

A S S E M B L I E S O F G O D



REGISTRATION

There are three steps to completing the registration process.

Step 1

Submit a [\[Team Leader/Coordinator Packet\]](#) by email to [<mapsteams@ag.org>](mailto:mapsteams@ag.org) or by fax to 417-869-6280. *If you are unable to download this form, please click [here](#).*

- Designate a Team Coordinator--person responsible for the team's paperwork and completing the 3-step registration process with AGWM
- Designate a Team Leader--person leading the team on the field (may or may not be the same person as the Team Coordinator)
- After the Team Leader/Coordinator Packet is submitted, we will clear the Team Leader with a background check and request a log-in account for the Team Coordinator for access to our Online Team Application.

If you've been previously set up with a log-in account, you will only need to submit a Team Leader Background Check Release and skip to Step 3.

Step 2

- Set up your password--You will receive an email with your user name and link from AG Passport to set your password.
- Once your password is set up, exit the AG Passport site and follow Step 3.

Please save your log-in information in a secure location; you will use this account to register future teams as well.

Step 3

- Sign in to the [\[Online Team Application\]](#) *We recommend that you add the Online Team Application page to your Favorites/Bookmarks for easy access and use Internet Explorer for best results.*
- Click [create a trip] to start your team application.
- After creating a trip, your Trip ID number (along with your destination and dates) will appear on the left-hand side of the screen; click this link to continue with your application.

◦ **Complete the following steps for AGWM approval:**

Add Your Church/Organization Information

Add Trip Host

Add Members -- Collect Team Member forms and add their information to the application page. The Team Member forms are listed on the left side of the screen in the Online Team Application. These forms are to be kept on file by the church/organization for a minimum of five years. They are no longer sent to AGWM.

Edit Member Processing -- Verify that the appropriate forms are on file and adult members have been screened and cleared through www.nsopw.gov

Add Insurance Payment -- Double check member's dates and submit payment online

◦ **Complete the following, if applicable:**

Add Construction Funds -- Submit pre-trip construction project funds via credit card online

Add Church Expense Report (optional) -- Submit report within one month of return to request AGTG Credit

Once these steps are completed and an invitation from the trip host has been verified, your team will be approved.

GTL Insurance Information

If you are working with an AG missionary, you are required to register with AGWM and purchase GTL insurance. GTL insurance coverage is not intended to replace a team member's current coverage but is in addition to their coverage. In case of a medical emergency or accident, the host missionary takes care of making the arrangements for medical treatment and/or evacuation with AGWM's assistance. AGWM has a long relationship with GTL due to their high standards and low cost of \$3/person/day.

[\[GTL Insurance Packet\]](#)

***Customer Service**

If you have any questions or concerns related to our instructions above, please leave a note online or contact your designated Team Application Specialist for assistance.

Monday-Friday, 9:00am - 4:00pm Central Time

Ext. 2067 [Naomi Toth](#), for teams to Africa, Asia Pacific, Eurasia, and Europe
417-862-2781 Ext. 2380 [Simone Parks](#), for teams to Latin America and Northern Asia
Ext. 2031 [Chrystina Farthing](#), for teams to Cuba and the Caribbean (Spanish speaking assistance available)