



Steubenville on the Bayou

Diocese of Houma-Thibodaux Conference Office

P.O. Box 505, Schriever, LA 70395 ♦ Phone 985/850-3171

www.SteubenvilleOnTheBayou.com ♦ SteubenvilleBayou@htdiocese.org

Registration Instructions for GROUP LEADERS

1. LOGIN.

- Create an account or **login to your existing account** (if you attended “Bayou” in 2009 and/or 2010, **DO NOT** create a new account).
- For your new account, complete Page 1 of the Registration Form and click ‘Create Account’.
- When presented with Page 2 (Medical Info), you may complete it now or come back and complete it at a later time to register yourself.

2. CREATE A GROUP IF YOU ARE A NEW GROUP LEADER.

- Once you have logged in, click “Create a Group” at the top of the page.
- Please make your group name unique by adding your town (*i.e. St. John-Cleveland*).
- ***If you are a returning Group Leader and attended “Bayou” in 2009 and/or 2010, simply use the same group you created the year you attended.
- **NOTE: There is a new feature in the registration program that allows you to enter the breakdown of Males to Females, Chaperones to Teens. This information can be entered in when registering your group or it can be updated at a later date by logging into your account and clicking on the “EDIT YOUR GROUP” link.**

3. REGISTER GROUP FOR AN EVENT.

- Click on “Register Group for an Event” and select the event your group is attending (“*Steubenville on the Bayou 2011*”).
 - i. Enter the number of participants, **including** the Group Leader and chaperones.*
 - ii. Enter the number of priests attending with your group (priests attend **free**).*
 - iii. Choose whether your group would like to reserve “on-site” housing (first-come first-serve due to limited availability). Cost will be added on invoice.*
 - iv. Choose whether your group would like to order the Exclusive Design Tshirts. Cost will be added on invoice.*
 - v. **NOTE: If you are a New Group who has never attended Steubenville on the Bayou, please indicate this in the SPECIAL NEEDS section when registering your group for the conference. Also indicate the name of the Group and the Group Leader that referred you.**

***If you would like to make changes to these numbers at a later time, you will need to contact our office directly so that we can make the changes for you.*

4. **PRINT REGISTRATION/INVOICE FORM.**

- Click on the link that comes up to print your registration form/ invoice.
- You may print your invoice at anytime using the link on the “Manage Events” page.

5. **MAIL IN DEPOSIT.**

- Mail in the registration form/invoice with your initial deposit.

6. **REGISTER YOURSELF.**

- After we have activated your account, login and register yourself for the conference by clicking “Register for an Event” at the top of the page.

7. **REGISTER CHAPERONES & TEENS.**

- After we have activated your account, your teens can create their own login accounts and will be able to sign up for the conference and select your group from a drop-down list (please add your town name to the church to make it easier for your teens to locate your group in the list).
- You can also sign participants up yourself by clicking “Register New Members” on the “Manage Your Events” page.

8. **PRINT AND COLLECT SIGNED LIABILITY FORMS.**

- You are responsible for obtaining a signed Liability Release Form from each participant (teens and adults) and bringing them to the conference.
- You can view and print participant Liability Forms from the “Manage Events” page or have each participant print and sign their form to return to you.



