

Group Leader Registration Instructions



Hosted by Franciscan University and the Dioceses of Los Angeles, Orange, San Bernardino, and San Diego.

REGISTERING YOUR YOUNG ADULT GROUP

1. Follow this link and click “Register” to begin: <http://www.cvent.com/d/p6q9wn>
 - a. As the group leader, you will need to register, select “Yes” to the question “Are you planning to bring a group?”
 - b. If you do not plan to attend the young adult conference yourself, select “No” to the question “Do you plan to attend this conference yourself?” – this will register you without payment.
2. Once you complete your registration for 2:42, you will receive a “Confirmation Pending” email. Within a week, you will receive a “Registration Confirmation” email which will contain a **link specific to your group.**
 - a. Share this link with the young adults that you want registered under your group.
 - b. They will follow this link and register for the conference themselves
 - c. If their registrations will be covered by the parish check, then please instruct them to select “Check Payment” just before submitting their registration.
3. Payment
 - a. Payment for the young adult conference is the same as for the youth – each registration requires a \$40 deposit at the time of registration.
 - b. If you are planning to support your young adults, or manage the payments for them, they can select “Check” and we will know to await a check from your parish. All check payments must be sent with the attached “Payment Form”
 - c. Alternatively, they can pay for themselves online as well.

REPORTING & FINANCIALS

In order to confirm who has registered for your group, and the amounts each person owes, you have been given access to a report that will pull the necessary information directly from our registration platform.

1. You will receive separate email regarding this.
2. The email will contain a link to the website and your login credentials.
3. Once you login, you will see a report.
4. Click “[your name] Group” and the data will be compiled.
 - a. To export the report, select the icon the green arrow in the middle of the screen
 - b. Select “Excel”
 - c. The report will download
5. Each time you run the report, it will give you the most up to date information.

For questions, please contact the Steubenville Conference Office at 740-284-5888 or youthconferences@franciscan.edu.