

REGISTRATION INFO

Registration for Super Summer 2019 is now completely online!

January 2-April 22: Churches pre-register their groups online at kncsbevents.org **All youth leaders must reserve space for their groups at kncsbevents.org no later than April 22. This step must be done before you can continue with registration.**

April 23-April 26: Watch for email giving you the registration link, group ID, and registration code for your church. Add events@kncsbevents.org to your address book to make sure you don't miss this email. You will give this info, along with a medical release form, to your sponsors, students and/or parents for them to be able to go online and register. (You will collect the medical release forms and keep them with you at camp.)

April 26-May 28: Parents register their students online at kncsbevents.org/ss19registercamper where they will also complete a Challenge Course Form online. Parents will submit payment to the church and turn in a medical release form.

- The youth leader will receive an email every time a registration is entered for your group. You can also access your complete list of registrants by logging in at kncsbevents.org, clicking your registration history, and selecting this event.
- The number you pre-registered is the number of blank records you will have available; you cannot add or delete the total number of spots you have available. Youth leaders can edit a registration at anytime- you have the ability to correct information, or replace one student registration with another.
- You will receive an email once the last spot in your group registration is filled. If you know you still need to register more people, contact Beth Payne (bpayne@kncsb.org or 785-231-4410) about increasing your registration number. If you have all of your students/sponsors registered and have unfilled spots, contact Beth Payne and she will adjust your registration before you submit final payment. **Important: After May 28, any unfilled spaces you have left will be forfeited.** If you need to add students after that date, contact Beth Payne and if space is available, your registrations will be added.

May 28-June 3: Submit your group payment.

- Once you are satisfied that your registration is complete with no errors, log into your account at kncsbevents.org to submit your group payment. You can pay online (preferred) by credit card or PayPal. If you are unable to pay online, you can click the pay by check option and issue a check to KNCSB and mail to: Super Summer, PO Box 361, Derby, KS 67037. Please only use this option if online payment is not possible for your group. **Payment needs to be submitted no later than June 3, 2019.**

- Late registrations will be accepted only as space allows. Any additions after June 3 are considered late registrations. Please contact Beth Payne with any late registration requests. A \$20/person late fee will apply.