



Registration
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THE MOUNT2000 REGISTRATION PROCESS

There are two steps in the entire process for Mount2000 Registration:

The first is called the **'Application for Requesting a Spot'** and the second is the **'Registration'** itself.

1. APPLICATION FOR REQUESTING A SPOT

(Saturday November 4, 2017 at 9AM)

- ✓ Due to the high demand for Mount2000, we have groups first apply for the opportunity to register. This first step is called the **application for requesting a spot**.
- ✓ Unfortunately, the incredibly high demand for this retreat means that we cannot provide all groups (who submit the application) the opportunity to register for Mount2000. This is actually precisely why we have the application *before* registration, so that we can be as fair as possible. The application allows us to operate on a "first come, first considered" basis.
- ✓ The application for requesting a spot will require the following information:
 - 1) Email for Group Leader
 - 2) Name of Group Leader
 - 3) Group Name, the Town or City, AND State it is in
 - 4) (Arch)Diocese of the Group
 - 5) Number of Male Chaperones
 - 6) Number of Female Chaperones
 - 7) Number of Male Participants
 - 8) Number of Female Participants
 - 9) Number of Priest and/or Deacons
 - 10) Number of Religious or Seminarians
- ✓ It is advised that when filling the number of chaperones, participants, clergy, and religious, *you do your best to provide an exact number*. **In other words, please do not exaggerate the numbers**. For example, do not say that you plan to bring 30 male or female participants when you can only realistically bring 15. Not only is such an act inconsiderate to other groups, but Mount2000 reserves the right to deny your application if exaggeration of numbers is obvious and evident. Being realistic and honest is always best!
- ✓ The application will be made available through our [website](#) on **November 4th at 9:00AM EST**.
- ✓ You will be notified no later than November 6th at 9am whether you are invited to attend Mount2000. Please know that if your group is placed on the waitlist, this **does not** mean that you cannot attend Mount2000 at all. Even if this was the case in previous years, groups on the waitlist have a much better chance in 2018 to attend. This is because they can be invited as early as 12/08/17.

In other words, being placed on the waitlist for this year (2018) simply means to *wait* until 12.08.17 or 01.12.18 to know if you are able to attend. See our 'Important Dates' document to see all the dates and deadlines.

2. REGISTRATION

There are two phases of Registration:

- (1) The first phase is for groups invited to register on November 6th 2017...
(this is called **primary registration**)
- (2) The second phase is for groups placed on the waitlist on November 6th, but who are eventually invited to register on December 8th 2017...
(this is called **waitlist registration**)

A. PRIMARY REGISTRATION

- ✓ Any group that is invited to register on Monday 11.06.17 is in *primary* registration.
- ✓ Groups in *Primary* Registration have **until December 6th, 2017 to register their group**. Any open spots on December 6th are automatically forfeited and will be made available for *waitlist* registration on Friday December 8, 2017.
 - For example...
 - Let's say group 'X' in its application for requesting a spot reserved 30 total spots for their group (includes all chaperones, participants, priests and deacons, religious, etc.) However the group only has 22 of those spots registered by December 6th...This would mean that group 'X' forfeits those 8 extra spots, which will be immediately given to a group on the waitlist.
- ✓ If a participant needs to cancel at any time, we will have a cancellation form that the group leader can fill out. You will receive the weblink to that form via email after 11.06. You will also receive a refund if you register before January 12th, 2018.
- ✓ An online attendee list will be available to all group leaders. This online attendee list only provides the name of the person registered, the group they are registered with, and registration type (i.e. chaperone, participant, etc.). This helps group leaders keep track of who has registered in their group and who has not.
 - Since this information is made available to every group leader, please note that it is the group leader's responsibility (not the Mount2000 Registration team) to know who is in their group and who is not. If a group leader finds a participant who either is (1) not supposed to be registered with that group or (2) registered after deadlines that particular group established for logistical reasons, they are to submit a cancellation form (which will be made available via email) and we will remove that participant from your list.
- ✓ Primary Registration receive a discounted price (\$75) *if registered by 11.15.2017* (the normal fee is \$85, which does not include a possible \$2-3 credit card fee applied.)

B. WAITLIST REGISTRATION

- ✓ Any group that was placed on the waitlist on 11.06, but is invited to register on **Friday, December 8, 2017** is *waitlist* registration.
- ✓ The policies/process for primary registration are the same for *waitlist* registration.
- ✓ Like groups in Primary Registration, groups in *Waitlist* Registration may receive a discounted price of \$75 (*if they register by 12.15.17*).
- ✓ Groups in *Waitlist* registration have **until Friday January 12, 2018 to register their group**. Any open registration spots on January 12th are automatically forfeited and will be made available for remaining groups on Saturday, January 13, 2018.
 - On January 12th, the normal fee also changes to \$95.