



# ONLINE REGISTRATION

## YOUTH LEADER INSTRUCTIONS

### NEW - ALL registrations are ONLINE

We are excited to have online registration for ALL events this year! Below are detailed instructions for setting up a church account, how to register your group and pay for the event(s) you choose!

### STEP 1: CREATE AN ACCOUNT FOR YOUR CHURCH

If you already have an online church account GREAT, you can use the same one!!!! SKIP ahead to STEP 2.  
(If you forgot your user name, contact the synod office).

If you do not have an account, follow the instructions below to create one.

- Go to [www.synodyouth.org](http://www.synodyouth.org)
- Click on the “ACCOUNT” tab.



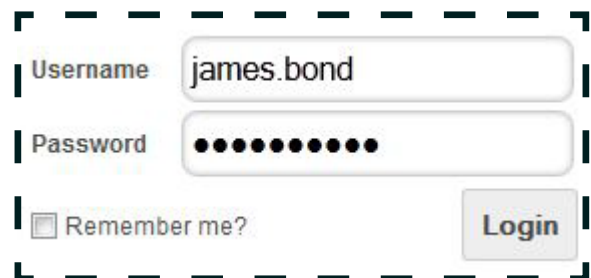
HOME | ABOUT US | EVENTS | **ACCOUNT** | CONTACT

- Then click “CREATE NEW ACCOUNT” on the right side
- Select which **church** you are creating an account for and confirm.  
*\*If your church is not on the list please contact the office!*
- You will be asked to include your contact information as a youth leader (phone, email, etc...)
- Create a password
- Hit **SUBMIT**
- You will get a confirmation in your email inbox. It will include your user name & password.  
*\*You will need this information to log into your Account.*

### STEP 2: ACCOUNT LOG-IN & PARTICIPANT REGISTRATION

#### A) LOG-IN

- Go to [www.synodyouth.org](http://www.synodyouth.org)
- Hold your mouse over the tab that says “ACCOUNT”  
*\*A drop down box will appear.*
- Click on “ACCOUNT SIGN-IN”
- Enter in your **user name & password**
- You have logged in!!!



Username

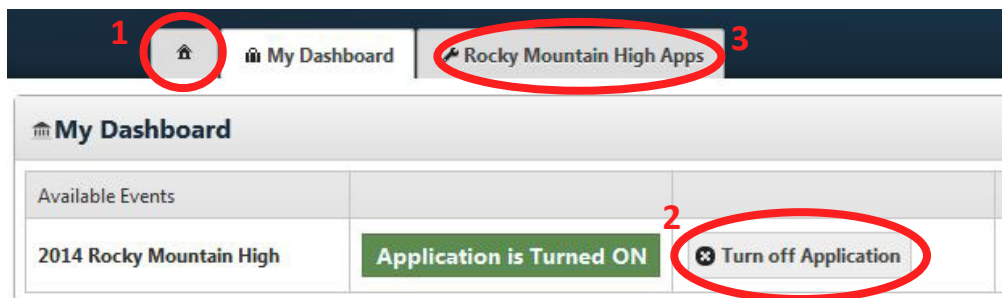
Password

Remember me?

Step 2 continued...

## B) EVENT ACTIVATION

Once logged in you will see your church account administrator page:



- 1 HOME TAB: What people see when they register. Shows event dates and deadlines.
- 2 DASHBOARD: Turn events on/off. This allows you to control which events your church group can register for.
- 3 EVENT TAB: See registered participants & control group registration for separate events.

## C) REGISTERED PARTICIPANTS

- This is what you will see when you click on each event (#3 above). You can manage your church account in this section. Click on the blue info “i” buttons to explain how each process works!

Total Participants	Student Count	Adult Count	Adult:Student Ratio	Current Payment Total	Submission Status	Group registration
6	2	4	2:1	\$2,010.00* <small>*Excluding any busing costs</small>	NOT Submitted	Generate Group Registration

	First Name	Last Name	Date Applied	Attending	Using Busing	Status	Submitted
1 View	James	Bond	10/15/2013	✓ Yes ✗ No	✓ Yes ✗ No	Student	No
2 View	Tommy	Boy	10/15/2013	✓ Yes ✗ No	✓ Yes ✗ No	Student	No
2 View	Rainbow	Bright	10/15/2013	✓ Yes ✗ No	✓ Yes ✗ No	Adult	No

- 1 Click to see individual registration form (You may print for your records if desired)
- 2 This participant needs insurance uploaded (YOU need to do this since the participant didn't)

## STEP 3: SUBMIT GROUP REGISTRATION

Step 3 happens once all your participants are registered AND group registration opens (about February-ish).

- Log into your account and go to the event you wish to register participants for. You should see a screen similar to this.

A)

Total Participants	Student Count	Adult Count	Adult:Student Ratio	Current Payment Total	Submission Status	Group registration
6	2	4	2:1	\$2,010.00* <small>*Excluding any busing costs</small>	NOT Submitted	Generate Group Registration

- Click on “Generate Group Registration”.
- A Youth Group Registration sheet will pop up for you to PRINT OFF.

Step 3 continued...

- Write ONE check for the TOTAL AMOUNT and drop off / mail to the Synod Office in Orange City. *Must be post-marked by event closing date.*
- Your submission status will now say “pending” (please click blue info “i” button to explain), this means your group is ALMOST registered.

Total Participants	Student Count	Adult Count	Adult:Student Ratio	Current Payment Total	Submission Status	Group registration	
6	2	4	2:1	\$0.00* <small>*Excluding any busing costs</small>	Pending	Generate Group Registration	
<a href="#">View</a>	First Name	Last Name	Date Applied	Attending	Using Busing	Status	Submitted
<a href="#">View</a>	James	Bond	10/15/2013	YES	NO	Adult	Pending 10/15/2013

- Your group submission will be complete once the “pending” status turn to a green YES.

B)

Total Participants	Student Count	Adult Count	Adult:Student Ratio	Current Payment Total	Submission Status	Group registration	
6	2	4	2:1	\$0.00* <small>*Excluding any busing costs</small>	YES Submitted	Generate Group Registration	
<a href="#">View</a>	First Name	Last Name	Date Applied	Attending	Using Busing	Status	Submitted
<a href="#">View</a>	James	Bond	10/15/2013	YES	NO	Adult	Yes 10/15/2013

- This change will be made to your online account once the Synod Office has receive your printed of Youth Group Registration sheet AND payment matching the total.

**You have Registered Online!**

## LATE/ADDITIONAL REGISTRATIONS

*What to do if you submitted your group registration and another participant registers....*

- You must regenerate another group registration sheet (like you did the first time)
- The total amount showing will reflect the NEW amount you owe (since you have already paid for the first group).
- Print and send the Group Registration sheet with payment to the Synod Office like you did the first time.

<a href="#">View</a>	James	Bond	10/15/2013	✓ Yes ✗ No	✓ Yes ✗ No	Student	No
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- PLEASE MAKE SURE you watch each participants “submitted” status. The red NO will turn to a green YES once it is processed.

Yes