 **2023 YF&R Conference Step-by-Step Registration Process for Collegiate Advisors**

1. Ask your chapter members who would like to attend YF&R Conference and collect their information using the “**Registration information Collection Form 2023**” that can be found at <https://www.kfb.org/Article/YFR-Leaders-Conference>.
2. Input all the information from the attendees on the registration website <https://shop.kfb.org/product/yf-r-registration/35> by January 4th. (late registration extends until Jan 16 and students don’t have a late fee)
3. If you are choosing to pay for your chapter members in full, then proceed with payment online once your attendees information has been added.
	1. If you would like to use the KFB Foundation Grant to pay for collegiate members, use the coupon code sent to you via email from YF&R and Collegiate Manager, Janae. Grants will not be given out post-conference, you are responsible to use the code for payment.
4. Once registration is complete, make sure to book hotel rooms for attendees at one of the three room blocks around Manhattan. Those room block information can be found here <https://www.kfb.org/Article/YFR-Leaders-Conference>.
5. Encourage students to sign up for Collegiate Competitions at the YF&R Conference including Discussion Meet and Quiz Bowl. All applications can be found on <https://www.kfb.org/Get-Involved/Contests-Recognition>. Applications must be submitted by January 14.