

*As if we
were
Dreaming*

Presbyterian Youth Triennium 2025

July 28-31, 2025 | Louisville, Kentucky

PresbyterianYouthTriennium.org

Delegation Registration Instructions

Registrars will use the PCUSA Online Registration System to register and pay for their delegations. Please read over the Important Dates & Deadlines, *Delegation Information Spreadsheet* Notes, and Payment Notes below before moving on to the step-by-step instructions.

Important Dates & Deadlines:

- **February 3 – Registration, Housing, and Grant Application Open**
- Early Spring – Young Adult Registration and Exhibit Hall Registration Open
- March 31 – Grant Application closes 5pm ET
- Early April – Registration due to receive grant award
- Early May – Recommended registration goal
- May 16 – Housing Room Block Request Deadline 12pm noon ET
- May 22 – Housing Rooming List / Individual Names Due by 11:59pm ET
- **June 13 – Regular Registration Deadline 5pm ET**
- July 3 – Late Registration Deadline 5pm ET & Housing Cut-Off Date

Delegation Information Spreadsheet Notes:

- Make sure you have filled out the *2025 Delegation Information Spreadsheet*. This is your ticket to the online/payment section of registration. We must have this information in this format to upload it into the Registration System and initiate your registration. Please fill out one row for each participant in your delegation and double-check that all information is accurate to the best of your knowledge.
- The “Badge Name” column can be left blank unless the participant has a nickname or name different from their first name that they want to use at the event.
- Primary Roles
 - All participants have one primary role.
 - These include:
 - Adult Advisor (AA)
 - Youth Participant (YP)
 - Young Adult (YA)
 - *If at all possible, Young Adult participants should register and pay (via credit card) in the [Individual Registration System](#). Young Adults will also need to book housing using a separate Young Adult Housing site (link provided upon registration) to ensure they will be housed with other Young Adults and the Young Adult Coordinators.*

- Global Partner Young Adult (GPYA)
 - Guest/Observer (GO)
 - Please enter the abbreviations included in parentheses above to indicate participant roles on the spreadsheet.
- Secondary Roles:
 - Some participants have a secondary role that is helpful to note. This column may be blank for most of your participants.
 - Lead Adult Advisor (LAA)
 - Each delegation needs one Lead Adult Advisor to serve as the primary contact for the delegation on site at the event. This is usually the registrar, unless they are not attending Triennium.
 - Community Group Leader (CGL)
 - Youth and adult participants who will be serving as leaders during Community Groups time at Triennium.
 - Service Track (ST)
 - Track for Young Adult (YA) participants working behind the scenes at the event (formerly “Work Crew”).
 - Leader Lens Track (LLT)
 - Track for Young Adult (YA) participants focused on developing leadership skills, theological exploration, and experiences for a new kind of church leader.
 - Please enter the abbreviations included in parentheses above to indicate any secondary roles on the spreadsheet.
- Birthdates should be entered YYYY-MM-DD if possible. If not, no problem – we can format it correctly before submitting your registration.
- We prefer you to include an email and cell phone number for each participant in case we need to contact them about registration.
- We require an email address for all adult participants in order to begin the Background Check process for them.
- Gender is limited to Female (F) or Male (M) in the Registration System. Participants will be able to select more gender and pronoun options on the Participant Information, Medical, and Release Form.
- Participant Needs and Dietary Restrictions will be collected on the *Delegation Information Spreadsheet* as well as the Participant Information, Medical, and Release Form so that we can provide the best accommodations and care possible. Please contact the National Registrar with any important participant needs or medical conditions that will not fit on the spreadsheet or require further explanation.
- T-shirt sizes will now be entered directly by the participants/parents on the Participant Information, Medical, and Release Form. Registrars do not need to submit this information to Analise on the Delegation Information Spreadsheet.
- Roommate information will now be submitted to Louisville Tourism’s Housing Department to finalize housing reservations. They will provide a Rooming List template and instructions. Registrars do not need to submit this information to Analise on the Delegation Information Spreadsheet.

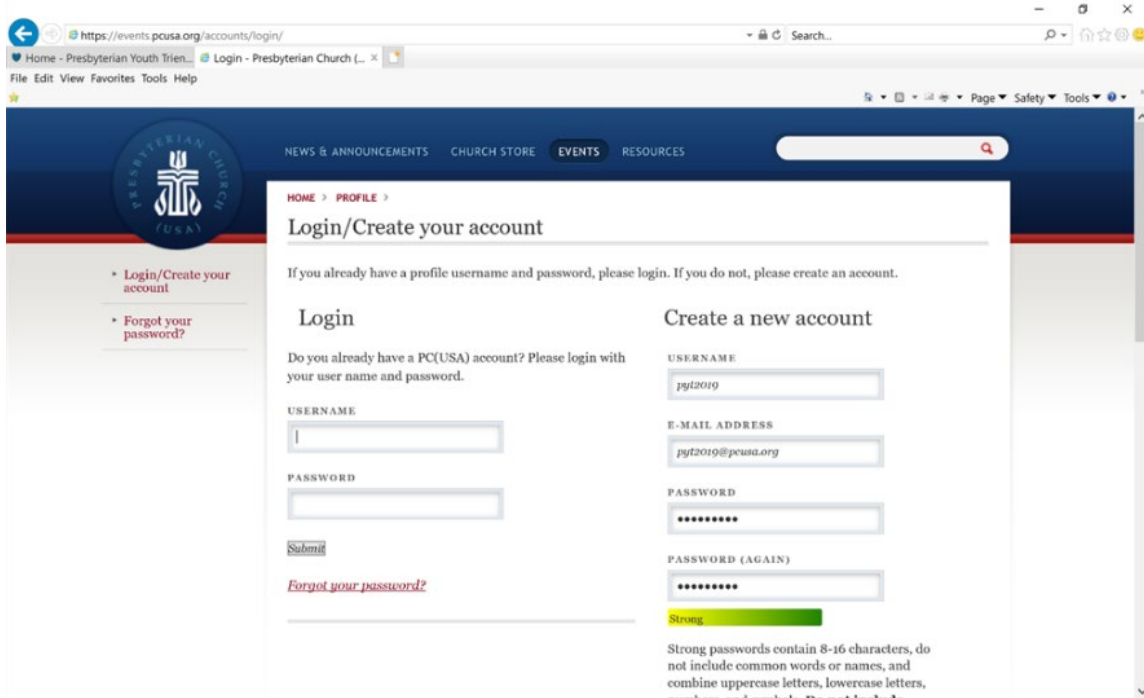
Payment Notes:

