

## 2024 Youth Conference Registration

We need some details about the students, and one parent's contact information so we can send forms to them. If you have any questions or issues during registration, please contact Denise Temple at [dtemple@michiganfoundations.org](mailto:dtemple@michiganfoundations.org) or call 616-850-2136.

Remember to **log in to our website before you begin**. That allows you to receive the member price, select pay by check if needed and will prefill some fields during registration.

- 1) Please **have all information for each person you are registering in your hand** before you begin:
  - a. Their email address (must be a unique email per person, and cannot be parents' email)
  - b. Full Name
  - c. Age (at time of the conference)
    - i. *All youth participants should be high school students (graduating Seniors and incoming high school Freshmen are welcome to attend at the advisor's discretion).*
  - d. Pronouns if they prefer to use them.
  - e. Gender (for rooming assignments)
  - f. Is this their 1<sup>st</sup> time attending youth conference?
  - g. Do they serve on the YAC Leadership Team?
    - i. *The term may vary by YAC, please indicate if the youth participant is a current or incoming leader for the YAC – this may be an “executive team” “executive board” or some other leadership designation.*
  - h. T-shirt size
  - i. Parent's Full Name and Email (just one parent needed)
  - j. Should their name be visible on the attendee roster?

The last question for each registration is “Attending Under”, and that is the name of the YAC. If you are logged in, it should be prefilled with your YAC or your Community Foundation. Please select the YAC. This will not show if you are not logged in.

- 2) Enter the email address of the person you are registering. (If you are logged in, it defaults to your email, so you will need to change that for each person) Click on **REGISTER NOW**
- 3) Select the registration type for that person (Advisor or Youth) and click **CONTINUE**.
- 4) Fill in all the information and either click **SAVE & ADD ANOTHER** to add more registrants or **CONTINUE** when you have added all registrants.
- 5) The next page is the Payment Information. You can pay with Credit Card during registration or select Check or EFT and click **CONTINUE TO REVIEW**.
- 6) The final screen is the Order Summary where you click **PAY AND COMPLETE PURCHASE** (if you selected to pay by check or EFT no payment is needed at that time).

You will have an order number on the screen and everyone you registered will receive a registration confirmation email. You will also receive an Order email.