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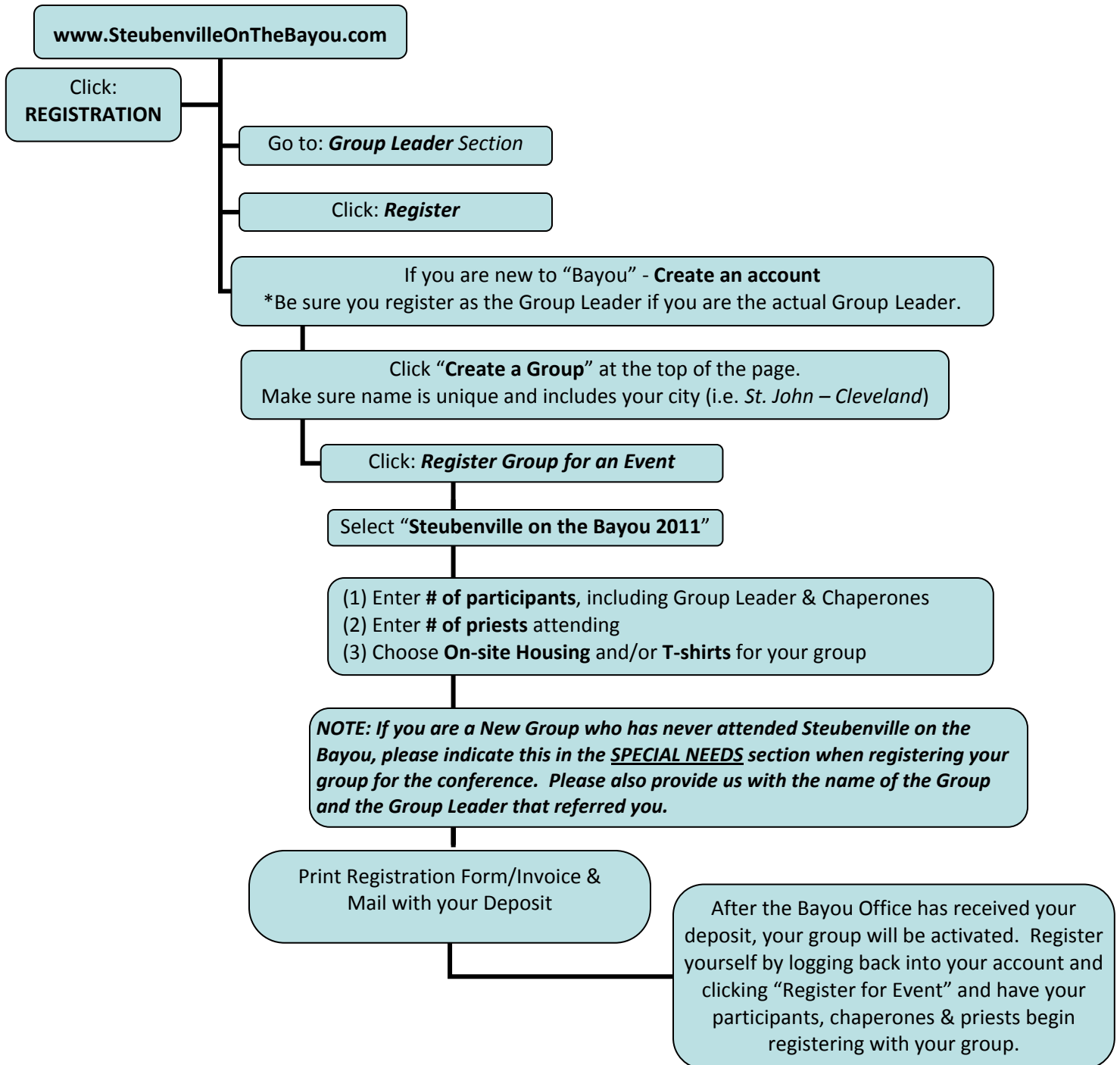
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Registration Instructions for NEW Group Leaders



***You will receive an email confirming your group registration. Each Group Leader MUST submit Liability Forms for EVERYONE (including yourself) attending. This is done under "Participant" or "Chaperone" Registration.