- If your delegation is paying by credit card, check with your treasurer or the person in charge of the money to see if the credit limit needs to be raised. The number one reason that payments do not go through is because the credit limit has not been raised. Most banks can raise the credit limit for a one-time, large purchase if you ask.
- If you are paying by check, please provide the following instructions to your treasurer or the person in charge of the money. Also ask them to provide you with the check number. You will need to include the check number in the Online Registration System. All the checks used to pay for this event (and others) are sent to the lockbox in Pennsylvania. It is much easier to identify your payment if we can match the check number you provide in the online registration system with the check number that comes through the lockbox.
 - Please make checks out to “Presbyterian Church (U.S.A.)”
 - In the memo line, write “**SE25001**”
 - This number is VERY important as it is the only way to ensure that the money goes to the Triennium.
 - Mail checks to:
Presbyterian Church (U.S.A.)
Special Events Remittance Processing
P.O. Box 643765
Pittsburgh, PA 15264-3765
- Please be aware that there is a higher cost for adult participants (including Young Adults) at the event because we are mandated to run background checks. Background checks are not run for Youth Participants.
- Cancellation Policy: Registration cancellations received before 5pm ET on June 13th, 2025, will receive a partial refund of \$100. Due to the nature of our event registration, all refunds will be issued post-event. Refunds will be issued using the same method with which we received payment and go to the party from whom we directly received payment. (In many cases this means the refund will go to the presbytery or church - not the participant. The presbytery or church is then responsible for issuing any refunds to their participant(s).) We will accept substitutions in the same participant role through June 13th. Any substitutions received after 5pm on June 13th will incur a late fee of \$40.00 per participant.

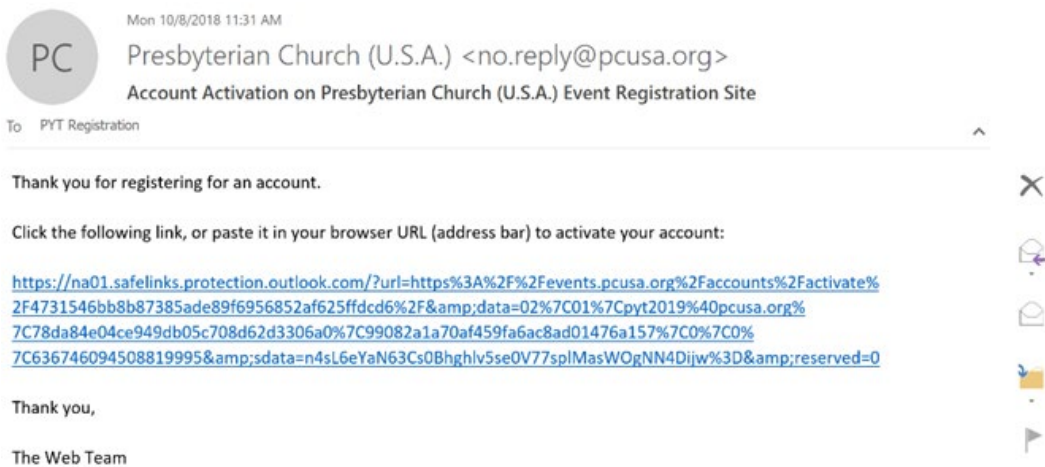
Registration Instructions:

1. **Fill out your *Delegation Information Spreadsheet*** with one line for each participant in your delegation. (See notes above.)
2. **Submit your *Delegation Information Spreadsheet*** to Analise at analise.brown@pcusa.org when you are ready to register your delegation (starting on February 3rd). Please also share any significant participant needs, medical conditions, or other important delegation information.
3. Take a deep breath and relax! You deserve a break after all the hard work of getting your delegation ready to register. 😊

