

## STEBENVILLE MAIN CAMPUS

# MAKING A PAYMENT ON YOUR REGISTRATION

**DROPPING SPOTS** – If you want to drop spots, you must email your request prior to paying your Remaining Balance. We do not offer refunds for spots dropped after final payments have been made. The deadline for dropping spots is April 12, 2019; this is also when your Remaining Balance is due.

## MAILING IN A PAYMENT

1. Download, print, and fill out a “Payment Form” (this must accompany any and all mailed payments)
2. Make check/money order payable to “Franciscan University”
3. Mail to:

Franciscan University  
Christian Outreach – Attn: Catherine Welker  
1235 University Blvd  
Steubenville, OH 43952

## PAYING ONLINE

1. Click this link: [http://bit.ly/2019SD\\_AlreadyRegistered](http://bit.ly/2019SD_AlreadyRegistered)
2. Enter Information – Group Leader, Email, Confirmation Number
3. Click “OK” – you will then be taken to your Registration Details
4. Click “Submit Payment”
5. Select “Credit Card” and enter your information
6. Click “Submit Payment”

## REGISTERING A PRIEST

If a priest will be joining your group for the conference, or if you are a priest, and he/you would like to volunteer his/your time to hear the confessions of the youth and adults at the 2019 Steubenville San Diego Youth Conference, follow the below link to register.

**PRIEST REGISTRATION LINK:** <http://www.cvent.com/d/5bqg7n/4W>

*The registration fee for priests is waived as a sign of our appreciation for their willingness to hear confessions, con-celebrate Mass, and be present to the teens during the conference.*

*Remember, priests must submit a Letter of Good Standing, due by June 13, 2019, in order to attend the conference. The template for this letter is in the Group Leader Information Packet and will be included in your registration confirmation email.*

**Please contact us if you have questions, issues, or concerns.**

**740-284-5888 or [youthconferences@franciscan.edu](mailto:youthconferences@franciscan.edu)**

