

Instructions for Group Leaders to Register Their Participants and Chaperones On-line

1. **Go to www.steubenvillesouth.com** and click on the "Registration" tab. Click on the link for Group Registration. If you need any help, please contact us at (318) 473-0539.
2. **Log in to your account and register yourself.**
 - Enter your log in information and click "Log In".
 - If you have not already done so, register yourself (do not register yourself if you are not attending the conference): Click "Register for an Event". Select your event from the drop-down list and click "Next Step", then choose your Group from the drop-down list and click "Finish Registration". This will register you to attend the conference with your group. You will see a confirmation message on your screen that says: "You have successfully Registered" and has instructions to print out your liability form. Click on the instructions to download your liability form for printing.
3. **Add returning group members to your group.**
 - If you attended Steubenville South last year and you are having some of the same group members attend with you this year, it is very easy to sign them up again.
 - After logging in, click "Manage Events". Select Steubenville South from the drop-down list, and click "Select Event". You will see a list of persons registered with your group this year at the bottom of the page.
 - Click "Manage Group Members" at the top of the page. From the list under the Available Group Members column, select the name from last year that you wish to add for this year and click on the ">" sign in the middle of the page. When you are done adding members, click "Update Members".
 - You should now see your added members in your list of group members on the "Manage Events" page.
4. **Add new members to your group.**
 - After logging in, click "Manage Events". Select Steubenville South from the drop-down list, and click "Select Event". You will see a list of the persons registered with your group at the bottom of the page.
 - To add group members yourself, click on "Register New Members". (You can also ask your group members to register themselves, using our Participant Registration Instructions found at www.steubenvillesouth.com on the "Registration" page.)
 - For each new member, input their information and click "Create Account". Then, input their Medical Information and click "Update Medical Info". You will then see your new member in the list of names on your "Manage Events" page.
5. **To remove group members.**
 - After logging in, click "Manage Events". Select Steubenville South from the drop-down list, and click "Select Event".
 - Click "Manage Group Members". From the list under the Registered Group Members column, select the name you wish to remove and click the "<" sign in the middle of the page, then click "Update Members".
 - You **MUST** go online and remove any group members who cancel with your group in order to free their paid spot in your group so another person can register in their place.
 - You may want to go on-line and check your group members occasionally to make sure someone who is not in your group has not registered with you accidentally. If they have, please send us an e-mail with their name. We will help them find their correct group.
6. **Helpful Notes:**

These features are also helpful in managing your group. After logging in and clicking on "Manage Events", you can do the following from your group page:

 - **Print Your Invoice:** You can print your invoice by clicking on "View Invoice". This invoice will update with your current balance due as we receive your payments.
 - **E-Mail Your Group Members:** You can e-mail any of your group members by clicking on the blue envelope icon next to their name in the list of group members. ***NEW*:** You can e-mail all of your group members at once by clicking on "Click here to send Email to All" at the top of your list of participants.
 - **Check Medical Info for Participants:** By clicking on "Medical Info" by any of your group members' names you can check to see if they've added their Medical Info and are ready to print out their Liability Form.
 - **Print Liability Forms for Your Group:** Along with your list of registered group members, you will see a column called "Liability Form". You can view and print any of your members' Liability Forms by clicking on "View" next to the specific group member's name. Please remember that all Liability Forms must be signed and notarized before May 25.
 - **Print Your Verification Form for Your Group:** Once all of your group members are registered, click on "View Verification Form". All of your group members will be listed on this form. Print it out to sign it and have your Pastor sign it before sending it to our office by May 25.

*** PLEASE REMEMBER:** If you would like to have your group members register themselves, just give them a copy of the Participant Registration Instructions found at www.steubenvillesouth.com on the "Registration" page.