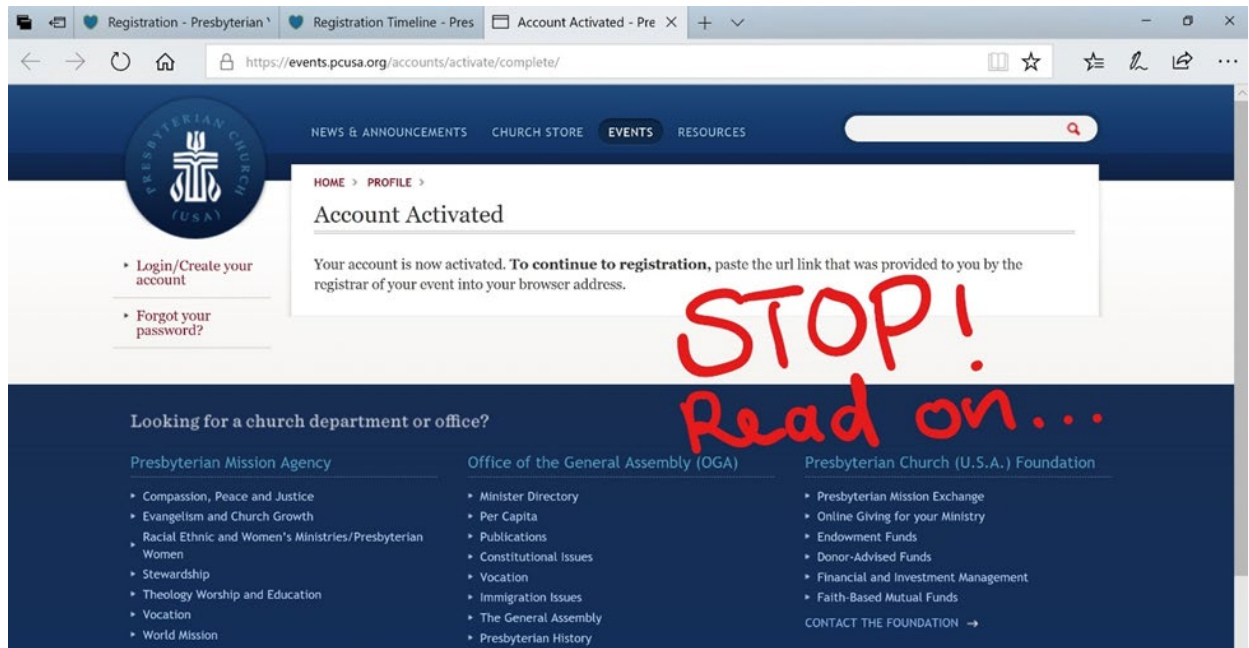
4. **Analise will upload your spreadsheet and send an email with the subject line “Delegation Information Spreadsheet Successfully Uploaded...”** This process could take anywhere from 1 day to 1 week. We appreciate your patience during this step. If you have not heard back after a week, feel free to reach out to Analise to follow-up. This email will include a link to the PCUSA registration site as well as your unique registration URL. You will need both to continue the registration process.
5. **Follow the link to the PCUSA registration site login page and Create a New Account.** (If you already have an account from a previous event, you do not need to create a new account. Please login, **STOP**, and skip to step 8.)



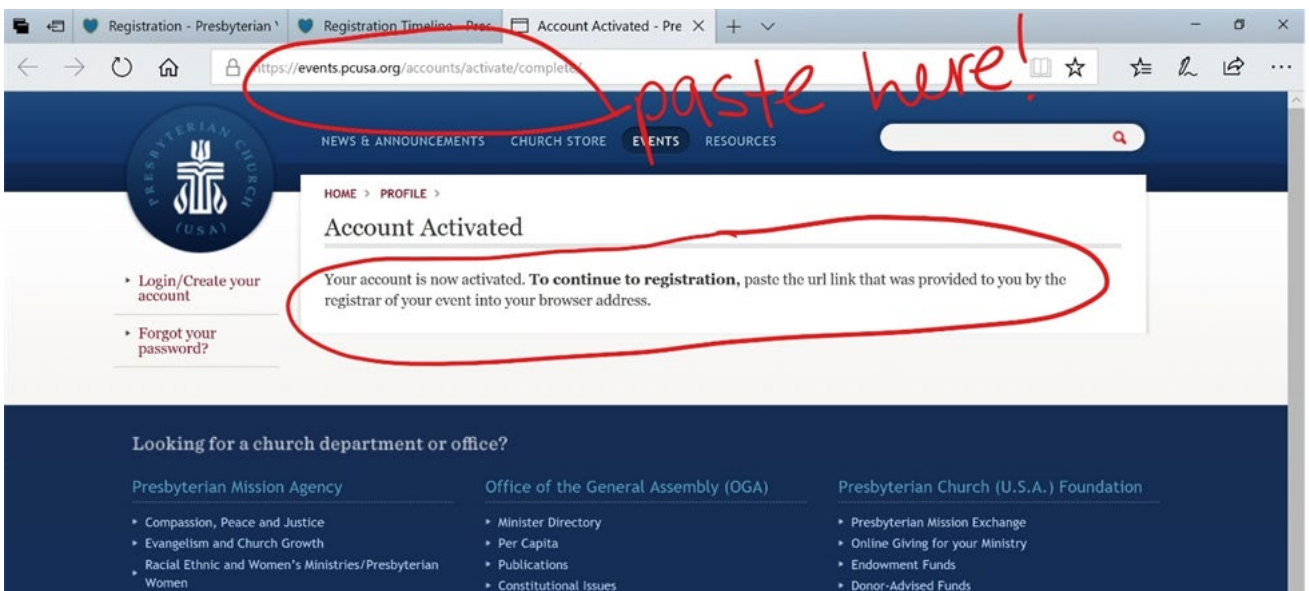
6. After you create an account, you will receive an email from Presbyterian Church (U. S. A.) asking you to activate your account. The email should look something like this:



7. **Click the link to activate your account.** You should end up at the “Account Activated” page on the PCUSA Registration site (pictured below). Once you see this page **STOP**.



