

Using Your SU Incentive Card for SU Member Registration

If you plan to use your **Service Unit (SU) Incentive Card** to cover some or all of the cost for **GSWESTOK events**, we strongly recommend that your **SU Treasurer** sets up a **Sponsorship** in *UltraCamp* to simplify the registration process and minimize workload for everyone.

How to Set Up the Sponsorship

Follow the Sponsorship SetUp instructions in the **Document Center**, and use these recommended settings:

- **Sponsorship Code:** SUxxxLEAD2025
(Replace “xxx” with your SU number)
- **Expiration Date:** Choose the last date you want to allow registrations, but no later than the event registration close date.
- **Individual Claim Limit:** Set the dollar amount agreed upon during your SU meeting.
- **Payment Option:** At the payment screen, select **“Min. Payment: \$0.00.”**
(This allows all claims to be charged to the Sponsorship balance.)

After Sponsorship Setup

- Share the Sponsorship Code via your SU’s communication channels.
Be sure to **let members know how much the SU is covering**, so they understand how much they may need to pay out-of-pocket.
- **Important Note:**
The person who creates the Sponsorship **cannot** use the code for their own registration. They must call **Customer Care** to register manually. (This ensures all *L.E.A.D.* registrations are recorded in one place for Year-End Financials.)

After Registration Closes

- Complete the **Redeem Program Credits** form found in the Document Center of event registration platform. To navigate to the form, click the 3 lines in the top right corner of the screen, then click “Document Center.”
- In the “SU Incentive Card” field, enter the **Sponsorship Code**.
- Enter the **total dollar amount** of all claims made.
- Submit the form. **Customer Care** will process your request.