



# REGISTRATION FAQ FOR COUNTY COORDINATORS

**Why did the registration cost increase this year?** The increase in cost is a direct reflection of the committee's decision to pay for district dinner meals, regardless of whether there is a sponsor or not. We believe this will provide conference attendees with a better experience and allow the evening to focus on networking rather than food service or payment issues. Foundation grants have been increased to match the registration cost.

**What if someone from my county registers himself/herself instead of going through me?** Because this system is not password protected, a person does not have to be a county coordinator to use it. We have added language at the top of the form and a question prior to submission to ensure that Farm Bureau members have contacted their county office before they register on their own. However, this form allows us to connect with non-members more easily and gives you the opportunity to put the responsibility of registering on individuals, if you would prefer that. We know some counties are financially unable to send all the people interested in attending and this form could give those who have to pay themselves the opportunity to pay online instead of the county having to worry about collecting money that you would then turn into the state office.

**This form doesn't auto populate my members' information, is there another option?** That's true, this will involve a little data entry on your part. We are requiring as little information as possible to successfully connect with attendees and we developed a form that you can use to collect the information you'll need when you sit down to register everyone from your county. We've worked with the Foundation to simplify the grant application process, so in all, your total paperwork for the conference should decrease from previous years. Since we're always looking to improve, please let us know if there are opportunities you see that will help us make this process more user friendly in the future.

**Do I have to pay now?** Yes, this registration method requires payment with a credit/debit card or e-check. To keep things simple, we suggest that whoever is paying for the registration should submit the form. If your county is sponsoring members from other parts of the state, please work with those individuals to collect the completed form mentioned above and submit the online registration with the payment. If you have a member that is being sponsored by the KFB Foundation for Ag and need help, please contact [yfr@kfb.org](mailto:yfr@kfb.org).

**Can I register multiple times or do I have to register everyone at once?** You can register as many times as you would like, but you'll have to pay for each batch at the time of registration. It's up to you if you collect them and do them all at once or in several batches as you receive them.

**Is there a way to pull a report of attendees from my county?** While you can't log in and pull a report of attendees, the registration confirmation will give you a list of everyone you have registered. Additionally, we plan to send counties a list of those who actually attended after the conference. You may email [yfr@kfb.org](mailto:yfr@kfb.org) to request an updated list at any time if you have questions.

**There are state YF&R committee members and/or KFB Board members in my county who will be attending. Should I register them?** No. The state office will take care of the registrations for all current committee and KFB Board members.