8. **Copy your unique registration URL.** This can be found in the email from Analise with the subject line: “Delegation Information Spreadsheet Successfully Uploaded...”
9. **Paste your unique registration URL** from the email into the browser at the top of the webpage where you activated your account and/or logged in.



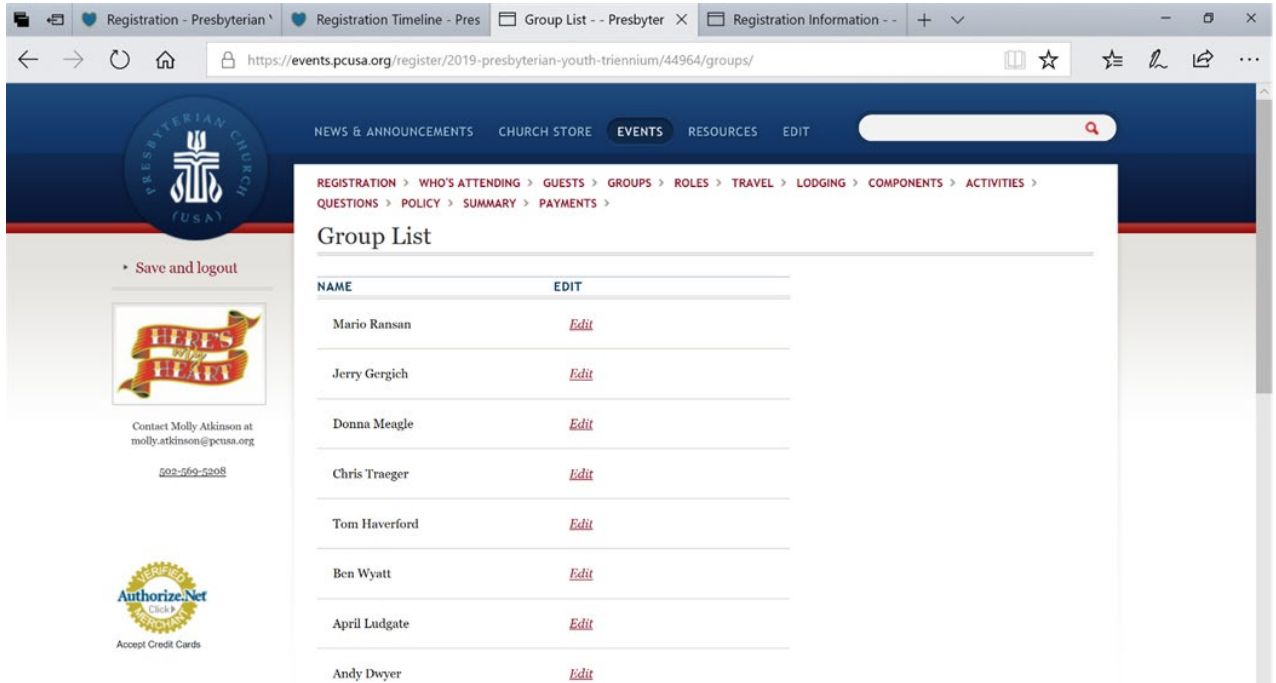
10. **Hit enter.** The “Registration Information” page should appear with the Lead Adult Advisor’s name (this will be your name if you are attending Triennium or your Lead Adult Advisor if you are not attending Triennium). Please make sure this information is correct before moving on. It should look something like the page below. If correct, scroll to the bottom and **click NEXT.**

The screenshot shows a web browser window with the URL <https://events.pcusa.org/register/2019-presbyterian-youth-triennium/44964/>. The page features the Presbyterian Church (USA) logo and navigation links for NEWS & ANNOUNCEMENTS, CHURCH STORE, EVENTS, RESOURCES, and EDIT. A search bar is located in the top right. The main content area is titled "Registration Information" and includes a breadcrumb trail: REGISTRATION > WHO'S ATTENDING > GUESTS > GROUPS > ROLES > TRAVEL > LODGING > COMPONENTS > ACTIVITIES > QUESTIONS > POLICY > SUMMARY > PAYMENTS >. Below the title, there is a section "CHECK IF YOU ARE PRESBYTERIAN." with a checked checkbox. The "PRESBYTERY" dropdown menu is set to "Mid-Kentucky". The "CONGREGATION" dropdown menu is set to "Search for congregation". There are two empty text input fields for "CONGREGATION". The "*LAST NAME" field contains "Atkinson". The "*FIRST NAME" field contains "Molly". The "BADGE NAME" field is empty. The "*GENDER" field is empty. On the left side of the page, there is a "Save and logout" link, a "HERE'S THE HEART" banner, contact information for Molly Atkinson (molly.atkinson@pcusa.org, 609-269-5208), and an "Authorize.Net" logo with the text "Accept Credit Cards".

