



# HOW TO REGISTER

## STEP 1

**MAKE COPIES OF ALL NECESSARY FORMS**, but save the originals in case you need additional copies later. (On the Parent/Sponsor Information page, fill in the blanks before you make copies.)

Distribute to each student and sponsor:

- Parent/Sponsor Information Page
- Youth or Adult Registration Form
- Medical Release Form

## STEP 2

**COLLECT ALL FORMS AND DOUBLE-CHECK EACH ONE** to be sure that all the information is complete and check for the appropriate signatures.

## STEP 3

**COMPLETE THE “SUMMARY OF REGISTRATIONS” FORM.** Check to see that the information you fill in accurately reflects the number of students and sponsors, shirt sizes, registration fees and contact information for your group.

## STEP 4

**PREPARE ONE CHECK FROM YOUR CHURCH** for the registration fees. Make all checks payable to “KNCSB”. Do not send personal checks or cash.

## STEP 5

**PLACE YOUR CHURCH CHECK AND REGISTRATION FORMS IN ONE ENVELOPE. DO NOT INCLUDE THE MEDICAL RELEASE FORMS.**

You will need to keep the medical release forms with you throughout the conference.

Make sure your envelope includes:

- **A completed Summary of Registrations Form**
- **All completed Registration Forms for both students and sponsors**
- **One church check, payable to KNCSB**
- **Mail to: InDepth Registration  
5410 SW 7th St.  
Topeka, KS 66606**

Registration by mail opens November 17, 2008. All registrations must be postmarked by December 8, 2008 to avoid late fees.

*KNCSB will confirm your registration by postcard or email once it has been received.*

Late registrations will be accepted by fax December 9-23. A late fee of an additional \$10.00 per person will apply. Late registrations will also be accepted at the door on December 29 and 30. A late fee of an additional \$15.00 per person will apply. Refund requests must be made in writing and postmarked by December 8, 2008. No refunds after December 8th. Shirts cannot be guaranteed for those registering after December 8th.

**FAX # FOR LATE REGISTRATIONS: 785-273-4992**