Registrar Responsibilities Overview

As registrar you serve as THE point person for your presbytery, church, or caucus delegation.

1. Complete the **Registrar Contact Form** on the website. You will receive a confirmation email once you have been added to the registrar database. If your contact information changes at any point, please email Analise.Brown@pcusa.org with updated information.

2. Join the **Registrar Facebook Group** by visiting: www.facebook.com/groups/2022pytregistrars and clicking "Join Group." Visit this private group and the PYT website often to stay updated, share advice, and connect with registrars from other delegations.

3. Download and review all **Registrar Kit** materials available on the website. This kit provides important information you need to know as a registrar including critical dates and deadlines.

4. Establish a Triennium **Go Team**, or group of volunteers who help manage your PYT experience. This team may assist with communication, building and selecting your delegation, and/or planning. Please assign a Lead Adult Advisor to an adult participant who will lead your delegation at the event if you will not be attending PYT in this role.

5. Make important decisions about your **Delegation Development & Details.** Using the *Triennium Delegation Guide*, work with your Go Team to develop a plan for your 2022 delegation. Share this plan with your mid council, church, or caucus then get to work on implementing it!

6. **Share Triennium Information**, as it comes to you, with <u>all</u> relevant groups, youth, and leaders. Registrars of presbytery delegations are responsible for sharing information with <u>every church</u> in your presbytery. Every church should have access to registration information and the opportunity to send youth to the 2022 Presbyterian Youth Triennium.

7. **Promote Triennium** to potential participants using the *2022 PYT Information Sheet* as well as the *2022 PYT Artwork* available on the PYT website and Facebook Group. Create simple pieces, such as flyers, postcards, and ecards, to send to youth leaders and congregations.

8. **Delegation Building** is a critical registrar responsibility. The *Triennium Delegation Guide* can help guide you and your Go Team through this process. How you recruit and select your participants is determined by your mid council or caucus - not by the Office of Presbyterian Youth and Triennium nor the National Registrar.

9. Download and fill out the **Delegation Information Spreadsheet** as you begin to select participants. This spreadsheet acts as a delegation roster and can help organize important information about each participant in your delegation. While you may find it helpful to track additional information or use a different format, this spreadsheet is great starting point and is <u>required to submit as part of online registration.</u>

10. Complete the **Delegation Estimate Form** online <u>by November 1, 2021</u>. While this estimate is in no way binding, it is helpful to the Office of Presbyterian Youth and Triennium for planning and programming purposes.

11. Complete **Online Registration and Payment** for your delegation by deadline using the PC(USA) Online Conference Registration System. This system opens early Winter 2022 and closes at the end of April 2022. First submit your completed *Delegation Information* Sheet to Analise. Then read through and follow the *Registration Instructions* PDF provided on the PYT website at the time registration opens in early Winter 2022.

12. **Book Housing** through the Visit Indy Housing Bureau. While this is a new registrar responsibility, we hope it will make specific housing needs and roommate preferences easier for delegations to manage directly. It also means AC, en suite bathrooms, excellent hotel security and comfort for all. The information for hotel reservations will be provided on the PYT website at the time registration opens in early Winter 2022.

13. **Coordinate Transportation** to and from Triennium for your delegation. Make sure all necessary arrangements and reservations have been made with any bus, airline, or car rental companies.

14. Make sure each participant completes the **Participant Release Form** online. This form enables us to provide important information to participants and parents, securely store and access critical medical data, and include all the releases <u>required to attend PYT</u>.

15. With the help of the National Registrar, make sure all adults from your delegation complete the **Background Check Process** and **Abuse Prevention Process**. Refer to the *Background Check Guidelines* PDF for more information available Winter 2022.

16. Engage in **Community Building** with your delegation to prepare for Triennium. Plan and host **Pre-Triennium Events**. Create fun and meaningful **Triennium Traditions**. Share the *Adult Advisor Guide* and *Triennium Schedule* with Adult Advisors once available. Communicate any event or travel information with participants and parents. If applicable, connect your Global Partners with the rest of your delegation.

    For more ideas, refer to the *Triennium Delegation Basics* PDF and the "How We Do PYT!" Registrar Series available on the website and reach out to fellow registrars!

17. **Communicate with the National Registrar** any updates, changes, or substitutions that occur after you have completed registration. Please also reach out to Analise if you have any questions at any time or if she can help with any aspect of registration. Hopefully, the Registrar Kit is a helpful tool, but we understand sometimes it is just easier to talk to a human.

18. **Finalize Registration** by <u>double checking</u> that all participants in your delegation appear on your Delegation Information Spreadsheet and in the online registration system, have filled out the Participant Release Form, and, if applicable, have completed the Background Check Process and Abuse Prevention Process. Make sure your payment has been received and processed.

    Finalize any housing and transportation arrangements, including those for Global Partner(s) by confirming arrival/departure times and communicating with local hosts. Basically work with the National Registrar and your Go Team to make sure everything is ready for a great Triennium!

Optional Responsibilities

- Coordinate hosting a Global Partner to attend Triennium with your delegation.
- Complete the PYT Travel Grant Application as applicable for your delegation.

Critical Information

- It is not necessary for the delegation registrar to attend Triennium.
- Registrars are expected to be comfortable using a computer, have internet access, check email regularly, and be available via phone.
- Registration is "first come, first registered" as space for the event is limited.