

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

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

Registrar Responsibilities Checklist

- Complete the **Registrar Contact Form** online.
- Join the **Registrar Facebook Group**.
- Review all **Registrar Kit** materials.
- Establish a Triennium **Go Team** to help manage your delegation's PYT experience.
 - Assign a Lead Adult Advisor if you are not attending PYT in this role.
- Make important decisions about your **Delegation Development & Details**.
 - Refer to the *Triennium Delegation Guide* PDF for detailed guidance.
 - Work with your Go Team to make a plan for your delegation.
 - Share this delegation plan with your mid council, church, or caucus.
- Engage in **Delegation Building**.
 - **Share Triennium Information** with all relevant groups, youth, and leaders.
 - **Promote Triennium** using the *2022 PYT Information Sheet & 2022 PYT Artwork*.
 - **Recruit and select** your participants!
 - Complete the *Delegation Estimate Form* online by December 6, 2021.
 - Download and maintain the *Delegation Information Spreadsheet* as a roster.
- Coordinate Transportation** for your delegation to and from Triennium.
- Complete Online Registration & Payment** open February 1 – June 10, 2022.
 - Submit your finalized **Delegation Information Spreadsheet** to Analise.
 - Follow the *Registration Instructions* PDF for detailed guidance.
- Book Housing** for your delegation through the Visit Indy Housing starting February 1, 2022.
 - Refer to *Triennium Housing Basics* PDF for additional information.
- Make sure each participant completes the **Participant Release Form** online.
- Make sure all adults complete the **Background Check Process** and **Abuse Prevention Process**.
- Engage in **Community Building**.
 - Plan and host **Pre-Triennium Events**.
 - Create **Triennium Traditions**.
 - Share the *Adult Advisor Guide* and *Triennium Schedule* with adult advisors.
 - Communicate event and travel information with participants and parents.
 - If applicable, connect your Global Partners with the rest of your delegation.
- Communicate with the National Registrar** any changes or questions in a timely manner.
- Finalize Registration** June 10, 2022 by double checking that:
 - Your *Delegation Information Spreadsheet* matches the online Registration System.
 - Your delegation's payment has been received and processed.
 - All participants have completed the *Participant Release Form*.
 - Your Lead Adult Advisor has access to *Participant Release Forms* in case of emergency.
 - All adults have completed the Background Check Process and Abuse Prevention Process.
 - Housing and transportation are finalized, including that for Global Partners if applicable.
 - Everything is in order for a great Triennium 2022!