

Welcome to Mount Sequoyah and our on-line registration service. This service is one more way of giving you easy access to our wonderful hospitality services provided to our guests for almost a century. We look forward to your arrival and your stay!

ON-LINE REGISTRATION at Mount Sequoyah is safe, secure and the quickest and most efficient way to register for events, meetings, gatherings and group

personal retreats at the Mount Sequoyah Conference and Retreat Center. What may take extra time to establish your personal registration account online will provide quick and time-saving steps for all future online registrations.

GENERAL INFORMATION ON REGISTERING

- When registering, you will establish your new personal account which will also serve as your family account when a family member comes with you. At any time in the future you can update your personal account information.
- **PLEASE SAVE YOUR EMAIL ADDRESS (which will be your login user name) AND PASSWORD**
- **Not enough time or correct information to complete your registration session?** If you must stop, before completing the registration, all of your information is saved. Re-enter the registration site at a later time using your user name and password that you have created; then continue with information for this or another event.
- **To successfully register and to have your information transferred** to Mount Sequoyah staff, you must complete all registration and payment required fields.
- When a registration account is created, you may register for multiple events today or anytime in the future.

FAMILY REGISTRATION

BRINGING A FAMILY MEMBER?

When spouses and/or children are lodging and eating, they will be registered under the PROGRAM PARTICIPANTS Registration Account

- **FAMILY IS PARTICIPATING in the Mount Sequoyah Program Event?**
After completing your Personal (family) Account, click on **ADD ADDITIONAL PARTICIPANT**, repeat the steps to register other

family member for the event and complete information fields requested,

- **FAMILY IS NOT PARTICIPATING in the Program Event?**
Repeat all steps BUT CHOOSE NON-PARTICIPANT OPTION on the event registration section.

GROUP REGISTRATION

REGISTERING AS A GROUP FOR A PROGRAM EVENT? What a kind person you are!

- Each person that is REGISTERING AS PROGRAM EVENT PARTICIPANT MUST ESTABLISH A PERSONAL ACCOUNT and register for the event separately.
Each registration must have their personal email and a separate contact phone number (please be careful for accuracy!)

Questions? Call our registrar between 9:00a.m.-4:00p.m Monday – Friday 1-800-760-8126 or 479-443-4531

PAYMENT

When you complete your registration questions and provide other important information; review, **click check-out**. The full amount due will then be charged to your credit card.

Mount Sequoyah accepts **VISA, Master and Discover Cards**. Cash is nice too, but we must ask for a valid credit card number to process and confirm your online registration.

Hints to make your payments even easier:

- **Same billing address as on your credit card account?** Please enter the address on both the Account Information section and again on the Payment section.
- **Billing address for credit card is different than personal address?** Enter home address on the Account Information section and the credit card billing address on the Payment section.
- Successful completion of online transaction rewards you with a **confirmation notice** sent to you via your listed email address. Please print, save this notice as a receipt of your registration transaction.

CANCELLATION

If cancelling your reservations within 7 days before the event or 7 days before your confirmed arrival date, Mount Sequoyah has the right to retain the full amount of your reservation and/or your registration costs. Cancelling prior to the 7 day deadline? Your remaining balance, when requested in writing, will be refunded to you. Mount Sequoyah will retain a \$30 cancellation fee with all cancellations.

To cancel your reservations, you may call Mount Sequoyah at 1-800-760-8126 and request transfer to registrar voice extension. OR email registration@mountsequoyah.org
Cancellation CAN NOT occur online.