

How To Register

Steubenville San Diego – 2019 Youth Conference

Registration Opens Tuesday, January 15, 2019 at 8:00am PDT

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 <https://steubenvilleconferences.com/events/sd/>
2. Click "Register Now"
3. This will take you to an event summary page, scroll to the bottom and click "Register."
4. Enter the Group Leader Name and prompted information - everyone in your group will be registered under this name
5. Click NEXT
6. Enter your Contact Information (this is, once again, the Group Leader's contact information) and answer all prompted questions.
7. Click NEXT
8. Enter # of Registrants (includes Adult Chaperones and Youth, but exclude priests).
 - **NOTE: This number must match in both the "Deposit" box and the "Remaining Balance" box or your spots will not be reserved.**
 - **Priests will be registered separately, but you will have the chance to that during this process.**
9. Click NEXT
10. Answer the additional prompted questions
 - If a priest is attending with your group, click on the provided link and register him separately. Do not forget to complete the registration for your group!
 - You will click "Register" and enter his information in the spaces provided. Then click "I am registering on behalf of this person. Once the registration is completed, you will receive a separate registration confirmation email for your priest, he will receive one also.
 - If you so desire, you may simply share the Priest Registration link with your priest and have him register himself.
 - Priest Registration Link: <http://www.cvent.com/d/5bqg7n/4W>
11. Payment Information
 - If paying by credit card, you will be asked to enter your credit card information at that time. ***Only the Deposit amount is due at the time of registration, be sure that you delete the "Remaining Balance" amount so that your card is not charged the full amount.***
 - If paying by check/money order, payment for you Deposits must be received within 2 weeks of registering or a late fee will be applied. Include a Payment Form with your check.
12. 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 until June 13, after which date additions will not be permitted. To add spots, 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).

