

**Registration FAQ for County Coordinators**

**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. There is language on the conference webpage for the registrant to read before registering themselves to make sure they check with their county office before. There is also a question about applying for county grants and they have to agree that they checked with their county office before they submitted their registration information. 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. The form can be found on the conference website registration resources, listed as “**Registration Collection Form for County Coordinators**.” 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 information (linked on the conference website under registration resources as “**Registration Info Collection Form for County Coordinators**” 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.

**Can I register multiple times or do I have to register everyone at once?** You can register as many members as you would like before needing to pay. Once you click “Add to Cart” button you will see a pop-up screen to either “Checkout” or exit out of that pop up and go through the registration questions and add another registrant to your cart before paying. You can also delete person if you accidently added them, before you pay; Just select the “X” next to their name and registration cost on the right. 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. It is important that you put the email you would like the registration confirmations to go to when you go to check out and see the field “Contact Information”. Additionally, we plan to send counties a list of those who actually attended after the conference. You may email 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.

**Can I edit a registration if I entered something incorrectly?** While you can’t edit the registration once you have added it to your cart, you can delete that registration before paying and then starting over with a new registration to add to your cart. If you already paid for a registration that needs to be fixed, please email yfr@kfb.org and include what changes need to be added.