

Hello!

Whether you are viewing this document because you are wanting to register for YFN Conference 2021 or you have already registered and are wanting to view your next steps in your registration process, we are happy to have you and are grateful for your interest in YFN Conference 2021!

Before we get to the step by step process, here are a few important things to note during your entire registration journey:

- When creating an account, please make sure all the information is correct and it is someone who is easily accessible by our Office Team (Youth Pastor, Youth Admin, etc.) Whoever's information is inputted during the account creation, that person will then be the account/group administrator.
- When you create an account, that does not mean that that person now has a registered spot. *If the administrator of the account is planning on attending Conference, they must still add a spot for them as instructed on step "3."*
- Steps 7 & 8 to fill out all liability forms and pay your remaining balance do not have to be done in that order, do not need to be done all at once, and are not due until \_\_\_\_\_.

**Here is your step by step process for completing your registration for YFN Conference:**

- 
1. Create an account, making sure to specify if you are a group or an individual.
  2. After creating your account, complete your group information by clicking either the "Group" tab on the left menu, or by selecting "edit group information" on the right side of your home page.
  3. Once your group information is up to date, you can now begin to add spots. To do this, visit the "Spots" menu option. Once there, click the blue button on the top right side that says "Add Spots".
  4. Next, choose your selection for how many spots you are reserving for each registrant type. Before clicking "Next" at the bottom of the page, be sure to specify if you are wanting to pay the deposit only or pay the full balance.
  5. Complete your payment to reserve your spots. Remember that your spot is not reserved until you have paid in full for each registrant.
  6. After paying, the next step is to assign your spots to each of the individuals coming to Conference with you. Click the "+" on the "actions" column on the

spots page and proceed to filling out that individuals' information. \*This information is not permanent. You are able to change this information if a member of your group decides to cancel.

7. Once all the spots are assigned, you will need to submit a liability release form for every registrant (every registrant must fill one out, regardless if they are a minor or not). You can complete this step two ways: You can print the forms out, have each registrant (or if a minor, a parent/legal guardian) fill out the form on paper, then you enter in the information on their behalf. Or, you can assign the parents/registrants as an editor to their designated spot by following the steps below.
  - a. Click "Assign Editors" and follow the prompts to send an email to that editor.
  - b. The new editor will then need to follow the link that is sent to their email to create a password.
  - c. After they are logged in, they will have access to their assigned spot to fill out their release form and pay off their spot balance.
8. After the release forms are filled out, the last step to complete your registration process is to pay off your balance. To do this, go to the "Payments" page from the left menu, fill out the amount you are wanting to pay for each spot (or click the yellow arrow next to the balance on each line for an autofill) and proceed to payment.

After all of your liability forms have been submitted and your balance is paid off, you are ready for your arrival! We have been praying over you for months now, and our expectations are HIGH for what the Lord will do this year at Conference!

If you need assistance with your registration, or if you have questions pertaining to anything else, please contact our office at the information below and we would be more than happy to help you.

-YFN Registration Team

Email: [registration@youthforthenations.com](mailto:registration@youthforthenations.com)

Phone: (214) 302-6349