



2017 Registration and Payment Policies

Registration Information

When does online registration open?

Online registration opens Thursday, January 12, 2017, at 9:00AM CST.

Where do I go to register?

To register, visit partnershipforyouth.org, click on any Steubenville event page, then "Register Now". The link to registration will not go live until 9:00AM on 1.12.17. You can also visit the following site:

<https://registerpromotions.com/PartnershipForYouth/>

How do I register?

From the online registration system you will need to enter your login information OR create a new account. Step-by-step group leader registration instructions are available on the registration home page.

What happens after I register?

After registering, you will need to pay the non-refundable deposit for your group. Your group is not locked into your tickets until the deposit has been received by our office. Once the deposit has been received, you will receive an email from our office indicating that your group has been "activated".

What happens once my group is activated?

When we receive your deposit and your group has been activated, participants can begin registering with your group. Either the group leader can register everyone, or participants can create their own accounts and register themselves. Step-by-step participant registration instructions are available on the registration home page. Don't Forget: Group Leaders must also register themselves with their group, if they are planning to attend.

I am the Group Leader, but I will not be on-site at the event.

That's OK! Designate one chaperone to act as Group Leader on-site and contact the Partnership for Youth office to let us know who it is.

Can the Group Leader also count as a chaperone?

Yes - as long as they are over 21 and in compliance with the safe environment standards of their diocese.

Policies

Payment:

A **non-refundable**, \$50 per ticket deposit must be received by Partnership for Youth no later than two weeks from the date of group registration. Tickets will be canceled for non-payment after two weeks. Payment* may be made by mailing a check** to the Partnership for Youth office or by major credit card online or over the phone. The final payment due date for all 2017 conferences is Wednesday, May 17, 2017. If your outstanding balance is not paid in-full by Wednesday, May 17, a one-time late fee of **\$30 per ticket** will be added to the final invoice.

*All payments must be made on behalf of the registered group. Payments from individual registrants will not be accepted.

** Checks mailed to our office must be postmarked no-later than their due date to avoid ticket cancelation and/or additional fees.

Dropping tickets on or before May 17, 2017:

Tickets dropped on or before May 17, 2017, will not require full payment. If full payment has already been made a refund will be issued, less the \$50 deposit per ticket. Refunds will be issued by our office after the conference. To drop tickets, please contact the Partnership for Youth office.

Dropping tickets after May 17, 2017:

No refunds will be issued for tickets dropped after May 17, 2017. To drop tickets, please contact the Partnership for Youth office.

Adding tickets to your group on or before May 17, 2017:

Tickets can be added to your group based on availability. The non-refundable, \$50 per ticket deposit must be received by Partnership for Youth no later than two weeks from the date of the addition. Additional tickets will be canceled for non-payment after two weeks. Final payment due date and late fee policy will apply to any additions. To add tickets, please contact the Partnership for Youth office.

Adding tickets to your group after May 17, 2017:

Tickets can be added to your group, based on availability, until the individual registration deadline date, one month before the conference. All tickets added after May 17 must be paid in-full no later than two weeks from the date of the addition. Tickets will be canceled for non-payment after two weeks. To add tickets, please contact the Partnership for Youth office.

Note: Partnership for Youth reserves the right to limit or deny additions at any time after May 17.

Waiting List:

Once a conference is sold out a wait list is started. Ticket requests will be fulfilled in the order they were received. Please contact the Partnership for Youth office to be added to the Wait List.

Ticket Transfers:

Partnership for Youth does not allow tickets to be transferred to or shared across groups.

Group Leader Changes:

A group leader may elect to choose an alternate person to serve as the group leader at any time. Please contact the Partnership for Youth office to make changes.

Individual Registrations:

In order to accommodate special needs and site-specific housing requests, all individual participants must be registered with your group online no later than one month prior to the conference start date.

The 2017 Individual Registration Deadline Dates are as follows:

Steubenville | Rochester: 6.14.17

Steubenville | On The Lake: 6.21.17

Steubenville | St. Paul: 6.28.17

Any tickets requested by your group but not registered to an individual by the aforementioned dates will be dropped. Partnership for Youth may reinstate tickets on a case-by-case basis. Contact the Partnership for Youth office for more information.

Changes to Individual Registrations:

It is the desire of Partnership for Youth to be as accommodating as possible; however, many factors impact our ability to allow for certain last-minute changes. In order to accommodate special needs and site-specific housing requests, any changes to individual registrations, including swapping out participants, are highly discouraged after the individual registration deadline dates.

The 2017 Individual Registration Deadline Dates are as follows:

Steubenville | Rochester: 6.14.17

Steubenville | On The Lake: 6.21.17

Steubenville | St. Paul: 6.28.17

Changes will be considered on a case-by-case basis. Please contact the Partnership for Youth office for more information.