

Frequently Asked Questions

Please read over the FAQs below. If you still have a question that is not answered, you can contact us by e-mailing centraloffice@steubenvillesouth.com or calling (318)473-0539. Thank you.

General Questions:

1) Can I come to Steubenville South if I am not part of a group?

No, you must be a part of a youth group to attend Steubenville South. If you need help finding a group to attend with, you can contact our office. If you are over 19 years of age, you may also attend as a Volunteer. See our [Volunteer Registration](#) page for more information.

2) How big does a group have to be?

A group must consist of at least one youth and at least TWO adults.

3) Can we come if we are not a regular parish youth group?

Yes, you can make up a group of any youth and adults. However, our Verification Form must be signed by your parish's Pastor. You must have the support of your parish's Pastor and all of your adults must be in compliance with Safe Environment policies in order for your group to attend.

4) Do you have any help tips for bringing a group to the conference?

Yes, we offer our [Group Leader Manual](#) and [Apologetics and Resources Manual](#) for free download. We also have a Group Leader & Adult Training DVD available for free. Please call or e-mail our office to request a copy. We will send several mailings to our group leaders after they register a group, to help them prepare to bring their group to the conference.

Individual Registration Questions:

1) What if I attended last year but I don't know my password?

You can click on "Forgot Password" on the [Registration Log-In](#) page and an e-mail will be sent to you with your password. If you were not registered under your personal e-mail address, call or e-mail our office and we can look up your password/e-mail and change it for you.

2) What if I accidentally register on-line with the wrong group?

Call or e-mail our office and we will move you into the correct group.

3) What is the Notarized Liability Form?

This is a form that your parent signs in front of a Notary Public stating that you have permission to attend Steubenville South and will not hold Steubenville South responsible for any injuries. You MUST turn in a Notarized Liability Form that has both your parent's signature and the signature and seal of a Notary Public or you will not be allowed into the conference. (If you are 18 years of age or older, you may sign the form instead of your parent.)

4) Where can I find the Notarized Liability Form?

After you register on-line with your group, you will be able to access and print your Liability Form. You must log-in to the [Registration page](#) and click on "Liability Forms" at the top of the page. You must take your form to be signed in front of a Notary Public and then give it to your Youth Minister/Group Leader.

Group Leader Registration Questions:

1) What if my church attended last year but I was not the Group Leader?

Please call or e-mail our office BEFORE you register a new group. We can update you as the Group Leader of your group. You will then have access to all of your group information and participant information from last year.

2) How can I change the number of people in my group?

Call or e-mail our office and we will update your group. This is the ONLY way to change the number of people in your group. Changing the male and female numbers or the youth and chaperone numbers on the "Edit Your Group" page will NOT change your total number.

3) Where can I find a copy of my invoice?

To print your invoice, log-in to the [Registration page](#) and click on "Manage Events" at the top of the page. Select Steubenville South as your event and click on "Select Event". On the left-side of the page, about half-way down, you will see a link that says, "View Invoice". Click on it to view and print your invoice. Your invoice will be updated as we receive your payments.

4) Should I register youth on the website myself or ask them to register?

It's really up to you. Do whichever would be easier for your group. On our Registration page you can find instructions for either option. We also provide a "Group Sign-Up Sheet" to help you gather information from your youth if you prefer to register them yourself.

5) What if someone registers for my group who doesn't belong there?

Call or e-mail our office. We will remove them from your group and put them in the correct group.

6) Where can I find all of the Due Dates listed?

You can find all of the Due Dates on the [Group Leader Checklist](#) or in the Policies and Procedures Booklet.

7) What is the Verification Form?

The Verification Form is a form that lists all adults and youth in your group. It is signed by yourself and your Pastor. It states that all of your chaperones have received the proper training in your diocese/archdiocese to work with youth and that your group will adhere to all of our conference policies and procedures. You MUST turn in an up-to-date and signed Verification Form with both your AND your Pastor's signatures in order to attend the conference.

