



NOVEMBER 16-18, 2017 • INDIANAPOLIS

## REGISTRATION INSTRUCTIONS FOR PARISH AND SCHOOL GROUP LEADERS

It is important to note that this method requires the use of *THE 2017 CUSTOMIZED* Excel template. No other Excel template will work with 2017 NCYC registration system. This is because certain columns have drop-down menus assigned. The response for that field must come from the drop-down menu. Any other data will cause an error message. Once you choose an option from the drop-down menu, you can copy that data or type the first letter(s) and the field will populate with that option.

To begin, save the Excel Spreadsheet "Group\_Member\_Import\_Template.xlsx" with your parish/school name in a location you will remember. Open the spreadsheet and begin entering participant information. **REMEMBER TO SAVE OFTEN.** The information listed below is needed from each attendee to complete on-line registration. The fields are listed in the order they appear on the spreadsheet. All data should be entered using standard capitalization. No all caps or all lower case.

### Fields for All Participants

Enter exactly as shown here.

1. **\*(Arch)diocese Name:** Springfield-Cape Girardeau Don't add spaces before or after the dash.
2. **\*Region #:** Select 9 from the drop-down menu.
3. **\*Parish/School, Town:** Separate your parish name by a comma and then list the town. For example Sacred Heart, Webb City; or Holy Trinity, Marshfield. Do not use dashes, colons or other abbreviations.
4. **\*First Name**
5. **\*(First) Name for Badge:** Enter the name the person prefers to be called. Ex. Muffy or Junior.
6. **\*Last Name**
7. **\*Participant Mailing Address:** Please enter the address at which the person receives mail from the U.S. Postal Service.
8. **\*City**
9. **\*State:** SELECT FROM THE DROP-DOWN MENU
10. **\*Zip Code**
11. **Participant Email Address:** If the participant does not have an email address leave the field blank. **Please do not use parent's email address.**
12. **\*Participant Mobile Phone #:** If no cell phone number, enter 000-000-0000.
13. **\*Emergency Contact Name:** Enter first and last name of contact. It is important to have an emergency contact name for ALL participants, regardless of age.
14. **\*Emergency Contact Phone Number:** Enter phone number including area code. It is important to have an emergency contact number for ALL participants, regardless of age.
15. **\*Participant Type:** SELECT YOUTH OR ADULT FROM THE DROP-DOWN MENU
16. **\*Participant Gender:** SELECT FEMALE OR MALE FROM THE DROP-DOWN MENU
17. **\*Ethnicity:** SELECT ONE OF THE FOLLOWING FROM THE DROP-DOWN MENU: Asian/Pacific Islander; Black; Hispanic; Native American; White; Multi-Ethnic; Not Known; Other.  
*NOTE: Please do your best to provide accurate information.*
18. **\*Primary Language:** SELECT ONE OF THE FOLLOWING FROM THE DROP-DOWN MENU: English; Spanish; ASL; Other.  
*NOTE: NCYC is predominantly an English-speaking event with ASL interpretation for the Deaf. Language information will be used to track future needs.*
19. **T-Shirt Size:** SELECT ONE OF THE FOLLOWING FROM THE DROP-DOWN MENU: Small; Medium; Large; XL; 2XL; 3XL; Larger than 3XL.

**NOTE: \*For our delegation, we will use this field to order zip-up hoodies, so enter the size accordingly.**

**Special Needs:** TYPE AN "X" TO SELECT; OTHERWISE LEAVE BLANK.

- 20. Sign Language Interpretation Needed
- 21. Enhanced Listening Device Needed
- 22. Large Print Program Needed
- 23. Braille Program Needed
- 24. Scooter/Wheelchair Rental Information Needed
- 25. Early Stadium Access needed due to Limited Mobility
- 26. Assistance Needed Getting Between Stadium and Convention Center
- 27. Low Gluten Host Needed: *All Masses will offer low gluten hosts and Precious Blood stations for participants with gluten sensitivity.*

**Youth Only Fields:** THESE FIELDS SHOULD ONLY BE COMPLETED FOR YOUTH PARTICIPANTS.

- 28. **Grade at time of NCYC:** SELECT ONE OF THE FOLLOWING FROM THE DROP-DOWN MENU: 9, 10, 11, 12, Not yet in high school, Not known.
- 29. **Mother/Guardian First Name:** *If mother/female guardian is deceased, leave field blank.*
- 30. **Mother's/Guardian Last Name:** *If mother/female guardian is deceased, leave field blank.*
- 31. **Mother's address is different from child's:** *Type an "x" to select; otherwise leave blank.*
- 32. **Father/Guardian First Name:** *If father/male guardian is deceased, leave field blank.*
- 33. **Father/Guardian Last Name:** *If father/male guardian is deceased, leave field blank.*
- 34. **Father's address is different from child's:** *Type an "x" to select; otherwise leave blank.*

**Adult Only Fields:** THESE FIELDS SHOULD ONLY BE COMPLETED FOR ADULT PARTICIPANTS.

- 35. **Clergy/Religious:** SELECT ONE FROM THE DROP-DOWN MENU: Not Applicable; Sister; Brother; Priest; Deacon. **NOTE:** *All priests and deacons need to provide a letter of good standing to the Archdiocese of Indianapolis to hear confessions (priests) and concelebrate Masses (priests and deacons).*
- 36. **Valid Background Check:** SELECT ONE FROM THE DROP-DOWN MENU: Yes; No; Unknown.  
*This field is for local leaders to track the status of the adults attending with the delegation to share with the diocesan youth protection compliance officer in preparation for submission of the safe environment compliance form. NOTE: Any participant who is over the age of eighteen **and** no longer in high school must comply with your diocesan safe environment/youth protection policies.*
- 37. **Valid Training:** SELECT ONE FROM THE DROP-DOWN MENU: Yes; No; Unknown.  
*This field is for local leaders to track the status of the adults attending with the delegation to share with the diocesan youth protection compliance officer in preparation for submission of the safe environment compliance form. NOTE: Any participant who is over the age of eighteen **and** no longer in high school must comply with your diocesan safe environment/youth protection policies.*

#### **User-Defined Fields**

*These four fields are for delegation use to track information that NFCYM does not collect as part of registration, but which may be needed by the delegation. The field name cannot be changed.*

- 38. **User-Defined Field 1:** Name of High School
- 39. **User-Defined Field 2:** \_\_\_\_\_
- 40. **User-Defined Field 3:** \_\_\_\_\_
- 41. **User-Defined Field 4:** \_\_\_\_\_