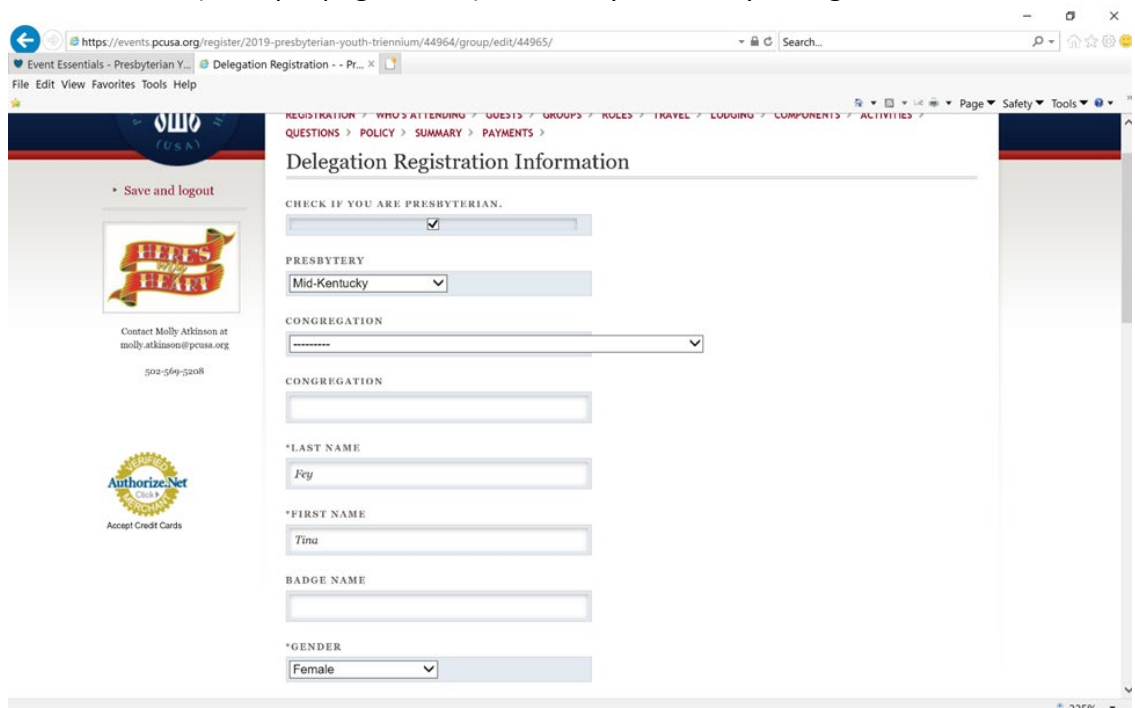
11. The “Guest or Group/Family Registration” page should come up (pictured below). **Make sure the box for “Delegation Registration” is selected and then click NEXT.**

The screenshot shows a web browser window with the URL <https://events.pcusa.org/register/2019-presbyterian-youth-triennium/44964/who-is-attending/>. The page features the Presbyterian Church (USA) logo and navigation links for NEWS & ANNOUNCEMENTS, CHURCH STORE, EVENTS, RESOURCES, and EDIT. A search bar is located in the top right. The main content area is titled "Guest or Group/Family Registration" and includes a breadcrumb trail: REGISTRATION > WHO'S ATTENDING > GUESTS > GROUPS > ROLES > TRAVEL > LODGING > COMPONENTS > ACTIVITIES > QUESTIONS > POLICY > SUMMARY > PAYMENTS >. Below the title, there is a section "DELEGATION REGISTRATION" with a checked checkbox. At the bottom of the form, there are two buttons: "Previous" and "Next". On the left side of the page, there is a "Save and logout" link, a "HERE'S THE HEART" banner, contact information for Molly Atkinson (molly.atkinson@pcusa.org, 609-269-5208), and an "Authorize.Net" logo with the text "Accept Credit Cards".

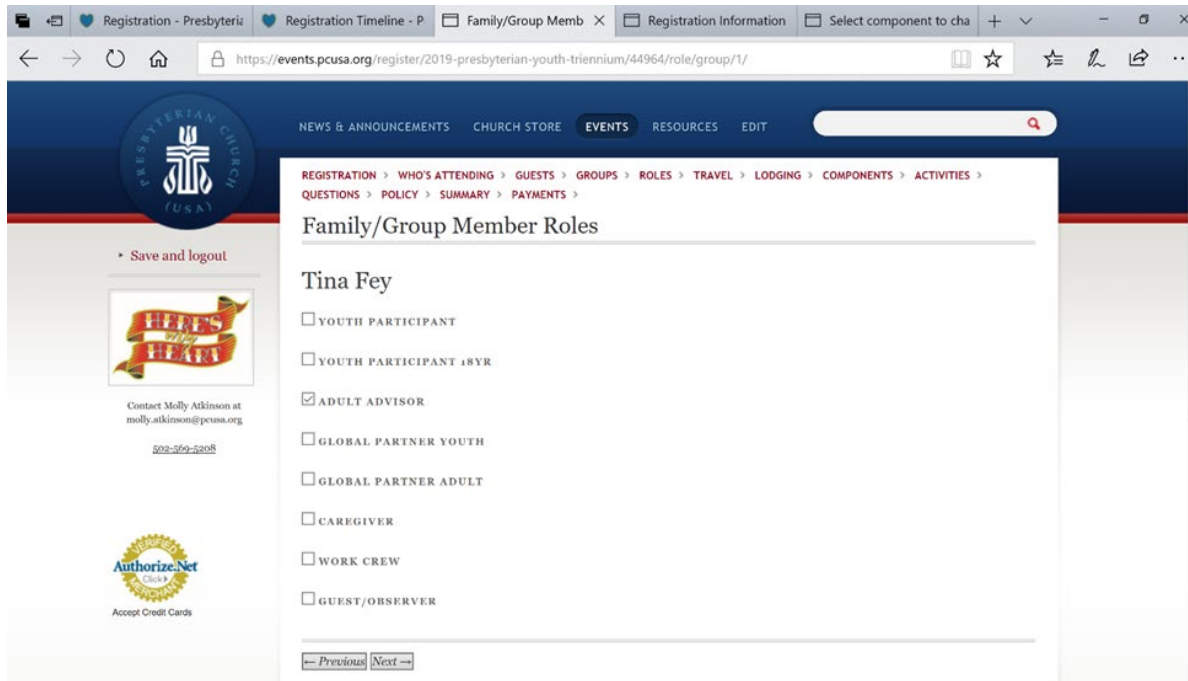
12. The “Group List” page should appear next. This list should include all your delegation’s participants, except for you (or your Lead Adult Advisor if you are not attending). Please DO NOT add your name or the name of your Lead Adult Advisor to this list! The page should look like this:



