

How To Register

Steubenville Main Campus – Youth Conferences

Registration Opens November 6, 2018 at 8 am EST

BEFORE REGISTERING

1. If you are registering, then you are the designated Group Leader and the main point of contact for the Christian Outreach Office, expect to receive informational emails and reminders.
2. Make sure to have read this year's Group Leader Information Packet.
3. Have a general idea of how many people will be attending with your group so you know how many spots to reserve.
4. Priests attend FREE OF CHARGE.
5. Have a form of payment ready. If you would like to pay by check it must arrive at the Christian Outreach Office of Franciscan University within two weeks of your registration date, otherwise there is no guarantee that your spots will be reserved.

REGISTERING YOUR GROUP

1. Go to <http://steubenvilleconferences.com/youth/main-campus/>
2. Click on the conference you wish to register for.
3. On the specific conference page, click the "Register Now" button
4. Enter the Group Leader Name - everyone in your group will be registered under this name
5. Select **On** or **Off** campus registration
 - **Off-campus** registration is less (per person), because you must make your own housing arrangements.
 - If a conference is sold out, you will not be able to advance past this page and below are your options:
 - Register for an alternative Main Campus Youth Conference.
 - Request to be added to the wait list by emailing youthconferences@franciscan.edu. Please be advised that the wait list may not make any movement until mid-May (after the deadline to drop spots). There is also no guarantee that any spots will become available.
 - If you cannot attend any of our other on-campus conferences and/or would prefer to attend one of our Regional Sites, go to www.steubenvilleconferences.com/youth/ and click on the Regional Conference you are interested in attending for a list of contact and registration information.
6. Click NEXT
7. Enter your Contact Information (this is, once again, the Group Leader's contact information) and answer all prompted questions.
8. Click NEXT
9. Enter # of Registrants (includes Adult Chaperones and Youth, but excludes priests).
 - **NOTE: This number must match in both the "Deposit" box and the "Remaining Balance" box or your spots will not be reserved.**
10. Enter the number of Priests in the noted box.
11. Click NEXT
12. Payment Information
 - If paying by credit card, you will be asked to enter your credit card information at that time. Only the deposits are due at the time of registration, be sure that you enter the deposit amount in the "Payment Amount" box.
 - If paying by check/money order, payment for your Deposits must be received within 2 weeks of registering or a late fee will be applied.
13. Click "Finish." You will then receive an EMAIL confirmation of your registration.

Any Group Leader who wishes to add spots to their registration may do so at any time as long as the conference is not sold out. You must email youthconferences@franciscan.edu and give the desired number of spots to add and the new total spots for your group. Payment is due at the time the spots are added (in full if after the Remaining Balance Deadline).

