

Steubenville South 2012 Participant Registration Instructions

If you ***ATTENDED*** Steubenville South in 2009, 2010, or 2011 use these instructions to register:

1. Go to www.steubenvillesouth.com and click on the "Registration" tab. Click on the link for Participant and Chaperone Registration. If you need any help, please contact us at (318) 473-0539.
PLEASE NOTE: You will not be able to register with a group until your Group Leader has paid the deposit for your group.
2. **Log in to your account.**
 - 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 on "Request Password." A new password will be e-mailed to you. It will be sent to the e-mail address you used when you created your account.
3. **Edit your information.**
 - After logging in, click on "Personal Information" at the top of the page. Edit any information that may have changed and click "Update Account".
 - Then click on "Medical Information" at the top of the page. Edit any medical/insurance information that may have changed and click "Update Medical Info". You will be redirected to the "Event Selection" page.
4. **Register with your group.**
 - Select "Steubenville South" from the drop-down list, and click "Next Step".
 - Select your group's name from the drop-down list and click "Finish Registration". This will register you to attend the conference.
 - You will not be able to register with your group until your Group Leader has paid the deposit for your group. If you cannot choose your group from the list, please contact your Group Leader.
5. **Print your Liability Form.**
 - 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. The form will already contain the information you entered when you created an account.
 - If you are a teen (under 18 years of age), give the form to your parent or guardian. They must take it to a Notary Public to be signed and notarized and then give it to your Group Leader.
 - If you are an adult (18 years of age or older), take the form to a Notary Public to be signed and notarized, and then give it to your Group Leader.
 - **NO ONE will be allowed into the Coliseum without a signed and notarized (by a Notary Public) liability form!**

If you ***DID NOT ATTEND*** Steubenville South in 2009, 2010, or 2011 use these instructions to register:

1. Go to www.steubenvillesouth.com and click on the "Registration" tab. Click on the link for Participant and Chaperone Registration. If you need any help, please contact us at (318) 473-0539.
PLEASE NOTE: You will not be able to register with a group until your Group Leader has paid the deposit for your group.
2. **Create a new account.**
 - Click on the button "Create a New Account" at the bottom of the page.
 - Complete Page 1 of the Registration Form and click on the button at the bottom of the page: "Create Account".
 - Complete Page 2, including all Medical Information and click the button at the bottom of the page: "Update Medical Info" to continue. This will create your account. You must use your birth date and password to log back in each time you return to the site. *
 - You will be redirected to the "Event Selection" page.
3. **Register with your group.**
 - Select "Steubenville South" from the drop-down list, and click "Next Step".
 - Select your group's name from the drop-down list and click "Finish Registration". This will register you to attend the conference.
 - You will not be able to register with your group until your Group Leader has paid the deposit for your group. If you cannot choose your group from the list, please contact your Group Leader.
4. **Print your Liability Form.**
 - 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. The form will already contain the information you entered when you created an account.
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 - If you are an adult (18 years of age or older), take the form to a Notary Public to be signed and notarized, and then give it to your Group Leader.
 - **NO ONE will be allowed into the Coliseum without a signed and notarized (by a Notary Public) liability form!**

*You will be able to use the same account log in information each year that you attend the Steubenville South conference.