

YOUTH & YOUTH LEADER Individual Registration Steps

1. Contact Youth Leaders must send each individual an email from the Group Portal. This email will include a link to the individual registration form where participants will complete their demographic information and select their workshop assignments and/or excursions.
 - a. The email will include personalized link for each individual to complete his or her own registration. Please do not forward your email to any other participants.
 - b. Click the link and follow the on screen instructions to complete the form. Contact our office at 865-974-0280 if you encounter any issues during the registration.
2. **IMPORTANT:** a parent or guardian must read, agree, and electronically sign the Terms & Conditions for any participants under the age of 18. A copy of the information provided during registration will be emailed to the parent or guardian email on file.
3. In order to retain the Early Bird Fee Category and retain the rate of \$375, all youth and youth leader registration forms **MUST** be submitted online and payment postmarked by April 30, 2020. All Registration Forms submitted after April 30, 2020 will receive the Regular Registration Fee of \$395.

Excursion & Workshop Selections

On Wednesday and Thursday (June 24-25) of the rally, four time slots are set aside for small group workshops. Twenty-seven options are available (14 spiritual/educational for all attendees, 11 recreational run by University of Tennessee staff for youth, and 2 for youth leaders).

Youth leaders may choose to attend any spiritual workshop and are strongly encouraged to attend the two youth leader workshops that are specifically tailored to adults. Please save the spots in the recreational workshops for youth.

Workshop options are subject to change and will be closed as they reach capacity. Selection Scenarios:

- If you choose an off-site excursion Wednesday, choose two spiritual workshops on Thursday.
- If you choose an off-site excursion Thursday, choose two spiritual workshops on Wednesday.
- If you do not choose an excursion, you may choose one spiritual and one recreational workshop each day.

Individual Payment Instructions:

We accept checks and all major credit cards. Credit Card payments will incur a 3% credit card fee. The fee will automatically be added when you select the credit card option online. Only individual excursion payments may be made online.

If you would like to pay your individual registration fees, you may call our office at 865-974-0280 to make a payment over the phone or mail a completed check made out to the University of Tennessee to the address below.

Please include the Attendee ID Number found on the receipt attached to your confirmation email. This number will help us in applying the payment to the correct attendee. You will also need to provide this number in order for us to accept any payments over the phone.

USPS:UT Conferences, Attn: WELS 2020, P.O. Box 2648, Knoxville TN 37901

FEDEX/UPS: UT Conferences, Attn: WELS 2020, 600 Henley Street, Ste 212, Knoxville, TN 37902

Phone: 865-974-0280 Fax: 865-974-0264

E-mail: Conferences@utk.edu (Please include WELS 2020 in the subject line)

*All excursion fees, early arrival housing fees and airport transportation fees are inclusive of Tennessee state sales tax.