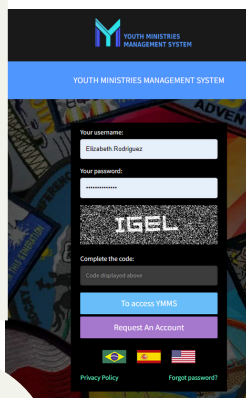


EVENT REGISTRATION

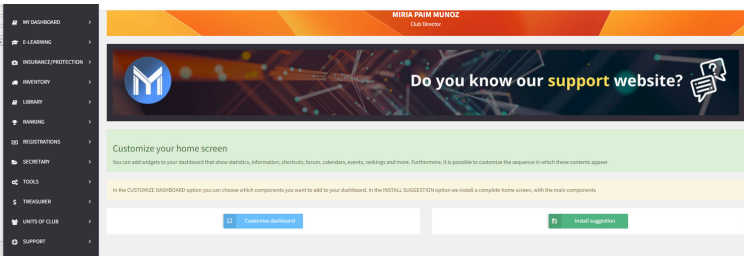


1

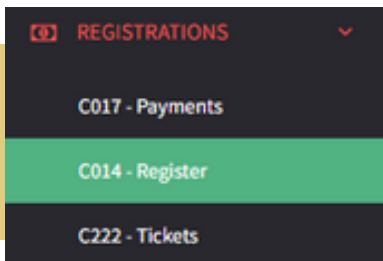


Log into your account:

Go to nadyouth.com and log in with your credentials.



2



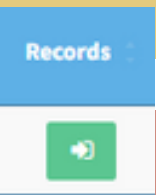
Navigate to REGISTRATION:

- In the left-hand menu, navigate to “REGISTRATIONS”
- Then, click on C014-Register to find the event you wish to register for.

3

Records

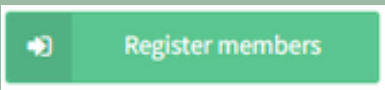
- To the far right, click on the “Records” icon



4

Register

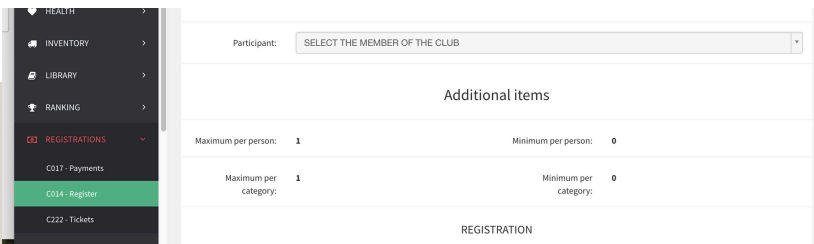
- On the top middle screen click “Register members” BUTTON



5

Select Participant Name:

- In the dropdown toolbar, select the participant’s name you wish to register.
- If the member’s name is NOT listed, this usually means their background screening has not been completed or verified.



- Go back and check the background screening status in Sterling Volunteers to ensure it has been processed and approved.
- Once the screening is complete and cleared, the member’s name will appear in the dropdown list for selection.

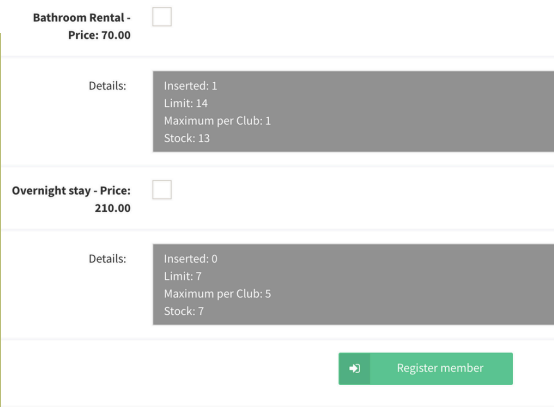
6

Select Additional Items:

- Choose any additional items you would like to purchase in addition to the registration fee.

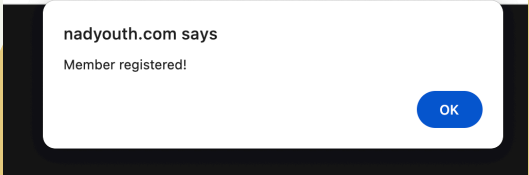
Please note that some items have limited quantities:

- If you no longer see an item listed, it means that item is sold out.
- After selecting the desired items for the participant, click on
- "Register Member" to complete this step.



7

Confirm Registration:

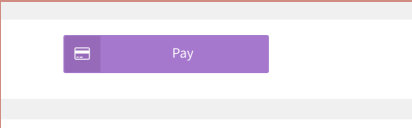


- Once you complete the registration for a participant, you will see a message that says “Member Registered.”
- Click “OK” to close the message.
- Repeat the process for each additional member until all participants attending are listed at the bottom of the page.

8
9
10

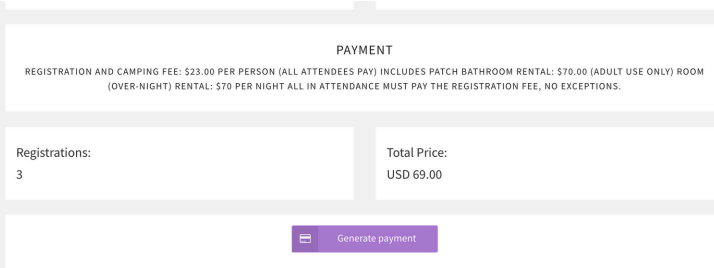
Final Review and Payment:

- At the bottom of the registration page, review the list of all participants to ensure everyone attending is correctly registered.
- Once you have confirmed the list is accurate, click on the purple "Pay" button to proceed with payment and finalize your club's registration.



Generate Payment:

- Carefully review the total price to ensure it is correct.
- Double-check that the number of registrations matches the total number of participants you registered.
- Once everything is accurate, click on the purple "Generate Payment" button to complete the payment process.



Review receipt of payment:

- After generating the payment, review the receipt carefully.
- This receipt shows the amount your club is required to pay at check-in, which must be made by church check.
- The status of your registration will remain "Pending" until our office receives your payment.
- You can print the receipt and bring it to the event as proof of registration.



GULF STATES CONFERENCE
**YOUTH
& YOUNG ADULTS**



Remember to ensure all steps are properly followed to facilitate a smooth registration process.

For questions contact Loren Soares at lsoares@gscsda.org or Elizabeth Rodriguez at erodriguez@gscsda.org