

Group Leader Registration Instructions



*Hosted by Franciscan University and the
Dioceses of 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/1nq9nh/4W>
 - a. As the group leader, you will need to select the registration type “Group Leader” whether you are attending with your group or not.
 - b. You will have a chance to indicate whether you will be paying for any portion of your group members’ registration or they will be responsible for the cost.
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” 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 registration costs will be covered by you (either by parish check or credit card), then please instruct them to select “Paid by Parish/Organization” just before submitting their registration.
 - d. Group Member Registrations will remain “Pending” until payment is received.

REGISTRATION PAYMENTS

1. Payment for the young adult conference is due at the time of registration
2. If you are planning to support your young adults, or manage the payments for them, they can select “Paid by Parish/Organization” when they register.
3. Credit Card payments can be submitted online and parish checks must be accompanied by the required “2:42 Payment Form”
4. Alternatively, each group member 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 a 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
steubenvillesandiego@francsican.edu.