



Registration Overview & Timeline

REGISTRATION INTRODUCTION

Triennium registration is multi-layered with different pieces of information required in specific formats. Each of these layers is vital to making all the various aspects of Triennium possible. Our registration process allows the Kentucky International Convention Center and hotel staff to facilitate and host our event, enables the Office of Presbyterian Youth and Triennium to provide incredible programming as well as meet legal and risk management requirements, and ensures that Registrars & Adult Advisors can build and host their delegations.

Triennium registration is coordinated by the **National Registrar**. Analise Brown is excited to serve as the National Registrar for Triennium. Please reach out to her with any registration questions.

Email: Analise.Brown@pcusa.org and pytregistrar@pcusa.org

Cell Phone: 502-537-1407 Zoom Phone: 502-569-5208

In addition to coordinating event registration, it is the job of the National Registrar to guide, support, and resource delegations from Mid Councils, churches, and caucuses wishing to send groups to Triennium.

Groups that attend PYT are called **delegations**. Registration for each of these delegations is made possible by wonderful volunteer registrars appointed by Mid Councils, churches, and caucuses. Every presbytery in the denomination is invited by the Office of Presbyterian Youth and Triennium to appoint a registrar.

Each delegation registrar is responsible for developing and building their delegation. They then work with the National Registrar to register and prepare all participants from their delegation for Triennium.

Please note: This resource is meant to provide a helpful overview and timeline for registration. While deadlines are firm and should be noted, the overall pacing of registration as listed does not always line up with each delegation's timeline.

For example, many registrars are recruited and appointed in 2024, however, delegations continue to appoint registrars up until registration closes in June 2025. Please know you can adjust the overall timeline as listed to best fit your delegation's needs while still meeting important deadlines. Start wherever you are, note the big deadlines, and reach out to Analise with any question or concerns!

REGISTRATION BIG PICTURE

1. **Registrar Recruitment** – begins Summer 2024
2. **Delegation Development and Details** – begins Fall 2024
3. **Delegation Building & Transportation** – begins Fall 2024
4. **Online Registration and Payment** – opens Winter 2025
5. **Housing** – opens Winter 2025
6. **Additional Registration Pieces** – Spring 2025
7. **Community Building** – Spring 2025
8. **Finalizing Registration and PYT Plans** – by June 2025

REGISTRATION TIMELINE

Summer 2024

Registrar Recruitment

- Information about Triennium 2025 is shared by the Office of Presbyterian Youth and Triennium!
- Mid Councils and Caucuses are contacted and invited to appoint Delegation Registrars.
- Immediately upon appointment, Delegation Registrars:
 - complete the *Registrar Contact Form* online.
 - download and read all Registrar Kit materials.
 - establish a Triennium Dream Team.

Fall 2024

Delegation Development and Details

Registrars:

- Work with their Dream Team to develop a basic plan for their delegation using the *Delegation Guide*.
- Communicate their delegation plan to their mid council, church, or caucus.
- Begin to share & promote Triennium Information with all relevant groups, youth, and leaders.

Delegation Building

Registrars:

- Continue to share any Triennium information with all relevant groups, youth, and leaders.
- Promote Triennium using the *2025 PYT Information Sheet & 2025 PYT Artwork*.
- Invite, recruit, and begin to select participants.
- Download and maintain the *Delegation Information Spreadsheet*.
- Submit the *Delegation Estimate Form* online.

Transportation & Housing

Registrars:

- Begin to coordinate transportation for your delegation to and from Louisville.
- Review the *Housing Basics* PDF and start to think about your delegation's hotel needs.

Winter 2025

Online Registration and Payment Opens!

- Registration using the PC(USA) Online Conference Registration System opens **early 2025** and closes **June 2025**.
- To Begin Registration and Payment, Registrars must:
 - Submit finalized *Delegation Information Spreadsheet* to Analise.
 - Read & follow the *Registration Instructions* PDF available when registration opens.

Housing Opens!

- Book housing for your delegation through Louisville Housing starting **early 2025**.
- Please refer to the *Housing Basics* PDF on the website for additional information.

Additional Registration Pieces

- Each registered participant must complete the *Participant Release Form* online.
- Adult participants complete the Background Check Process & Abuse Prevention Policy Training.

Spring 2025

Community Building

- Plan and host Pre-Triennium Events for your delegation.
- Create fun and meaningful Triennium Traditions for your delegation.
- The *Commissioning Service Resource* will be made available online.
- The *Adult Advisor Guide* and *Triennium Schedule* will be made available online for adults to review before PYT.
- Share event and travel information with participants and parents.
- If your delegation includes Global Partners, connect them with the rest of your delegation.

Finalizing Registration and PYT Plans

- Registrars should double check that all aspects of registration and payment are complete by reviewing the *Registrar Checklist*.
- The National Registrar and Administrative Ministry Team will reach out and provide support to delegations and participants with incomplete registration.
- Finalize housing and transportation for your delegation, including Global Partners if applicable.
- Make sure the Lead Adult Advisor has access to *Participant Release Forms* in case of emergency.
- Work with your Dream Team to make sure everything is in order for a great Triennium 2025!

June 2025

Registration & Housing Deadline

- Each registration received after registration closes will incur a late fee.
- Cancellations received before registration closes will be partially refundable.
- We will not be able to offer refunds after registration closes with exception due to extenuating circumstances.
- We will accept substitutions in the same participant role after registration closes with an incurred late fee.

July 28, 2025

Presbyterian Youth Triennium begins!