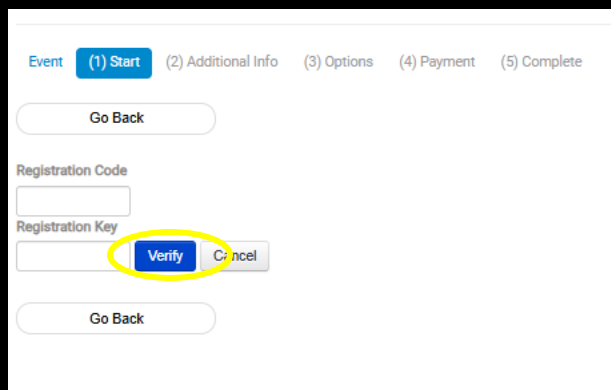
- Enter the Registration Code & Registration Key (these can be found in your registration confirmation email.)
 - o Note: If you are staying off-site or in premier lodging (Thompson, Kannady, or Adams Lodge), please select “N/A” from the Cabin drop-down menu.



A screenshot of a registration form. At the top, there is a progress bar with five steps: (1) Start, (2) Additional Info, (3) Options, (4) Payment, and (5) Complete. Below the progress bar is a 'Go Back' button. The form contains two input fields: 'Registration Code' and 'Registration Key'. To the right of the 'Registration Key' field are two buttons: 'Verify' (highlighted in blue) and 'Cancel' (grey). Below the input fields is another 'Go Back' button. A yellow arrow points to the 'Verify' button.

Step 5:

- Click “Verify.”



A screenshot of the same registration form as in Step 4. The 'Verify' button is now circled in yellow. A yellow arrow points to the 'Verify' button.

Step 6:

- Make necessary adjustments (click “Continue” to progress through pages if needed).

Step 7:

- Click “Save Registration.”

Registration Summary

1 Adult Participant (Includes College Students)	\$125.00
Discounts:	-\$125.00
Registration Total:	\$0.00
Previous Total:	\$0.00
Total Due:	\$0.00
Override Total:	\$0.00

Premier Lodging

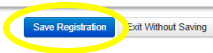
These hotel-style rooms are limited to one room per group, and available on a first-come, first-served basis. If you are unable to make a selection, that choice is likely already full. Please contact Carissa Jones (info.collegeteweek@gmail.com) to be added to the wait list.

Name	Select	Options	Unit Cost	Subtotal
Thompson Family Lodge (- 07/15/2024)	<input type="checkbox"/>		\$320.00	\$0.00
Kannady Lodge (- 07/15/2024)	<input type="checkbox"/>		\$260.00	\$0.00
Adams Lodge (- 07/15/2024)	<input type="checkbox"/>		\$260.00	\$0.00

Add-On Options

Name	Select	Options	Unit Cost	Subtotal
Non-Participating Attendee	<input type="text" value="0"/>		\$55.00	\$0.00
<small>This option is for cooks and other guests who will be on grounds for the event, but not participating in program activities, recreation, etc.</small>				
	Max(5000)			
Youth Registration	<input type="text" value="0"/>		\$100.00	\$0.00
<small>This option is for students ages 15-17. (Note: This option includes a gathering/teaching time specifically for the youth during the morning breakout session as well as participation in recreation activities. An authorized adult from your group must accompany all youth for recreation.)</small>				
	Max(100)			
Child Registration (Deadline: 7/28/25) (- 07/29/2025)	<input type="text" value="0"/>		\$50.00	\$0.00
<small>This option is for children ages 0-11. (Note: This includes childcare during the worship sessions and participation in recreation activities. All children must be accompanied by an authorized adult from your group when not in the provided childcare sessions.)</small>				
	Max(100)			
Meal Plan (Deadline: 7/15/25) (- 07/16/2025)	<input type="text" value="0"/>		\$80.00	\$0.00
<small>Plan includes Sunday dinner through Thursday breakfast.</small>				
	Max(350)			
Female Bunk Space	<input type="text" value="0"/>		\$50.00	\$0.00
<small>Individual bed in a shared cabin.</small>				
	Max(50)			
Male Bunk Space	<input type="text" value="0"/>		\$50.00	\$0.00
<small>Individual bed in a shared cabin.</small>				
	Max(50)			

[Go Back](#) [Save Registration](#) [Exit Without Saving](#)



Step 8:

- Select your Add-On Options (meals, lodge rooms, etc.)
 - Note: A description is provided for each option.

Go Back Continue

Registration Summary

2 Adult Participants (Includes College Students) \$250.00
Registration Total: \$250.00
Previous Total: \$0.00
Total Due: **\$250.00**
Override Total: \$0.00

Premier Lodging

These hotel-style rooms are limited to one room per group, and available on a first-come, first-served basis. If you are unable to make a selection, that choice is likely already full. Please contact Carissa Jones (info.collegiateweek@gmail.com) to be added to the wait list.

