



FAQs FOR GROUP LEADERS

Q – How do we register for the LYFE Conference?

Registration is now handled completely online at www.bbc.edu/lyfe to provide faster service and better accuracy. Just click on “Register Online” and follow the directions.

Q – Can I register my whole group at once?

Yes, we heard you! We have streamlined online registration to make group registration easier. Just follow the directions for Group Leaders by registering yourself; then keep adding more registrations until you have registered everyone in your group. You will only need to enter the information about your group once.

Q – Can I add more ladies to my group later?

Yes, you can return to our website at another time to register someone else by using your Group Leader name and Group ID number, but you will only be able to register one person at a time at that point.

Q – Can my ladies register online themselves?

Yes, the ladies in your group can register themselves, but you MUST register yourself first so that you can give them your Group Leader name and Group ID number. That is how we will know that they are part of your group and we can house you together.

Q – What is the advantage of the ladies registering themselves?

Each woman can make her own full payment (check, credit card, or PayPal) without giving out her personal financial information.

Q – What are the disadvantages of registering everyone myself?

You will need to gather everyone’s personal information and collect all the registration fees, paying for everyone at once with your check, credit card, or PayPal.

Q – How will I know which ladies have registered for my group?

You will receive an email confirmation every time someone registers for your group—as long as they give us your Group Leader name and your Group ID number. Of course, you can always ask them to let you know too!

Q – What if some of my ladies don’t have email addresses?

If someone does not have an email address, you may register by using this email address for her: lyfe@bbc.edu.

Q – How do we pay for the LYFE Conference?

During the registration process, you may select check, credit card (MasterCard, Visa, or Discover), or PayPal. Once the full payment is processed and approved, your registration will be complete.

Q – When will our places be reserved?

If you pay with a credit card or PayPal, your place will usually be reserved immediately. If you pay by check, we will wait until your check has been received and cleared before reserving your place, so please send checks immediately after you register.

FAQs FOR GROUP LEADERS (CONTINUED)

Q – Can you guarantee space for all of us at the LYFE Conference?

Space is limited, so please encourage your ladies to register as soon as possible. Due to the high volume of registrations, we are unable to offer a waiting list for on-campus housing.

Q – Do we have to stay on campus?

No, you are not required to stay on campus. We have divided the fee on the registration site so that you may choose to stay on campus or not. A list of area hotels that are offering a LYFE discount is available on our website.

Q – If we stay on campus, what are the rooms like?

You will be housed in dormitory rooms with two twin beds per room. Each suite of three rooms shares a bathroom. If you have an odd number of ladies, one will be housed with a member of another odd-numbered group. If you would rather have that person housed with the rest of your group, please notify the LYFE secretary (lyfe@bbc.edu), and we will place an extra mattress in one of your rooms.

Q – When do I need to let you know if we would like three in a room?

Please let the LYFE secretary (lyfe@bbc.edu) know at least one month in advance if you would like three in a room.

Q – What is the best way to contact the LYFE Secretary if I have questions?

The fastest way to contact the LYFE secretary is through email (lyfe@bbc.edu). If you do not have email access or prefer phone calls, you can contact her at 570.585.9198.

Q – What if someone needs to cancel?

Cancellation Policy

You may cancel a registration on or before May 29 by e-mailing lyfe@bbc.edu and selecting one of three options:

1. Receive a refund of the registration fee less a \$50.00 cancellation fee.
2. Send a substitute in your place. (Please provide the substitute's first and last name, mailing address, and phone number.)
3. Transfer your registration fee to LYFE 2013.

Please note that if you do not officially cancel by May 29 and do not attend, you will forfeit the entire registration fee.