 **2023 YF&R Conference Step-by-Step Registration Process for County Coordinators**

1. Ask your county 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 (any after January 16th will incur a $25 late fee)
3. If you are choosing to pay for your county 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 10 of your county members, use the coupon code sent to you via email from YF&R Manager, Janae. After the 10 members of your county have used the discount, you will be responsible for the full registration rate for any additional members.
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 attendees to sign up for YF&R or Collegiate Competitions at the YF&R Conference including Discussion Meet, Quiz Bowl, Excellence in Agriculture or YF&R of the Year. All applications can be found on <https://www.kfb.org/Get-Involved/Contests-Recognition>. Applications must be submitted by January 14.