Name	Select	Options	Unit Cost	Subtotal
------	--------	---------	-----------	----------

Add-On Options

Name	Select	Options	Unit Cost	Subtotal
Non-Participating Attendee <small>This option is for cooks and other guests who will be on grounds for the event, but not participating in program activities, recreation, etc.</small>	<input type="text" value="0"/>	Max(5000)	\$55.00	\$0.00
Youth Registration <small>This option is for students ages 12-17. (Note: This option includes a gathering/teaching time specifically for the youth during the morning breakout session as well as participation in recreation activities. An authorized adult from your group must accompany all youth for recreation.)</small>	<input type="text" value="0"/>	Max(100)	\$100.00	\$0.00
Child Registration (Deadline: 7/28/25) (- 07/29/2025) <small>This option is for children ages 0-11. (Note: This includes childcare during the worship sessions and participation in recreation activities. All children must be accompanied by an authorized adult from your group when not in the provided childcare sessions.)</small>	<input type="text" value="0"/>	Max(100)	\$50.00	\$0.00
Meal Plan (Deadline: 7/15/25) (- 07/16/2025) <small>Plan includes Sunday dinner through Thursday breakfast.</small>	<input type="text" value="0"/>	Max(350)	\$80.00	\$0.00
Female Bunk Space <small>Individual bed in a shared cabin.</small>	<input type="text" value="0"/>	Max(50)	\$50.00	\$0.00
Male Bunk Space <small>Individual bed in a shared cabin.</small>	<input type="text" value="0"/>	Max(50)	\$50.00	\$0.00

Go Back Continue

Step 9:

- Click "Continue."

Go Back Continue

Registration Summary

2 Adult Participants (Includes College Students) \$250.00
Registration Total: \$250.00
Previous Total: \$0.00
Total Due: **\$250.00**
Override Total: \$0.00

Premier Lodging

These hotel-style rooms are limited to one room per group, and available on a first-come, first-served basis. If you are unable to make a selection, that choice is likely already full. Please contact Carissa Jones (info.collegiateweek@gmail.com) to be added to the wait list.

Name	Select	Options	Unit Cost	Subtotal
------	--------	---------	-----------	----------

Add-On Options

Name	Select	Options	Unit Cost	Subtotal
Non-Participating Attendee <small>This option is for cooks and other guests who will be on grounds for the event, but not participating in program activities, recreation, etc.</small>	<input type="text" value="0"/>	Max(5000)	\$55.00	\$0.00
Youth Registration <small>This option is for students ages 12-17. (Note: This option includes a gathering/teaching time specifically for the youth during the morning breakout session as well as participation in recreation activities. An authorized adult from your group must accompany all youth for recreation.)</small>	<input type="text" value="0"/>	Max(100)	\$100.00	\$0.00
Child Registration (Deadline: 7/28/25) (- 07/29/2025) <small>This option is for children ages 0-11. (Note: This includes childcare during the worship sessions and participation in recreation activities. All children must be accompanied by an authorized adult from your group when not in the provided childcare sessions.)</small>	<input type="text" value="0"/>	Max(100)	\$50.00	\$0.00
Meal Plan (Deadline: 7/15/25) (- 07/16/2025) <small>Plan includes Sunday dinner through Thursday breakfast.</small>	<input type="text" value="0"/>	Max(350)	\$80.00	\$0.00
Female Bunk Space <small>Individual bed in a shared cabin.</small>	<input type="text" value="0"/>	Max(50)	\$50.00	\$0.00
Male Bunk Space <small>Individual bed in a shared cabin.</small>	<input type="text" value="0"/>	Max(50)	\$50.00	\$0.00

Go Back Continue



Step 10:

- Review charges & enter payment information.

Event (1) Start (2) Additional Info (3) Options (4) Payment (5) Complete

Go Back

Registration Summary

2 Adult Participants (Includes College Students)	\$250.00
Options Total:	\$290.00
Registration Total:	\$540.00
Previous Total:	\$0.00
Total Due:	\$540.00
Override Total:	\$0.00

Apply Discount Code

Apply

Billing Contact

Same as Main Contact

Preferred Title

First Name

Last Name

Suffix

Phone

Email

Street Address

Apt, Suite, etc.

City

State

Zip

Payment

Pay By

Amount
\$81.00 Minimum payment required

Cardholder Name

Card Type

Card Number

Expiration Date

Security Code

First Name

Last Name

Please do not close your browser until the registration is complete to prevent the loss of payment information that will result in invalidating your registration.

Submit Registration

Go Back

Step 11:

- Click "Submit Registration."
 - o *****Note: Your registration will not save or process until this step is completed.*****

Event (1) Start (2) Additional Info (3) Options (4) Payment (5) Complete

Go Back

Registration Summary

2 Adult Participants (Includes College Students)	\$250.00
Options Total:	\$290.00
Registration Total:	\$540.00
Previous Total:	\$0.00
Total Due:	\$540.00
Override Total:	\$0.00

Apply Discount Code

Apply

Billing Contact

Same as Main Contact

Preferred Title

First Name

Last Name

Suffix

Phone

Email

Street Address

Apt, Suite, etc.

City

State

Zip

Payment

Pay By

Amount
\$81.00 Minimum payment required

Cardholder Name

Card Type

Card Number

Expiration Date

Security Code

First Name

Last Name

Please do not close your browser until the registration is complete to prevent the loss of payment information that will result in invalidating your registration.

Submit Registration

Go Back

The first part of the document discusses the importance of maintaining accurate records of all transactions. This includes not only sales and purchases but also any other financial activities that may occur. It is essential to have a clear and concise system in place to ensure that all data is properly recorded and easily accessible.

In addition, the document emphasizes the need for regular audits and reconciliations. By comparing the recorded transactions against the actual bank statements and other external records, any discrepancies can be identified and corrected promptly. This helps to maintain the integrity of the financial data and ensures that the books are balanced.

Another key aspect mentioned is the importance of proper documentation. All invoices, receipts, and other supporting documents should be kept in a secure and organized manner. This not only facilitates the auditing process but also provides a clear trail of evidence in case of any disputes or legal challenges.

Finally, the document stresses the importance of staying up-to-date with the latest accounting standards and regulations. The financial reporting environment is constantly evolving, and it is crucial for businesses to adapt to these changes to ensure compliance and accurate financial statements.