

# Tutorial for Signing up a New Ministry/Organization



# Internet Instructions for Signing up a New Ministry/Organization

## First

- ☞ Go to, [www.KingswayCharities.org](http://www.KingswayCharities.org)
  - On the homepage, move your mouse over the 'Our Charity' link.
    - (It is the third link over, under the Kingsway Charities logo)
  - A drop down box will open once your mouse is placed over the 'Our Charity' link.
  - In the drop down box, the third link down says 'Register Ministry.' Click on this link.
    - The page 'Register You Ministry/Organization with Us' will open up.
  - On this page under number 1:
    - Your mission trip must be with an approved organization, ministry or church. If your ministry/organization is not already approved, please complete and submit the new Registration Form.
  - Click on the green box that says 'Registration Form'.
    - A new page will open up.
  - This form is called the 'New Ministry/Organization Registration Form'.

# Filling out the New Ministry/Organization Registration Form

## Please fill in ALL required information

- ☞ Is this Ministry/Organization based in the United States?
  - Select Yes or No
  - All ministries/organizations **MUST** be registered in the United States
  
- ☞ Is this Ministry/Organization a 501(c)(3)?
  - Select Yes or No
  
- ☞ Is this Ministry/Organization a church?
  - Select Yes or NO

# Filling out the New Ministry/Organization Registration Form

## ☞ What is the name of your Ministry/Organization?

- This is the ministry/organization you are currently registering with us.
- Please do not abbreviate any words
- The name must be exactly how it is listed on your 501(c)(3) determination letter.

## ☞ Contact Person Name:

- This is the main contact person.
- This person will receive e-mails and be the person we contact with any questions or comments about the organization/ministry being registered.

## ☞ What is your position with the Ministry/Organization?

- What is the main contact person's title with the ministry/organization you are currently registering with Kingsway Charities?
  - (What do you do for/with your ministry/organization?)

# Filling out the New Ministry/Organization Registration Form

## ☞ Ministry/Organization Official Address:

- This must be the exact address of the ministry/organization you are currently registering with Kingsway Charities.

## ☞ Ministry/Organization Official Phone:

- This must be the current phone number of the ministry/organization being registered.
- This number will be used just in case the main contact person cannot be reached.

## ☞ Ministry/Organization Official Fax:

- This must be the current fax number of the ministry/organization being registered.
- This will help Kingsway Charities if we need to fax any forms to your ministry/organization.

# Filling out the New Ministry/Organization Registration Form

## ☞ Contact Person E-mail:

- This needs to be the contact persons current e-mail address.
- This person will receive e-mails and be the person we contact with any questions or comments about the ministry/organization being registered.

## ☞ Contact Person Phone:

- This is the main contact persons phone number.
- This number must be accurate.
- This is the number Kingsway Charities will use if we need to contact you, other than by e-mail.

# Filling out the New Ministry/Organization Registration Form

- ☞ Name of Advising Physician for Organization/Ministry:
  - The advising physician **MUST** have a current United States medical doctor license.
  - The advising physician will be responsible for medications that are ordered for the mission trip.
  
- ☞ Advising Physician for Ministry/Organization Mailing Address:
  - This can be the office or home address of the advising physician.
  
- ☞ Advising Physician for Ministry/Organization E-Mail:
  - The physician's e-mail address must be his/her current e-mail address.
  - Kingsway will send e-mails directly to him/her that will have to be signed by the physician so that medicines can be ordered
  
- ☞ Advising Physician Phone:
  - This phone number can be a home or business office phone number.

# Filling out the New Ministry/Organization Registration Form

## ☞ U.S. State Advising Physician is Licensed in:

- Please enter the State the Advising Physician is licensed in that you are registering with your ministry/organization.

## ☞ License Number:

- Please enter the Advising Physician's U.S. license number.

## ☞ Expiration Date:

- Please enter the Advising Physician's license expiration date.



# Filling out the New Ministry/Organization Registration Form

- ☞ Date of Departure for next team:
  - This is the date your team will be leaving on your mission trip.
  
- ☞ Please include at least one country you will be traveling to:
  - Please select the country your mission team will be traveling to.
  
- ☞ How are these supplies to be used for Humanitarian/Evangelical outreach?
  - Please let us know what you plan on doing with the supplies you receive from Kingsway Charities once you arrive in the country you are traveling to on your mission trip.
  
- ☞ After you are finished, click the Submit button at the bottom of the form:
  - Typing these two items are very important.
  - This form will not be submitted without correctly typing and submitting this form.

# Contact Kingsway Charities

1119 Commonwealth Ave.

Bristol, Va. 24201-4201

(276) 466-3014

(800) 321-9234

Fax: (276) 466-0955

Email: [info@kingswaycharities.org](mailto:info@kingswaycharities.org)

[www.kingswaycharities.org](http://www.kingswaycharities.org)