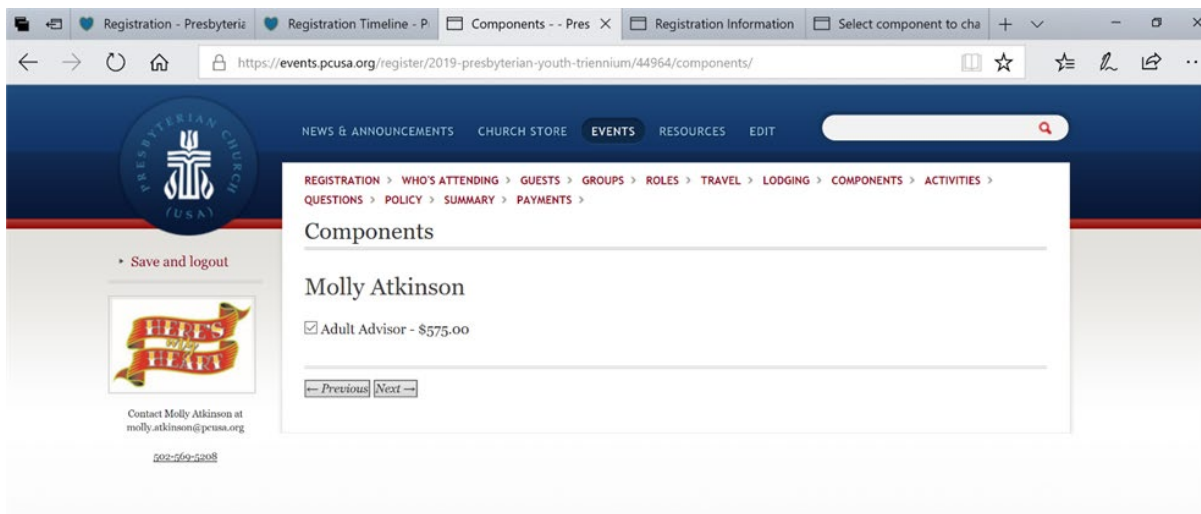
13. Please go through the Group List one participant at a time to make sure everything is correct. **Click the EDIT button** next to each participant’s name, double check that the information listed for them is correct (example page below), make any necessary changes, and **click SAVE**.



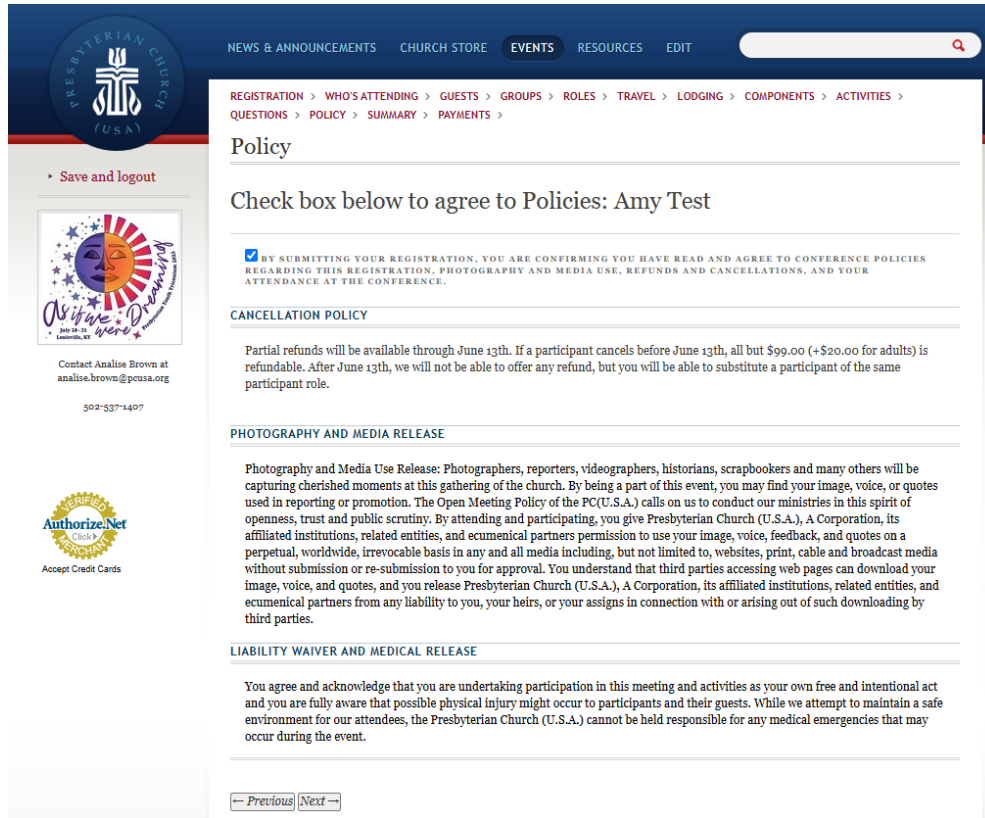
- After you have checked each participant, scroll to the bottom of the Group List page and **click I'M DONE** to go to the next section.
- The "Family/Group Member Roles" section should appear next (pictured below). Please read the participant's name at the top, double check that the correct role is selected for them and **click NEXT**. This will take you through each participant in your delegation with their role, one page at a time, until you reach the "Components" section.



