

Non-Student Information Packet

Big Break Panama City Beach 2018

This packet applies to you only if you register as a Cru Staff Member / Intern (attending or not attending), a Volunteer or a Guest / Visitor.



Vision: That every student knows someone who truly follows Jesus.

Mission: The gospel taught, lived, and shared.

Goal: Train students to be lifelong evangelists.

The questions are organized as follows:

[Questions About Registration](#)

[Questions About Finances](#)

[Questions About Housing](#)

[Questions About Helping My Students](#)

What if I have another question not answered here?

After reading through this packet and *our website* (www.big-break.com), if you have additional questions please email us at big.break@cru.org (**strongly preferred**) or call the Big Break line at 800-825-9551 to leave a voicemail. **Please let us know which week you're referencing when you contact us.**

Questions About Registration

If I'm on staff. Do I need to register?

Yes. Everyone attending Big Break needs to complete an online Registration at www.big-break.com.

Can I register my spouse?

Yes! Married Staff / Interns, Volunteers and Guests can register their spouse and/or family members on the Registration. Upon completion of your own registration, you will be given an option to "Add a family member." This could include all **spouses, children, or grandparents** that are coming. **Please make sure that every individual is registered for the conference.**

How do I request my housing preference?

In your Registration, please indicate a housing choice for **each spouse** that combined will account for the entire space in the condo that your family will use.

- Example: Married couple wanting 1 bedroom in 2 bedroom condo
 - Spouse 1 - Choose "Half of 1 Bedroom in a 2 Bedroom Unit"
 - Spouse 2 - Choose "Half of 1 Bedroom in a 2 Bedroom Unit"
- Example: Family of 4 wanting 2 bedrooms in a 3 bedroom condo
 - Spouse 1 - Choose "All of 1 Bedroom in a 3 Bedroom Unit"
 - Spouse 2 - Choose "All of 1 Bedroom in a 3 Bedroom Unit"

Questions About Finances

How much does Big Break cost?

- The minimum amount for Staff / Interns, Volunteers, and Guests to attend Big Break is \$325.
- Please see housing options below.

Why is there a minimum?

Historically, we have undercharged those staying with students and are working to correct that mistake. We are seeking to be good stewards of the resources God has entrusted to us.

If I'm on staff. When will my staff account be charged?

Staff accounts will be charged **after** the conference ends.

Can students get these housing prices?

Prices listed below are only for Staff / Interns, Volunteers and Guests.

Questions About Housing

Can I bring my whole family?

Yes! We welcome your family to attend with you. Please make sure to register every member of your family in your registration.

Also, we want you to be prepared for this environment. The Big Break conference itself is family-friendly. However, the spring break atmosphere in Panama City Beach is not.

- Your family might hear or see inappropriate conversations/words/actions while among spring breakers.
- Your family will likely be in a condo that will hear the noise from the condos around you, the beach, and the street near you. It is not necessarily a quiet atmosphere.

Can I call the hotel to talk to them about my room assignment?

No. **Please do not contact the Edgewater Beach Resort.** We work very hard to communicate well with the resort and be advocates for you and your students. We also strive to be good examples of Christ-centered believers to the resort staff we work with. Part of that is honoring our contract and having one contact person to communicate with the hotel.

What if I want to share a unit, but don't have a preference or know other staff attending?

On your registration you can request 'No Preference' and we will do our best to place you with other staff who have also requested 'No Preference'.

Shared units are only available if there are others who request the same arrangement. If there is no one to share a unit with, we will place you in a 1 bedroom unit and charge you that price.

Can you make sure I have a room with 2 queens?

Each condo is individually owned; therefore the bed configuration of each unit is different. We are not able to guarantee any type of bed configuration in the unit you will have. Every unit will have the twice the number of sleeping spots in bed as rooms as well as a pull-out couch.

Is it guaranteed that I will get my housing preference?

All of the housing options listed below are based on availability at the resort for each week. Not all types of units are available each week per our contract. Please know that we will make every effort to meet your request, but there are no guarantees that the housing options you desire will be available.

What do I need to know before looking at the housing options?

