



## Registrar Responsibilities

As registrar you serve as THE point person for your 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](mailto:Analise.Brown@pcusa.org) with updated information.
2. Join the **Registrar Facebook Group** by visiting [www.facebook.com/groups/2025pytregistrars](http://www.facebook.com/groups/2025pytregistrars) 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 vital information you need to know as a registrar including critical dates and deadlines.
4. Establish a Triennium **Dream 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 *Delegation Guide*, work with your Dream Team to develop a plan for your 2025 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 all relevant groups, youth, and leaders. Registrars of presbytery delegations are responsible for sharing information with every church in your presbytery. Every church should have access to registration information and the opportunity to send youth to the 2025 Presbyterian Youth Triennium.
7. **Promote Triennium to potential participants using the 2025 PYT Information Sheet and the 2025 PYT Artwork once available on the website**. 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 *Delegation Guide* can help guide you and your Dream Team through this process. How you recruit and select your participants is determined by your mid council, caucus, or church - not by the Office of Presbyterian Youth and Triennium nor the National Registrar.
9. Complete the **Delegation Estimate Form** online Fall 2025 when you have a rough idea of the number of participants that will be in your delegation. While this estimate is in no way binding, it is helpful to the Office of Presbyterian Youth and Triennium for planning and programming purposes.

10. 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 essential 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 a great starting point and is required to submit as part of online registration.
11. **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.
12. Complete **Online Registration and Payment** for your delegation by the deadline using the PC(USA) Online Conference Registration System. This system opens early 2025. First submit your completed *Delegation Information Spreadsheet* to Analise. Then read and follow the *Registration Instructions* PDF (available when registration opens).
13. **Book Housing** through Louisville Housing. For additional information about housing, please refer to the *Housing Basics* PDF on the website. Registrars can book housing after completing registration beginning early 2025.
14. Make sure each participant completes the **Participant Release Form** online. This form enables us to provide vital information to participants and parents, securely store and access critical medical data, and include all the releases required to attend PYT.
15. With the help of the National Registrar, make sure all adults from your delegation complete the **Background Check** and **Abuse Prevention Process** provided by our office. For more information, refer to the *Background Check Guidelines* PDF available when registration opens.
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 on the website. Communicate any event or travel information with participants and parents. If applicable, connect Global Partners with the rest of your delegation. For more ideas, refer to the *Delegation Guide* PDF and reach out to fellow registrars!
17. **Communicate with the National Registrar** about 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 double checking 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 that all adults 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 Dream Team to make sure everything is ready for a great Triennium!

### **Optional Responsibilities**

- Coordinate hosting a Global Partner to attend Triennium with 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.

## Registrar Checklist

- Complete the [Registrar Contact Form](#) online.
- Join the [Registrar Facebook Group](#). (Optional but helpful for quick updates & collaborating.)
- Review all Registrar Kit materials.
- Establish a Dream Team to help manage your delegation's PYT experience.
  - Assign a Lead Adult Advisor if you are not attending PYT in this role.
- Make important decisions about your Delegation Development & Details.
  - Refer to the *Delegation Guide* PDF for detailed guidance.
  - Work with your Dream Team to make a plan for your delegation.
  - Share this delegation plan with your mid council, church, or caucus.
- Engage in Delegation Building.
  - Share Triennium Information with all relevant groups, youth, and leaders.
  - Promote Triennium using the 2025 PYT Information Sheet & 2025 PYT Artwork.
  - Recruit and select your participants!
  - Complete the *Delegation Estimate Form* online.
  - Download and maintain the *Delegation Information Spreadsheet* as a roster.
- Coordinate Transportation for your delegation to and from Triennium.
- Complete Online Registration & Payment open early 2025.
  - Submit your finalized *Delegation Information Spreadsheet* to Analyse.
  - Follow the *Registration Instructions* PDF for detailed guidance.
- Book Housing for your delegation through Louisville Housing beginning early 2025.
  - Refer to *Housing Basics* PDF for additional information.
- Make sure each participant completes the Participant Release Form online.
- Make sure all adults complete the Background Check Process and Abuse Prevention Process.
- Engage in Community Building.
  - Plan and host Pre-Triennium Events.
  - Create Triennium Traditions.
  - Share the Adult Advisor Guide and Triennium Schedule with adult advisors.
  - Communicate event and travel information with participants and parents.
  - If applicable, connect Global Partners with the rest of your delegation.
- Communicate with the National Registrar about any changes or questions in a timely manner.
- Finalize Registration by double checking that:
  - Your *Delegation Information Spreadsheet* matches the online Registration System.
  - Your delegation's payment has been received and processed.
  - All participants have completed the Participant Release Form.
  - Your Lead Adult Advisor has access to Participant Release Forms in case of emergency.
  - All adults have completed the Background Check Process & Abuse Prevention Process.
  - Housing and transportation are finalized, including that for Global Partners if applicable.
  - Everything is in order for a great Triennium 2025!