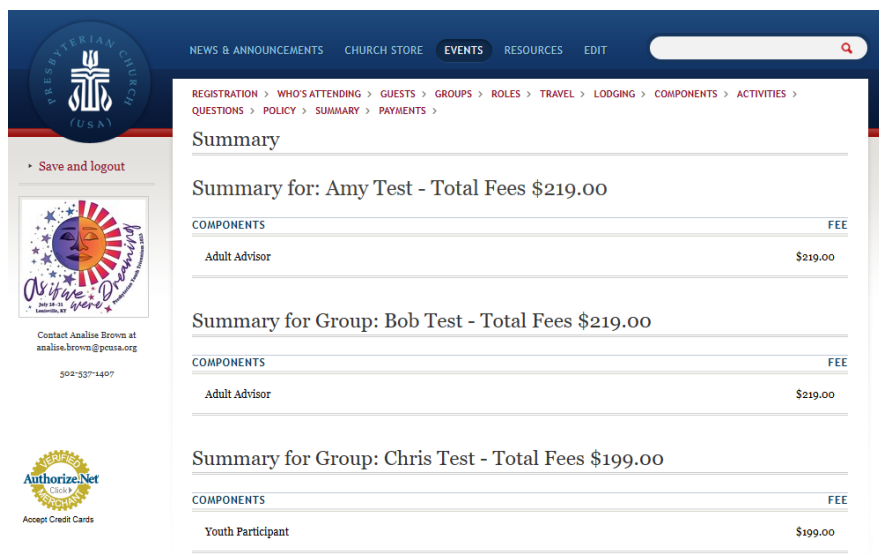
- The "Components" section (pictured below) will take you through each participant in your delegation and their registration fee. The first name that appears should be your name or the name of your Lead Adult Advisor (if you are not attending). **Click NEXT** to go through all the participants until you get to the "Policy" page.



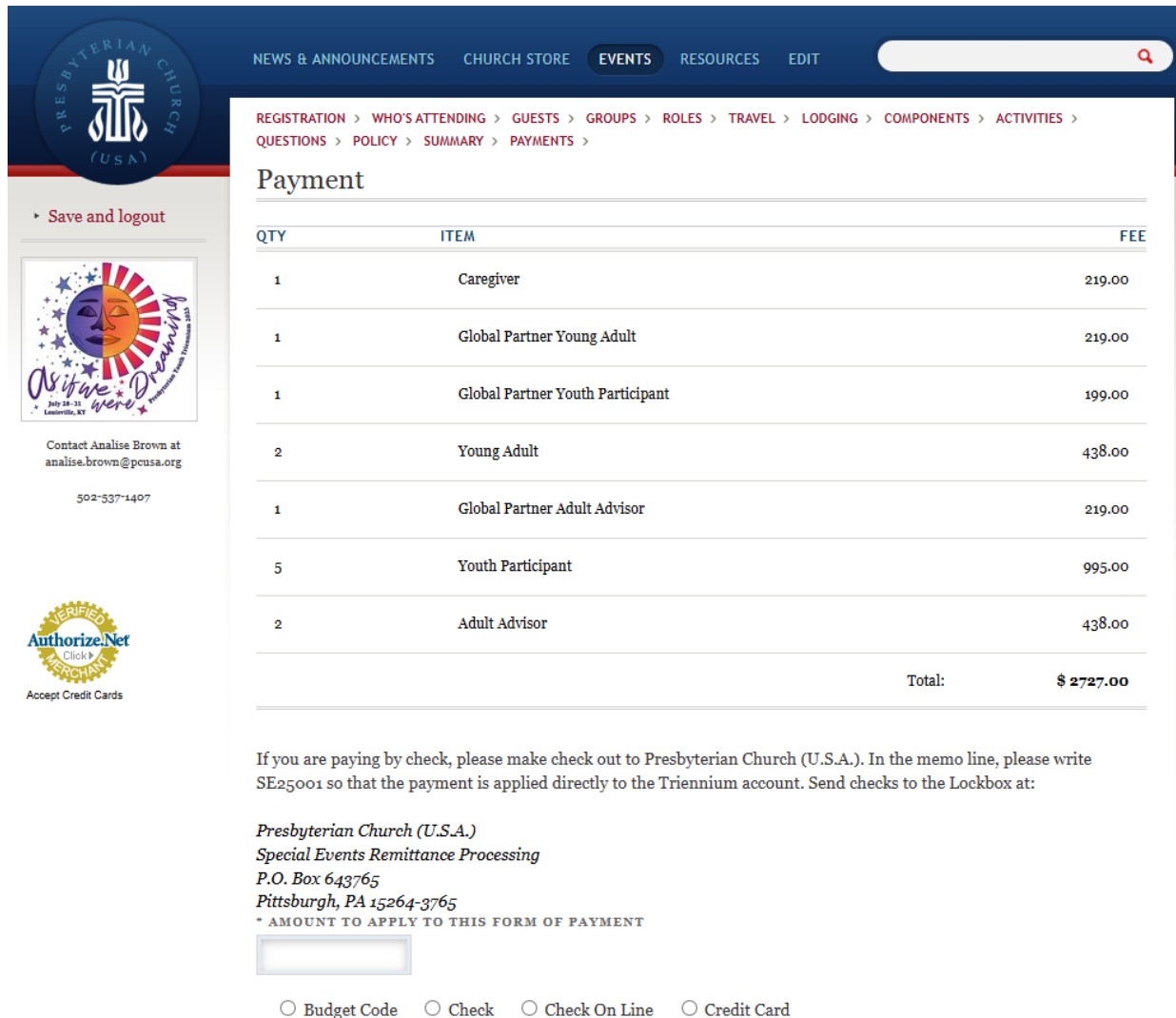
17. The “Policy” page (pictured below) includes the 2025 PYT Cancellation Policy, the general PC(USA) Event Photography and Media Release, and a PC(USA) Liability Waiver and Medical Release. (Please note, every person attending Triennium, including you or your Lead Adult Advisor, will still need to complete the online Participant Information, Medical, and Release Form for PYT 2025.) **Read carefully, check the box to agree to the policies, and click NEXT.**



