The Reform Jewish Youth Movement

Thank you for hosting a NFTYx event and building our network of Reform teen experiences across North America!

NFTYx Registration Options

	URJ Pre-Registration Form	URJ On-Site Check-in	Build your own Registration (wufoo, shul cloud, etc.)
Who creates it?	URJ staff	URJ staff	Congregation
What information will this collect?	▪ Participant Name ▪ Participant phone + email ▪ Grade + DOB ▪ Congregational affiliation ▪ Emergency contact info	▪ Participant Name ▪ Participant email	▪ Designed to event needs
Things this model cannot do	▪ Collect Money ▪ Collect medical information/ allergies ▪ Event Check-in or Registration less than 24hr prior to event.	▪ Collect Money ▪ Collect medical information/ allergies ▪ **Pre-registration (this is for check-in only)**	▪ Varied by platform
Is there room to customize?	• Add up to 2 customized open text questions	• No customization	• All customized (see below for some suggestions)
How do participants access registration?	• URL circulated through event flyers and emails	• QR code at event	• URL circulated through event flyers and emails
Who has access to information?	Congregation access: ▪ Requesting updates from regional mentors who can access all registration data and provide regular reports.	Congregation access: • Event leaders will not have access to their attendee data before or during events. Post event, leaders	Congregation access: • Congregation staff or volunteer who creates registration access data directly. After the event, the adult event lead will upload

		will be sent a list of attendees. URJ staff accesses data directly	[event data spreadsheet](#) to URJ website
	▪ Enabling push notifications for every registration URJ staff accesses data directly		
Wait time to produce registration? (Note: URJ options available beginning 10/10/23)	• 7-10 days after regional mentor confirms receipt of event information and customization needs	• No wait (QR code created in minutes)	• Varies by congregation capacity

Frequently Asked Questions:

- How will I collect participation fees?
  - Options include: cash/ check at the door, shul-cloud/ synagogue website, virtual pre-registration through Venmo/Zelle/PayPal etc.
- How do we navigate scholarships?
  - Congregations can encourage teens to seek scholarships from their home congregation.
  - Congregations can reduce fees on a case-by-case basis as they are so inclined, but if the plan is to offset the cost for some teens, the event should be budgeted accordingly.
  - Congregations can include the cost of scholarships in their micro-grant applications but should still have a back up plan in case they do not receive the full funding they apply for.
- What about adult chaperone costs?
  - Each congregation has the discretion to decide whether to charge adult chaperones for participation costs. Nonetheless, most regions do not make a practice of charging adult chaperones. If adult chaperones are not charged the cost of adult chaperones can be factored into the event budget and reflected in the teen participation cost or micro-grant application.
- What is best practice if I use a URJ registration system and cannot collect medical information?
  - Please be sure to include your adult event lead or other designated adult's contact information in your event communication (and registration form) with a request that participants email any allergies or pertinent medical needs.
- Who can I contact with questions about setting up registration and which registration option is right for my event?
  - Start with your regional mentor. If you still have questions or concerns email Rabbi Isaama (igoldstein-stoll@urj.org)