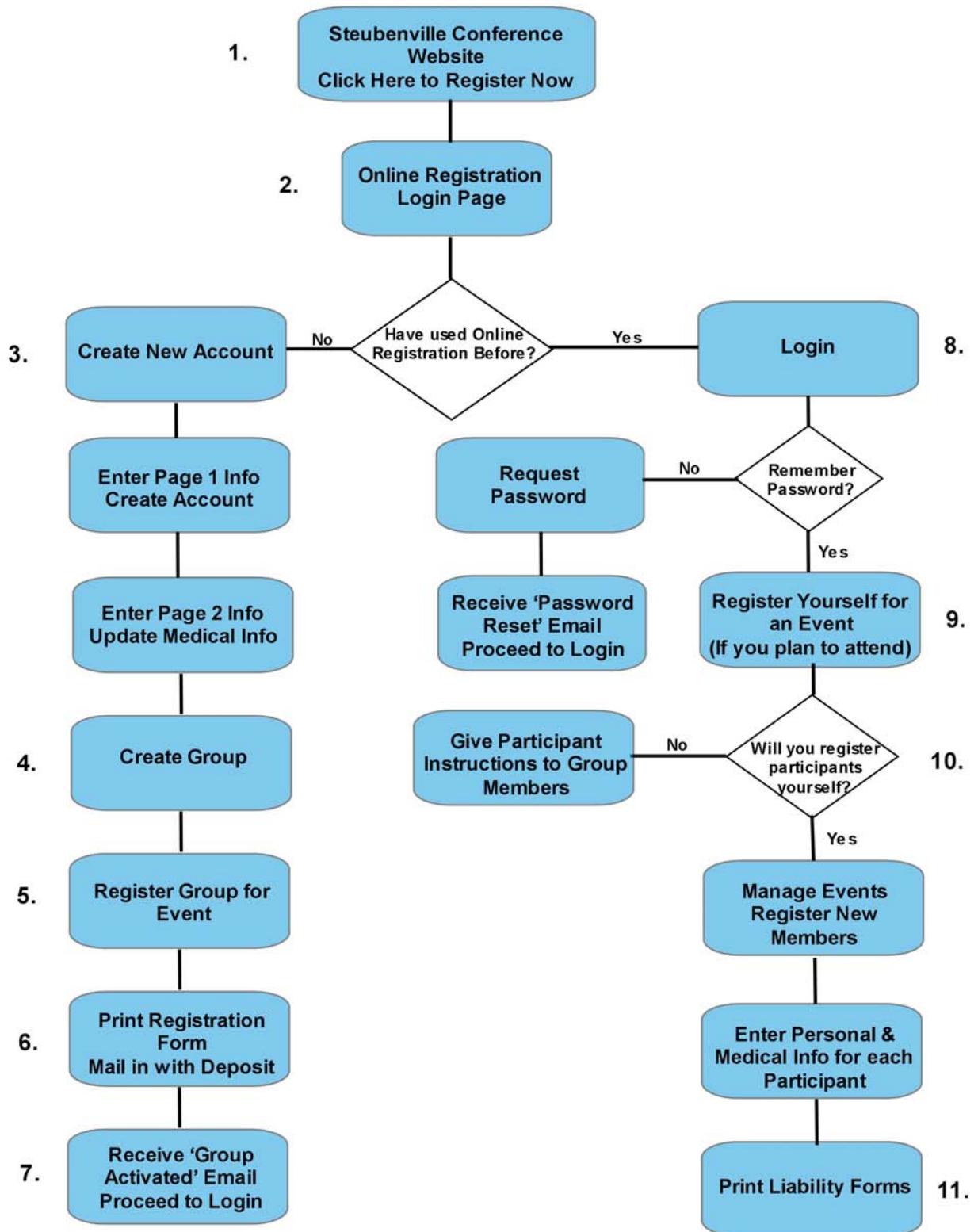


Online Registration Instructions for New Group Leaders



1. Go to the website for the Steubenville Conference that you plan to attend
 - a. Select **'Click Here to Register Now'**
2. You are now at the **Online Registration Login page**
 - a. If you have never used our Online Registration System before you will need to select the option **'Create a New Account'**.
 - b. If you have used our Online Registration System before you will need to enter your existing account information and select the option to **'Log In'**.
3. **Create New Account**
 - a. Enter Page 1 information. Bold fields are required. Select a **'Type'** of Group Leader. Click **'Create Account'**.
 - b. Enter Page 2 information. Bold fields are required. Click **'Update Medical Info'**.
4. **Create a Group**
 - a. Enter group information. Please note: If your group has a very common name (St. Mary's, St. John's, etc.) you may want to make your group name unique by adding something to the end of your group name (such as the name of your town).
5. **Register Group for an Event**
 - a. Select the event your group is attending. Enter the number of participants, including adult leaders and chaperones. Enter the number of priests attending with your group (priests attend the conference free).
6. **Print Registration Form**
 - a. Print your registration form and mail it to the conference office along with your deposit.
 - b. Please note: You will not be able to register your group members for the event until your payment has been received and your account activated.
7. **Receive Group Activation Email**
 - a. Once your deposit has been received in our office, we will activate your account and send you an email. You may now begin to register your group members.
8. From the **Online Registration Login page**
 - a. Enter your log in information. Click **'Log In'**.
 - b. If you have forgotten your password, click **'Request Password'**. You will receive an email with a new password. Proceed to Login.

9. Register Yourself

- a. Select “Register for an Event”.
- b. Select the Event you plan to attend.
- c. Select your Group.
- d. Click ‘Finish Registration’.

10. Register Your Group Members

- a. If you prefer to have your group members (teens, chaperones, priests) register themselves, give your participants the ‘Registration Instructions for Participants’ document or link from our website.
- b. If you prefer to register your group members yourself, select ‘Manage Events’. Then select ‘Event’. Then select ‘Register New Members’.
- c. Enter ‘Personal’ and ‘Medical’ information for each participant in your group.

11. Print and Collect Signed Liability Forms

- a. Select ‘Manage Events’. For each registered participant, select ‘View’ under the Liability Form column. This will generate a liability form with the participant’s personal and medical information filled in on it.
- b. Print the Liability Forms for all of your group members. Obtain signatures and submit them in as instructed on the form.