



Registration FAQs

Where do I register for Q2014?

All participants need to register individually through the Q2014.org website. Select “Register a Participant” at the top of the page to enter the registration module. All individual registrations must be submitted by 11:59PM EST on Sunday, June 1, 2014.

Can I register for someone else?

Yes. On the initial page of the registration website, enter the registrant’s information in the fields provided. Below these fields you will find a check box stating, “I am registering on behalf of this person”. When you check this box, additional fields appear and you are prompted to enter your own contact information which will allow you to receive a copy of the registrant’s confirmation email as well as give you access to view their registration details.

How do I register my non-quizzing family members?

Non-quizzers should be individually registered as guests—whether planning to stay on-campus or off-campus. Any children age three or younger can be added to any individual registration as a guest of that registrant. There is no registration fee for children age three or younger, and no email address is required for their registration.

Am I required to have a unique email address to register?

Yes, the system we use for online registration does require a unique email address as the “unique identifier” for each registrant. We realize many families share a common email address and therefore do not have a unique email address for each family member. For our event purposes, our priority is to make sure we gather the best email address to use when sharing communications regarding Q2014. Knowing this, our recommendation to work around this system requirement is as follows:

1. Register the primary family member with the active family email address.
2. When beginning any additional family members’ registration, complete the required email field with a mock email address in the format “fakeemail@JohnSmith.com” inserting the registrant’s first and last name after the @ symbol, therefore ensuring it will be a unique identifier.
3. When completing the remainder of the registration questions, be sure to include the active family email address in the CC Email field, thus ensuring any email communications intended for that registrant will also be received by the primary family member.
4. When preparing bulk communications regarding Q2014, our team will simply remove any emails in this specific “fakeemail@JohnSmith.com” format from the mailing list.
5. If you have any questions or encounter any trouble with the registration process, please email us at nyiquiz@nazarene.org or call 913.577.0550.

Where can I find the Medical and Liability Release Form mentioned in registration?

The required forms mentioned in the registration system are hyperlinked to that specific question in the registration module. (Simply click on the underlined portion of that question, and the form will open in a new window.) If you have trouble accessing the forms in that location, both the adult and student forms have also been added to the Q2014.org website under “Forms”. When completed, these forms should be returned to the USA|Canada NYI Office by email, fax, or standard mail (information included in form).

What payment options are available on the website?

The registration website will accept VISA or MasterCard credit card payments. If you require other payment options, please email nyiquiz@nazarene.org or call 913.577.0550.

Can I make gradual payments toward my registration balance?

Yes, the registration website does allow partial payments. When on the payment page, you will see a section titled "Apply the Payment to Your Order". Below, you will find an itemized listing of all of the items associated with your registration and their fee. To the right, you will see an editable box entitled "Amt Applied". This box will default to show the full total of your registration fees, but you may simply edit the number to read the amount you want to apply at this time. You then must click the "Update" button below this particular section to apply this change. You should then see a note to the right of the "Apply" button that should match the amount you wish to apply. If these numbers look correct, you may then enter your information in the section below to submit your payment.

PLEASE NOTE: All accounts must be paid in full before the close of individual registration (11:59PM EST on Sunday, June 1, 2014).

How do I modify or add information my registration?

To do this, simply return to the registration module through Q2014.org (select "Register a Participant" at the top of the page) and select the "Already Registered" hyperlink below the Register button. You will then be asked for the email address and confirmation number associated with the registration you wish to modify. If you have misplaced your confirmation number, the website allows you to enter your email address and have the number resent to you. Once you are logged in, you will find a page with buttons titled Modify, Submit Payment, Unregister, More Options, and Print Options. While most are self-explanatory, when you choose "Modify", you should be aware that the resulting screen will allow you to do three different things:

1. **Unregister** – if you select the box to the left of a registrant's name and then click "Next", it will unregister that participant.
2. **Modify Information** – this link will allow you to edit any of the information collected on the first page of the registration website (contact info, t-shirt size, allergies/special needs, roommate preferences, travel info, etc.).
3. **Modify Registration** – this link will allow you to modify any of the additional items you have purchased with your registration (airport transportation, early housing, etc.)

I am a Quiz Coach...how do I assign quizzers to my team?

The module for assigning quizzers to individual teams is separate from the individual registration module. Therefore, quizzing coaches will need to create a username and password to access this module through the Q2014.org website. To do so, simply select "Register" from the menu at the top of the homepage and create your user account. Once logged in, you will then be able to claim a team, assign it to a division, and assign quizzers to that specific team (once they have completed their individual registration). To do so, follow the following steps:

1. Select "Claim Cvent Registration" from the top menu on Q2014.org.
2. Enter your personal registration confirmation code and click "Claim". (This will give you access to build the number of teams you registered and paid for when completing your individual registration.)
3. Select "Register a Team" from the top menu to enter the required information regarding your teams. Once completed, you will be able to view a summary page, which will show each of the teams connected to your registration. (This page can also be accessed later by clicking on "View my team registrations." on the right menu bar.)
4. To add quizzers to a team, select "Make Changes" on the team registration page. Next, click "Edit Quizzers" next to the team name. This will take you to a page that will show registered quizzers on your district. (If a quizzer is not listed, they likely have not yet registered or they selected a different district when registering.) Select each quizzer you wish to assign to this team and click "Save Selections". This can be edited as often as needed until the beginning of the event.

PLEASE NOTE: There will be a delay in transfer of information between the individual and team registration modules. Please allow 24-36 hours for individual registration information to appear in the team registration module. If after 48 hours the individual information has not appeared in the team module and you fear an error has occurred, please contact our office by email nyiquiz@nazarene.org or call 913.577.0550.

Help—my question wasn't answered here...

We are happy to help! The Q2014.org website will be continually updated with new information as the event draws closer. If you cannot find the answer to your question there, please contact our office by email nyiquiz@nazarene.org or call 913.577.0550.