

# National Catholic Youth Conference

November 21-23, 2013 ✦ Indianapolis, Indiana



## Online Registration Instructions



**\*\*Please read these instructions in their entirety before beginning the online registration process.\*\***

The online registration link can be accessed by clicking here:

<https://www.myregform.com/ei/getdemo.ei?id=46&s= 2NC0Q63L8&bulk=y>

The online process is designed to have data entry happen at the parish/school level by the Group Leader or his/her designate only. Please do not ask participants to register themselves online. Data entry can begin at any time beginning Monday February 11, 2013 but must be completed by:

- **September 11, 2013** – to qualify for the regular registration rate (Package prices listed in registration packet)
- **October 16, 2013** – last day to register online. All registrations entered online between September 12 and October 16 will be subject to a \$40 late fee per registration.

*Note: these dates are different than the dates you will see on the Parish/School Registration Site (link included above). The dates on the registration site are the dates that we (ArchIndy Youth Ministry) must have everyone's paperwork and one Archdiocesan payment to NFCYM/PIP. In order to meet this deadline, it was necessary to adjust the deadlines that each individual group must meet. Please use the above deadlines and/or refer to the "Dates to Remember and Deadlines" page for more information."*

**Form 9 (Individual Participant Registration Form)** is the form you will collect to obtain the information that will be needed to complete the online registration. As handwriting is often difficult to read, we have created a fillable form that each participant can type his/her responses directly on the form. To access this form, please visit our website at: <http://www.archindy.org/youth/ncyc.html> or request the form by e-mailing Jackie at [jvandenbergh@archindy.org](mailto:jvandenbergh@archindy.org).

*Note: You will also be required to turn these forms (Form 9) in to ArchIndy Youth Ministry as it includes parental consent and other Emergency information we request. Please remember to make a copy for your records.*

### What you need to know as you enter registrations online:

- All fields in **RED** are required fields, but please enter all known data as requested for each attendee
- For "Diocese Region" field, simply enter **7** (we are considered part of Region 7, but only enter the number).
- For "(Arch)diocese of" field, simply enter **Indianapolis** (please make sure it is spelled correctly as this is how we as an Archdiocese will have access to all of ArchIndy's registrations. Any registrations with "Indianapolis" misspelled will not be visible to us.



- Please use standard capitalization and lower case letters (not all caps or all lower case). The way you enter the information is the way it will show up on the name badges.
- Be consistent (punctuation, spelling and spacing) with the way you enter the “*Parish/School Name*” each time you enter registrations online. (i.e. St. Mary’s, St Mary’s, Saint Marys, St. Mary, etc.)
- If you provide an e-mail address for the participant in the designated field on the online form, he/she agrees that NFCYM may e-mail about NFCYM’s programs and services.
- The 4<sup>th</sup> field on the online form is for “*Parish/School Group Leader E-mail Address*”. Please enter only the e-mail address of the Group Leader or his/her designate (not the participant unless the participant is the Group Leader). This should be the same e-mail address each time the online registration site is used. The e-mail address that is entered will receive all confirmations for registrations entered in that session (see below for the definition of a “session”).






**Online Registration Sequence (step-by-step and page-by-page):**

- Each time you open the registration website and enter participants, it is considered a **session**. You may register one participant or all participants in any one session. Most likely, you will access the website many times and, therefore, have many sessions. You may enter the registration website as often as you need in order to complete the registrations for your parish/school group.
- Many of the fields will repopulate for each subsequent registration within each session (but not from session to session):

- Diocese Region
- (Arch)diocese of
- E-mail
- Parish/School Name
- Address
- City
- State
- Zip

Following the first entry of each session, these fields will repopulate and **CANNOT** be changed during the data entry process for the remainder of the session. This is to safeguard against accidental typing mistakes.

These fields will also repopulate throughout the session following the first entry, but these fields **CAN** be changed from one participant to the next. This is to help cut down on the amount of typing you may need to do. If you need to make any changes to these fields, simply type over the repopulated information.

- Since the above fields repopulate within each session, it is important to make sure that the first entry of each session is accurate (especially the “*Diocese Region*”, “*(Arch)diocese of*”, and “*e-mail*” – since these cannot be changed. If you make a mistake on the first participant, click the word “*Edit*” on the right of the “*Summary Page*” – DO NOT USE THE BACK BUTTON.
- Once you have completed the data entry for each participant, click “*Continue*” . This will take you to a “*Summary Page*”. The “*Summary Page*” will give you a summary of the information you just entered. If you notice a mistake, there is an option to fix the information by clicking “*Edit*” (Reminder: Region, Diocese and e-mail are can only be edited on the first entry of each session).
- At the end of each “*Summary Page*”, click “*Next Registration*” if you have additional registrations to enter. If you are done entering registrations for that session, click “*Check out*”.  
- The next screen following your selection of “*Check Out*” will be a summary list of the names of all the people you just entered in this particular session. Please check to make sure everyone you entered is included. If you notice you missed a name, you can select “*Add New*” from this screen. If all of the names are there, you can select “*Continue*”.  
- Finally, you will receive a “*Thank You!*” for your registrations. Clicking “*Continue*” will close the session by taking you back to the registration site for the next time. Simply close the browser.

**Thank you!**  
All confirmations in this batch will be emailed to you in a few moments by the NFCYM registration team.

