



When did we
See you?
Matthew 25: 31-46

PRESBYTERIAN YOUTH TRIENNium 2022
July 24-27 • Indianapolis, IN

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 different aspects of Triennium possible. Our registration process allows the Indiana Convention Center 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 are able to 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 2022. Please reach out to her with any registration questions.

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

Text/Cell: 502-537-1407 Office Phone: [1-800-728-7228](tel:1-800-728-7228) x5208 or [502-569-5208](tel:502-569-5208) Fax: 502-569-8445

The job of the National Registrar is to guide, support, and resource delegations from Mid Councils, Churches, and Caucuses wishing to send groups to Triennium. As well as manage the actual event registration through the PCUSA online registration system.

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

These volunteer registrars are called **Delegation Registrars**. 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.

REGISTRATION BIG PICTURE

1. **Registrar Recruitment** – Spring and Summer 2021
2. **Delegation Development and Details** – Summer and Fall 2021
3. **Delegation Building** – Summer and Fall 2021
4. **Online Registration and Payment** – Winter 2022
5. **Housing and Transportation** – Winter 2022
6. **Additional Registration Pieces** – Winter 2022
7. **Community Building** – Spring 2022
8. **Finalizing Registration and PYT Plans** – April 2022

REGISTRATION TIMELINE

Spring and Summer 2021

Registrar Recruitment

- Information about Triennium 2022 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 Go Team.

Summer and Fall 2021

Delegation Development and Details

Registrars:

- Work with their Go Team to develop a basic plan for their delegation using the *Triennium 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 *2022 PYT Information Sheet & 2022 PYT Artwork*.
- Invite, recruit, and begin to select participants.
- Download and maintain the *Delegation Information Spreadsheet*.
- Submit the *Delegation Estimate Form* online by November 5, 2021.

Winter 2022

Online Registration and Payment Opens!

- Registration using the PC(USA) Online Conference Registration System opens **early Winter 2022** and closes **end of April 2022**.
- To Begin Registration and Payment, Registrars must:
 - Submit finalized *Delegation Information Spreadsheet* to Analise.
 - Read and follow the *Registration Instructions* PDF available online Winter 2022.

Housing and Transportation

- Book housing for your delegation through the Visit Indy Housing Bureau.
- Additional information about housing deadlines and late fees will be available Winter 2022.
- Coordinate transportation for your delegation to and from Indianapolis.
- The rate for almost all PYT lodging is \$149.00 per night/per room with rooms at the JW MARRIOTT slightly higher at \$159.00 per night/per room.
- Hotel rooms will be primarily at the choice of the registrar with some limited choices according to PYT hotels that require room block build up/ satisfaction.
- All PYT hotels are within a very reasonable walking distance to the Indiana Convention Center.

Additional Registration Pieces

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

Spring 2022

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.

April 2022

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 Go Team to make sure everything is in order for a great Triennium 2022!

April 29, 2022

Regular Registration Closes at 5pm EST

- A late fee of \$40.00 per registration will be added to each registration after 5pm on 4/29.

June 1, 2022

Late Registration Closes at 5pm EST

- All late registration updates, changes, and substitutions must be submitted by 5pm on 6/1.

July 24, 2022

Presbyterian Youth Triennium begins!

- 4:00pm Hotel Check-In *Early check in is not available in most cases according to the hotels.

July 27, 2022

Presbyterian Youth Triennium ends

- 12:00pm Closing Worship Ends

