

Group Registration Instructions

Please read all instructions carefully before registering. Visit www.steubenvillesouth.com, and then the link for Group Registration.

If, after reading all instructions, you still have questions please contact us at 318-473-0539 or centraloffice@steubenvillesouth.com.

Please note that you will not be able to manage your event or register individuals online for the conference until we have received your deposit payment and activated your account. Please allow one full business day for your account to be activated.

For Group Leaders who brought a Group to Steubenville South and have previously used our on-line registration system -

- 1. Log in to your account using the same information you used in 2009, 2010, or 2011.**
 - If you have forgotten your password, click on "Request Password." Fill out the information and click "Request Password." A new password will be emailed to you at the email address you used when you first registered.

2. Edit your group.

- Once you have logged in, click on "Edit Your Group" at the top of the page.
- Update any information that has changed from last year. ***Please update your email address if it has changed since last year.**
 - We have added some new fields, so please make sure you fill out this page completely, especially the number of male and female members in your group.
- Click on "Update Group."

CONTINUE TO STEP #3

For Group Leaders who have not used our on-line registration system -

1. Create a new account.

- Click on the "Create a New Account" tab.
- Complete Page 1 of the Registration Form. Make sure you select "Group Leader" under "Type." Click on "Create Account" at the bottom of the page.
- Complete Page 2. When presented with Medical Information, you may complete it now, or complete it at a later time. You must complete the Emergency Information section at this time.
- Click on the "Update Medical Info" tab to continue.

2. Create a Group.

- As a "Group Leader" you will be redirected to the Group Information Page.
- Input your group's information. If your church or youth group has a very common name (St. Mary's, St. John's, etc.) you may want to make your group name unique by adding your town to the group name.
- When you have completed this page, click on "Create Group."

CONTINUE TO STEP #3

3. Register Group for an Event.

- Select "Steubenville South 2012" from the drop-down list.
- Enter the number of participants, including adult leaders and chaperones.
- Enter the number of priests attending with your group (priests attend FREE).
Priests must also complete a registration form from our office before they are officially registered for the conference.
- Click on "Register Now."
- You will receive a "Group Registration Completed" e-mail.

4. Print Registration Form (Invoice).

- Click on the "Click here to print your registration form" tab.
- Print a copy for your records and a copy to send in with your deposit payment .
This is your Registration Invoice. You will also be able to access it later by returning to the "Manage Events" page and clicking on "View Invoice."

5. Mail in Deposit.

- Mail in the registration form with your initial deposit.

You will not be able to manage your event or register individuals for the conference until we have received your payment and activated your account.

- When your payment has been received, you will receive a "Deposit Received: Group Activated" email that will allow you to manage your account and register individuals.

6. Register yourself.

(Do not register yourself if you are not attending the conference.)

- After we have activated your account, log in (type in your information and click "Log In") and register yourself for the conference by clicking "Register for an Event." Select Steubenville South 2012 from the drop-down list and click "Next Step," then choose your Group from the drop-down list and click "Finish Registration." **This step will register you to attend the conference with your group.**

7. Register your Youth and Chaperones.

- After we have activated your account, your youth and chaperones can create their own log in accounts and will be able to sign up for the conference and select your group from a drop-down list. You can also sign them up yourself by clicking on the "Manage Events" page, selecting your event, and clicking "Register New Members." Everyone in your group **MUST** be registered on-line for the conference.

8. Print and collect Signed Liability Forms.

- **You are responsible for obtaining a signed and notarized liability form from each participant and mailing it to the conference office by May 25, 2012 or your group will be subject to a one-time late fee of \$50.**
- You can view and print participant liability forms from the "Manage Events" page.

Please read all instructions carefully before registering. Also, see the FAQ on the Steubenville South website for answers to common problems.