



# REGISTRATION INSTRUCTIONS

*Kentucky Bahá'í School (KYBS)*

**September 4-7, 2009**

**Registrar:** David Rome, 1594 Pea Ridge Rd., Frankfort, KY 40601

**Phone:** 502-227-7434     [kentucky-reg@nbs.usbnc.org](mailto:kentucky-reg@nbs.usbnc.org)

**Assistant Registrar:** Sheila Aten     **Phone:** 502-384-7136     [kentucky-reg@nbs.usbnc.org](mailto:kentucky-reg@nbs.usbnc.org)

**Web site:** <http://kybahaischool.nbs.usbnc.org>

***Please read these directions carefully before completing the Registration Forms.***

***If you have any questions or comments, please contact the Registrar.***

***NOTE: Please contact the Assistant Registrar from July 28-Aug 12, as the Registrar will be unavailable.***

Registration forms are available in **printed** and **electronic** (PDF and Excel) formats and can be returned by postal mail or email. Forms are available from the Registrar or can be downloaded from the KYBS web site.

## **A. Instructions for Completing and Returning Printed Registration Forms**

1. Printed forms and information have been sent via postal mail to all Kentucky Baha'is.  
**If you have not received printed forms** you can:
  - Print the PDF files available at <http://kybahaischool.nbs.usbnc.org/registration.htm>, OR
  - Contact the Registrar (see above), who will immediately mail the forms to the address(es) provided.
2. Complete the Registration Form and sign the Rules and Standards form.
3. Return with the pre-registration fee postmarked by **August 20, 2009** to qualify for the early registration rate.

## **B. Instructions for Completing and Returning Electronic Registration Form**

You can use the KYBS Registration Form in Microsoft Excel format to automatically perform all calculations:

1. Obtain the KYBS Registration Form Excel file (KYBS\_Registration\_2009.xls) by:
  - Downloading the file from <http://kybahaischool.nbs.usbnc.org/registration.htm> (preferred), OR
  - Requesting that the file be emailed to you. Send your request to [kentucky-reg@nbs.usbnc.org](mailto:kentucky-reg@nbs.usbnc.org)
2. Open the file (requires Microsoft Excel 97 or later version).
3. Save the file on your computer using another file name. The original file is Read Only.
4. Complete the Registration Form by clicking on the **yellow** fields (cells) and entering the information.
5. The contents of the **green** fields should be calculated and displayed automatically. If the automatic calculation feature does not work properly, contact the Registrar for assistance or use the printed form.
6. To submit the completed form:
  - **Print** the Registration Form and return by postal mail (preferred--see Section A.3 above), OR
  - **Email** the completed Excel file to the Registrar at [kentucky-reg@nbs.usbnc.org](mailto:kentucky-reg@nbs.usbnc.org) by **August 23, 2009** to qualify for the discount registration rate. The Registrar will acknowledge receipt by email.Pre-registration fees can be paid online (see below) or must be postmarked by **August 20, 2009** to qualify for the discount registration rate. Signed **Rules and Standards, Sponsorship Agreement, and Medical Release** forms can be mailed with your payment (preferred), brought with you to KYBS, or picked up and completed upon arrival at KYBS.

## **C. Online Payments – New for 2009**

You now have the option of paying all or a portion of KYBS costs online using a credit or debit card via PayPal. However, payment of an Online Payment Fee, 2.9% of the transaction amount(s), is required to use this service. You should calculate and enter the amount of the Online Payment Fee on your Registration Form.

If you elect to pay your pre-registration fee online, payment must be made by **August 23, 2009** to qualify for the early registration rate.

Please visit <http://kybahaischool.nbs.usbnc.org/onlinepayments.htm> for more information on this service.