18. The “Summary” page should come up next (pictured below). This provides a summary of each participant’s name, role, and fee, as well as the total registration fees. **Scroll to the bottom and click NEXT.**



19. The “Payment” page should come up next (pictured below). It is the final page (yay!) and looks like this:



NEWS & ANNOUNCEMENTS CHURCH STORE **EVENTS** RESOURCES EDIT

REGISTRATION > WHO'S ATTENDING > GUESTS > GROUPS > ROLES > TRAVEL > LODGING > COMPONENTS > ACTIVITIES > QUESTIONS > POLICY > SUMMARY > **PAYMENTS** >

Payment

QTY	ITEM	FEE
1	Caregiver	219.00
1	Global Partner Young Adult	219.00
1	Global Partner Youth Participant	199.00
2	Young Adult	438.00
1	Global Partner Adult Advisor	219.00
5	Youth Participant	995.00
2	Adult Advisor	438.00
Total:		\$ 2727.00

If you are paying by check, please make check out to Presbyterian Church (U.S.A.). In the memo line, please write SE25001 so that the payment is applied directly to the Triennium account. Send checks to the Lockbox at:

*Presbyterian Church (U.S.A.)
Special Events Remittance Processing
P.O. Box 643765
Pittsburgh, PA 15264-3765*

* AMOUNT TO APPLY TO THIS FORM OF PAYMENT

Budget Code Check Check On Line Credit Card

20. **Select the type of payment you are using, fill out the form, and click PROCESS PAYMENT.**

Please note, if you do not have the check number yet or are not otherwise ready to pay, you can return to this page later by using the unique URL for Triennium Registration that Analise sent you. Simply click (or copy/paste) the link. Once you’re on the Registration Site you should be able to just click the red, underlined “PAYMENTS” tab at the top of the screen instead of going back through everything again.

21. The “Acknowledgement” page should appear with housing links, acknowledgement of payment, and a link to print a list of your delegation.

22. **Book Housing** on Louisville Tourism’s Housing site using the link that appears at the top of the Acknowledgement page. Booking housing through Louisville Tourism’s Housing site is required as part of Triennium registration and attendance.

Refer to *Housing Basics* PDF for additional information. Reach out to Louisville Tourism's Housing Department with any questions housing@gotolouisville.com or 1-800-743-3100 (Monday-Friday, 9 AM to 5 PM ET). NOTE, Young Adults will be housed with other Young Adult participants and Young Adult coordinators. As a result, housing for Young Adult participants will need to be booked separately on the Young Adult Housing Site (also available at the top of the Acknowledgement page).

23. And... that's it for the PCUSA Online Registration System! Your delegation is registered for Triennium. 😊
24. Remember, all participants (and their parents/guardians if youth) are required to complete the online [Participant Information, Medical, and Release Form](#) available on the Triennium website. As registrar, you will have access to a Delegate List to view your delegation's submitted forms at: https://triennium-medical.pcusa.org/delegate_registrar_list/ The first time you visit this link you will need to create an account using the unique username provided by Analise. This system is encrypted and secure due to the sensitive nature of the information. If you will not be attending Triennium, please be sure to give your login information and instructions to your Lead Adult Advisor ahead of the event so they have access to these forms before leaving for Triennium.

Please share [the link to the form](#) with all your participants and their families to fill out ASAP. Communicate your "Delegation/Registrar Name" (the name of your delegation and your name) to participants. They will have to search for and select this as the first field on the form. This is very important so that they appear on your Delegate List. Remember, if you are attending, you will also need to fill out the form. Please use the Delegate List to track who from your delegation has filled out a form and who still needs to do so. Send reminders as needed until everyone in your delegation has submitted a form.

25. All adult participants will need to complete the **Background Check Process** and **Abuse Prevention Training** before arriving in Louisville. For additional information check out the *Background Check Guidelines* PDF on the website. The Abuse Prevention Training will be available this spring. Additional information will be shared at that time.
26. Please communicate **any changes** to your delegation ASAP to Analise (and Louisville Housing, if applicable). For participant additions, substitutions, or cancellations, send Analise an email with a summary of any changes and attach an updated version of your *Delegation Information Spreadsheet* with the changes highlighted in yellow. We will accept additions, substitutions, and cancellations (with a partial refund) through June 13th. We will accept additions and substitutions with an incurred \$40 late fee through July 3rd.

Please let Analise know if you have any questions or want to talk through any of the steps!