- The 2018 contract is exclusively Golf Villas.
- Each unit contains a pull out couch. This is **not** included for housing prices or assignments. Do not plan to have more adults than 2x the number of rooms in the unit.
 - i.e. "Half of a 2 Bedroom Unit" has a max of 4 adults. Families with children can plan to count the couch as sleeping spots.
- Each condo is individually owned; therefore the bed configuration of each unit is different. We are not able to guarantee any type of bed configuration in the unit you will have.
- Prices are per person for the week.

What are the Staff / Intern, Volunteer & Guest housing options?

Rooming with 5-7 Students - \$325.00

- Please do not list roommate preferences in your registration. These preferences will be shown on the student housing worksheet. (Don't know what that is? See our Leader Info Page on www.big-break.com.)

Edgewater Golfside Villas

1 Bedroom Villa

- 1 Bedroom Villa holds a max of 4 people.
 - **Half of 1 Bedroom in a 1 Bedroom Villa - \$530.00**

2 Bedroom Villa

- 2 Bedroom Villa holds a max of 6 people.
 - **Half of 1 Bedroom in a 2 Bedroom Villa - \$345.00**
 - **All of 1 Bedroom in a 2 Bedroom Villa - \$610.00**

3 Bedroom Villa

- 3 Bedroom Villa holds a max of 8 people.
 - **Half of 1 Bedroom in a 3 Bedroom Villa - \$325.00**
 - **All of 1 Bedroom in a 3 Bedroom Villa - \$575.00**
 - **All of 2 Bedrooms in a 3 Bedroom Villa - \$1,070**

Edgewater Oceanfront (OF) Tower (not available for Big Break 2018)

1 Bedroom Oceanfront

- 1 Bedroom OF Unit holds a max of 4 people.
 - **Half of 1 Bedroom in a 1 Bedroom OF - \$690.00**

2 Bedroom Oceanfront

- 2 Bedroom OF Unit holds a max of 6 people.
 - **Half of 1 Bedroom in a 2 Bedroom OF - \$460.00**
 - **All of 1 Bedroom in a 2 Bedroom OF - \$850.00**

Special Request: My preference is not listed above. - Price will vary

- Please clearly write your preferences in the "Additional Housing Comments" on your Registration.

Questions About Helping My Students

I am not attending Big Break in person. Can I still receive Big Break Staff emails?

Yes. Please register and select the registrant type called "Staff / Intern - Not attending in person".

How do I send in my student's housing requests?

Please see the www.big-break.com Leader Info Page.

Can I just see what students have registered?

Yes. Follow the "How to request access to the ERT" directions below.

How do I give a scholarship?

There are two methods to scholarship-

1- The student selects "scholarship" when registering and enters a staff's name for verification.

- The student will get an email telling them the scholarship was submitted for approval.
- The staff member will get an email asking to approve, deny, or edit the amount.
- The student will get an email updating them of the staff member's approval, denial, or amount change.

2- A staff member manually inputs a scholarship into the ERT. See directions below on how to request access and apply a scholarship.

How to request access to the ERT

- Go to www.eventregistrationtool.com
- Click "Event Dashboard" on the Event Registration Tool (ERT)
- Log in with Relay
- Click "Request Access to Existing Event".
 - Search for Big Break and choose the appropriate registration.
 - In "Reason for requesting access" note whether you are requesting access to view registrations and/or to Scholarship students.
 - You will have to be approved by big.break@cru.org. Please allow 24 hrs. for our team to approve. You will receive an email confirmation when it has been done.

How to manually give a scholarship

- Go back to "My Dashboard" on the Event Registration Tool
- Click on the Big Break week you have requested
- Click on the "Registrations" tab
- Search the student you'd like to scholarship in the "Search" box by first OR last name
- Click the "\$" button
- Choose the "Add" tab
- Choose "Scholarship" on the "Type" drop down menu
- Enter the Amount
- Choose the "Account Type"
- Enter the Chartfield or Account number
- Add your name in the "Description" field as the approver.
- Click "Process"
- Congrats, you have given a scholarship!