8) Where can I find the Verification Form?

After your group members are registered on-line, log-in to the [Registration page](#) and click on "Manage Events" at the top of the page. Select Steubenville South as your event and click on "Select Event". On the left-side of the page, about half-way down, you will see a link that says, "View Verification Form". Click on this link to view and print your Verification Form. It will automatically fill in all of your group members' names and information for you.

9) When is the Verification Form due?

An initial Verification Form is due with your final payment on April 27, 2012. Your complete Verification Form is due by May 25, 2012. If you have any changes to your group after that time, you must turn in an updated Verification Form at the conference check-in on June 22, 2012.

10) What is the Notarized Liability Form?

It is the form that a parent (or self) signs in front of a Notary Public stating that the youth (or adult) has permission to attend Steubenville South and will not hold Steubenville South responsible for any injuries. Each group member MUST turn in a Notarized Liability Form that has both the parent's signature and the signature and seal of a Notary Public, or the group member will NOT be allowed into the conference. (If the group member is 18 years of age or older, they may sign the form themselves, instead of a parent.)

11) Where can I find the Notarized Liability Forms for my group?

After your group members are registered on-line, log-in to the [Registration page](#) and click on "Manage Events" at the top of the page. Select Steubenville South as your event and click on "Select Event". At the bottom of the page you will see a list of all your group members. The column on the far right is "Liability Form". Under this column heading, click on "View" next to each group member to download and print their liability form. It will print with their personal information already on it. This form must still be signed and notarized before you turn it in. (You can also ask each group member to print their own form and turn it in to you already signed and notarized.) For information on how to edit a specific person's form, please see our Registration Instructions.

12) When are the Notarized Liability Forms due?

The Notarized Liability Forms are due by May 25, 2012. If you have any changes to your group after that time, you must turn in updated forms at the conference check-in on June 22, 2012.

13) What is the Late Fee?

We will be charging your group a one-time late fee of \$50 if we do not receive your Verification Form and Notarized Liability Forms post-marked by May 25, 2012. This is due to the large number of group leaders who do not meet this deadline, which creates difficulties for our office to prepare for the conference in a timely manner. We appreciate your understanding and help in meeting this requirement.

14) What if I need to add more spots after the May 25th deadline?

If you need to add a couple of spots to your group after this deadline, it is usually possible (depending on our capacity at that time). Please call or e-mail our office. You will NOT be charged a late fee just for adding a few members to your group, but please be prompt in turning in the required forms for your new members.

15) What if I have other changes to my group after the May 25th deadline?

Please call or e-mail our office. We will do our best to accommodate your group. You will NOT be charged a late fee for making changes to your group. Please remember to turn in an updated Verification Form and any new Notarized Liability Forms at the conference check-in on June 22, 2012.

16) What if someone drops out of my group? Can I replace them?

Yes, a paid spot for the conference may be filled by any person. Please see our Registration Instructions on how to remove a member from your group and add someone new. You must turn in an updated Verification Form and any new Notarized Liability Forms at the conference check-in on June 22, 2012.

17) Can I e-mail all of my group members at once from the Registration site?

Yes, you can e-mail each member individually, or send one e-mail to everyone in your group. To do this, log-in to the [Registration page](#) and click on "Manage Events" at the top of the page. Select Steubenville South as your event and click on "Select Event". At the top of your list of group members you will see an envelope icon that says "Click here to send Email to All". This will e-mail all of your group members together. To send an individual e-mail to one of your group members, click on the envelope icon next to that person's name.

18) What do I need to bring to Check-In at the conference?

You must bring any needed updates to forms, including an updated Verification Form and any new Notarized Liability Forms. You may want to bring in one or two of your chaperones to help you carry items we will give you (lanyards, water bottles, etc.). You need to know the exact number of persons in your group and the male/female breakdown and youth/chaperone breakdown when you arrive. You must bring any outstanding payments. You can turn in any Share the Glory donations, as well.