



How to Register for a National Youth Summit

- 1.) Go to <http://nationalyouthsummit.org/> and click the button that says **Register For** (Insert summit name here) under the chosen Summit.
- 2.) Fill in the blanks under Invitee Information with the Registering Adult's Information
 - a. If you are not attending the Summit but are registering others who are, check the box that says "I am registering on behalf of this person"
 - b. This will open up more blanks to fill out with your information so that you receive the confirmation email and can access the registration details in addition to the registered adult
- 3.) Click 
- 4.) Continue to fill out the adult's information, you will need:
 - a. Organization name
 - b. Gender
 - c. Date of birth
 - d. Team name
 - e. Emergency contact (not on the trip) name
 - f. Emergency contact phone number
 - g. Emergency contact relationship
 - h. Address
 - i. Phone number
 - j. Food allergies/dietary needs
 - k. Need for special aid or services

If your team is doing separate registrations, please make sure to list the same Adult Team Leader and Team Name for all of the team registrations

- 5.) Click 
- 6.) Under Registration options, select the occupancy of the registering adult's room.
 - a. National 4-H Conference Center has bunk bed style rooms accommodating up to four people.
 - b. Registration fees are by amount of people in the room (occupancy), not by room type
 - c. Adults have the option of a double occupancy or single occupancy room
 - i. If an occupancy chosen is higher than the number of participants registered for your team, participants will be randomly assigned to rooms of participants with the same gender and registration type

7.) Click

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- a. If a double occupancy room was chosen, list requested roommates (if any) and continue

8.) Gather Team Member Information

a. Information needed:

- i. Complete name
- ii. Date of birth
- iii. Gender
- iv. Emergency contact information of someone not on the trip
- v. Food allergies/dietary needs
- vi. Need for special aid or services

b. If all of the information is not known for each team member, a place holder can be used:

- i. First Name: Youth
Last Name: 1
First Name: Adult
Last Name: 1
Emergency Contact Information: TBD
Date of Birth: January 1, 1900
Gender: Choose one, just make sure to edit it when information is confirmed
- ii. **All unknown information must be confirmed and edited by two weeks prior to the conference.**

9.) Click

ADD GUEST

10.) Fill out the required blanks

11.) Click

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12.) Under Registration options, select the occupancy of the participant's room

- a. National 4-H Conference Center has bunk bed style rooms accommodating up to four people.
- b. Registration fees are by amount of people in the room (occupancy), not by room type
- c. Adults have the option of a double occupancy or a single occupancy room
- d. Youth have the option of a double occupancy or a quad/triple occupancy room
- e. If an occupancy chosen is higher than the number of participants registered for your team, participants will be randomly assigned to rooms of participants with the same gender and registration type

13.) Click

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- a. If a double or quad/triple occupancy room was chosen, list requested roommates (if any) and continue

14.) Click **ADD ANOTHER GUEST** and complete steps 11-14 for all of the participants

15.) Once all of the team is registered, click

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16.) Look over team registration

- a. You can view the different participants by clicking on their names on the left side of the screen
- b. If there are problems, click on the first registered adult's name on the left side of the screen
- c. The registration appears, with an option to edit in blue next to the green name in the center of the screen
- d. Click edit, you will be able to go through all of the steps above and fix any problems

17.) Once the information is all correct, click

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18.) Choose payment type, credit card or check

- a. To pay online, select credit card and fill in your information
- b. To pay offline by check or multiple methods, select check

19.) Click

FINISH

- a. At any point in time you can use your email address and confirmation number to edit your registration, check your balance due, or make additional payments
- b. You can also use your email address and confirmation number to fill in accurate information for any place holders used
- c. Send checks to:

National 4-H Conference Center
c/o National Youth Summits
7100 Connecticut Avenue
Chevy Chase, MD 20815

- d. Contact the National Youth Summits Team at info@nationalyouthsummit.org with any questions or to make offline credit card payments