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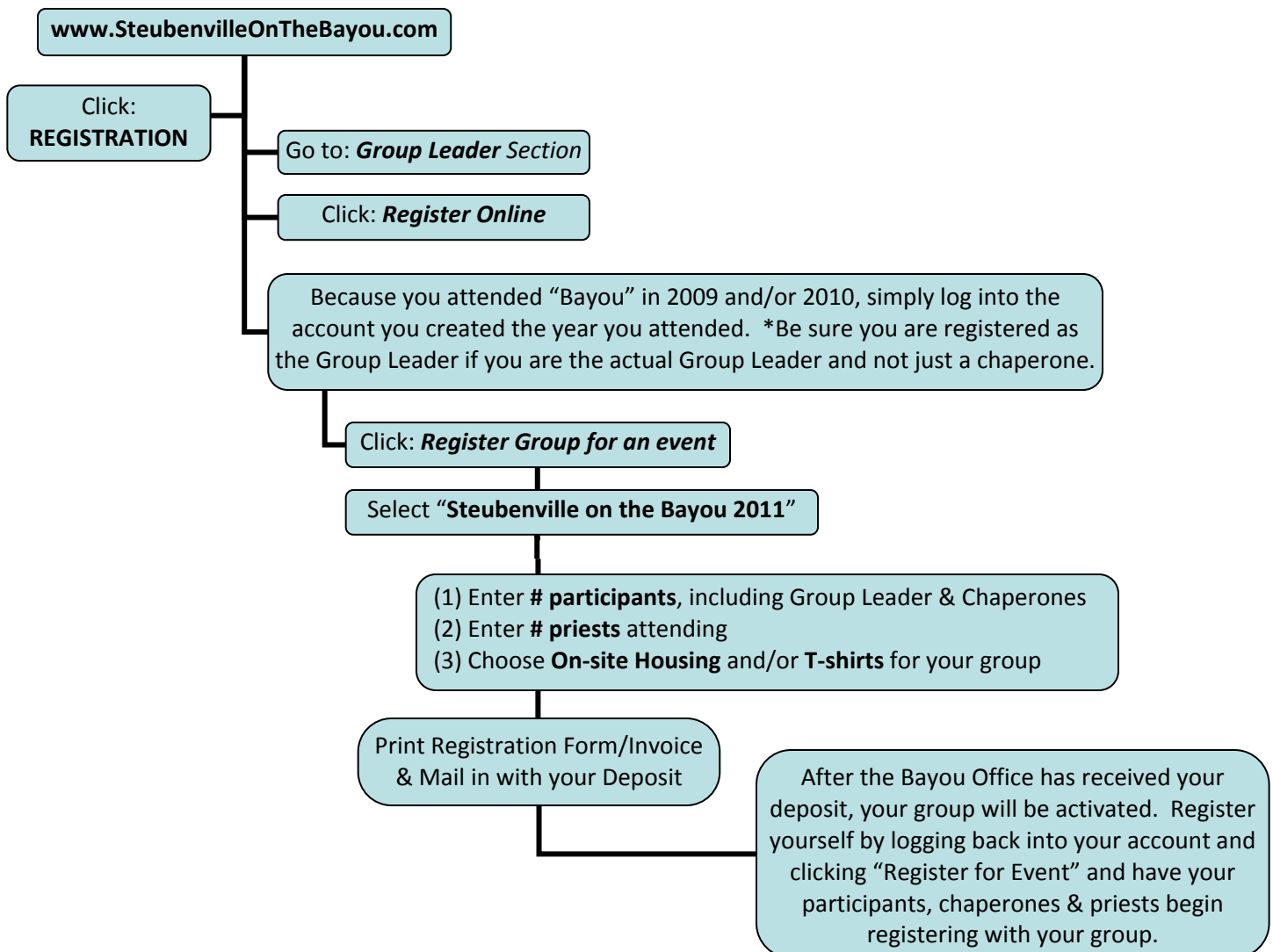
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Registration Instructions for RETURNING Group Leaders

If you attended "Bayou" in 2009 and/or 2010, to register, follow the flow chart below:



***You will receive an email confirming your group registration. Each Group Leader MUST submit Liability Forms for EVERYONE (including yourself) attending. This is done under "Participant" or "Chaperone" Registration.
