

**DIOCESAN YOUTH EVENT REGISTRATION PROCESS
2016-17**

For SMASH!, New Beginnings, and 5th Grade Bridge Retreat

- 1) Youth and Parent go to www.edusc.org to register.
- 2) Click on Ministries.
- 3) Click on Youth Formation and Mission.
- 4) On side bar, click on Youth Registration Forms and Flyers.
- 5) Click on the appropriate event name.
- 6) You will now enter the 3 step registration process.
 - i. Complete all information on the Event Registration Form and click Submit.
 - ii. Enter Payment Information and submit.
 - iii. Parent will receive an email verifying their payment. This e-mail will contain a link to a form which they need to print, complete, sign, and turn into their youth minister/leader/coordinator.
 1. Please note that those individuals registering for Happening will need to complete the Medical form and email or mail it back to the Diocesan House ***prior*** to the event.
- 7) Youth Minister collects the Medical & Congregational Releases and ensure that these forms contain all signatures and information requested.
- 8) Youth Minister will receive an e-mail from the Diocesan House that lists participants from their congregation as well as a link for registering adult chaperones.
- 9) Each Youth Minister will secure an adult chaperone for every one (1) to five (5) youth attending, following diocesan guidelines (see 2016-17 FAQs document). If Youth Minister does not have enough adult chaperones based on the registrations received, youth minister has around three days to have additional adult chaperones complete the registration process.
- 10)** Youth Minister brings Medical & Congregational Releases (which have been completed and signed) for each participant ***to the retreat.***

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HAPPENING REGISTRATION PROCESS

Happening Candidates:

- 1) Get your sponsor's address, phone number and e-mail before you begin the registration process. (If you do not have a sponsor, contact Kellie Wilson at kwilson@edusc.org or 803-771-7800 ext. 104)
- 2) Youth and Parent go to www.edusc.org to register.
- 3) Click on Ministries.
- 4) Click on Youth Formation and Mission.
- 5) On side bar, click on Youth Registration Forms and Flyers.
- 6) Click on the Candidate application for the appropriate Happening #.
- 7) You will now enter the 3 step registration process.
 - i. Complete all information on the Event Registration Form and click Submit.
 - ii. Enter Payment Information and submit.
 - iii. Parent will receive an email verifying the payment. This e-mail will contain a link to a form which they need to print, complete, sign, and **email to tforman@edusc.org BEFORE the Happening weekend.**

Please note: Registration system shuts down the day after the deadline date. Late registrations cannot be accepted.

Happening Sponsors:

- 1) Give your candidate your address, phone number and e-mail for the online registration process.
- 2) Direct your candidate to the online registration process as described above.
- 3) Begin to arrange transportation, Caritas, and closing participation for your candidate. (Caritas may be mailed to Caritas for "Candidate Name", EDUSC, 1115 Marion St., Columbia, SC 29201. All Caritas must be received by the Thursday before the Happening.)

Please note that registration system shuts down the day after the deadline date. Late candidate registrations cannot be accepted. Any candidates who apply late will be moved to the next Happening.

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HAPPENING REGISTRATION PROCESS (cont'd)

Happening Staff Applications:

- 1) Open the Application Form.
 - a. Go to www.edusc.org.
 - b. Click on Ministries.
 - c. Click on Youth Formation and Mission.
 - d. On side bar, click on Youth Registration Forms and Flyers.
 - e. Click on Happening Staff Application for the appropriate #.
- 2) Read the Staff information sheet, checking your calendar to see if you can fulfill staffing obligations. (If you cannot fulfill all of the requirements, please contact Kellie Wilson at kwilson@edusc.org or 803-771-7800 ext. 104 before completing the application.)
- 3) Complete all blanks.
- 4) Submit the form.
- 5) Please note that serving on Happening staff is about serving the candidates. Therefore, the primary way previous Happeners can serve candidates is by writing Caritas and praying for them. Since only a limited number of youth can serve on staff, we do all we can to give those not selected to serve on one staff, first priority when it comes to serving on the next staff, if they will apply again.
- 6) If selected as a staff member, you will receive a phone call and e-mail stating you have been selected.
- 7) Once the e-mail is sent, you have one week to complete the registration process outlined for Happening Candidates. Your registration confirms that you accept our invitation to be on staff. If you do not register within the week, you forfeit the position, and we will select someone else for that position.

Please note: The application system shuts down the day after the application deadline date. Late staff applications cannot be accepted.