

Registration Communication Process for the Next Study Year

Class members will be automatically registered for the next study year in MyBSF. Class Staff and leaders work together through this process to help members manage their registration, sign a new parental permission, and update contact or other profile information so groups and classes have an accurate picture of who will participate in the next study year. The following is communication guidance for each leader involved with the registration process. **Once the registration for the next study year becomes available on MyBSF**, begin communicating and leading through this process.

TL or DOT Announcement to Members

Registration is now open in my BSF for the Revelation study. Like last year, adults currently enrolled will be automatically registered for the next study year in MyBSF. **All children's registrations are PENDING until a new parental permission signature is completed as part of the registration process.** This can be accomplished through MyBSF on the Register pages.

- If you need assistance updating your user profile or if you have questions, please contact your Group Leader and they will get you the assistance you need. We are so happy to help you!
- Now is a good time to review the contact and other information in your user profile for accuracy and update if necessary.
- You may also leave comments for your next year's group placement. This is optional.
- If you do not plan to attend the next study, please contact your Group Leader now to let them know.
- You can also manage your own registration status through MyBSF by logging in to verify your participation in the next study or selecting to decline on the Register page. This lets us know your intent for next year.
- Parents must sign a new parental permission for the next study through the Register page in MyBSF for their child to be enrolled. Paper forms are also available upon request.
- If you bring a child that is not your own, contact your Children's Supervisor for assistance.
- If you plan to bring a new child to BSF next year, be sure to confirm this with your Children's Supervisor now so that they are aware and can assess availability and determine if there is an open spot for placement.
- If you decline to register but over the break decide to return, contact your Group Leader, Class Administrator or Distance Assistant Online Trainer. We would be grateful to have you return.

TLs, DOTs, and CAs Communication and Training for GLs

Shepherd and care for your members by encouraging members toward participating in the next study. It is vital that GLs assist in determining who will not return. From these conversations,

provide the Admin Team with a list to ensure this information is edited in MyBSF on the Registration page to provide TLs and DOTs with an accurate list of attendees for the next study year.

Announce the new registration process to your group (during the first few minutes of Discussion Group time) for the remaining weeks and ask members to confirm their decision by text or private message so that you can provide this information to the Admin Team. Please do not create a form for this process to protect and minimize Personally Identifying Information (PII).

Contact your members who are not in class to hear the registration announcements. We will place members during the BSF break and will need accurate information to ensure groups are full and space is available for everyone who wants to attend our next study.

GL Communication with Members

We would love for you to join us for the next study and as [TL or DOT name] mentioned, MyBSF will automatically register you. We want to ensure we have accurate information so we can place everyone able to attend a group next year. If you know now that you and/or your children are unable to return, please let me know as soon as possible by sending me a text or direct message. You may also log into MyBSF to indicate that you will not be returning on your Register page. If you have declined to register, but over the break decide that you can return, please contact me. I will help you re-register.

To the Admin Team, TL, DOT, and DAOT

CAs, DAOTs, and ALs, continue to assist class members with their technology needs. Some members may be less inclined to manage their registration for the next study in MyBSF. Please help GLs with this process and embrace the opportunity to provide this excellent support for your leaders and members.

Note: There is not a notification when a member adds a Placement Comment, so refer to the Placement Information for TL report for updates. Refer to the Registration page in MyBSF (Class > Registration) to view and edit those who decline to participate in the next study.

There might be situations where a Class Staff decides not to enroll or place an individual into a group for the new study year. For instance, if a class member has not attended for an extended time, you are no longer able to reach that individual, or other factors that lead the Class Staff to determine a person will not participate in BSF the following year. In these cases, CAs, DAOTs, or ALs can inactivate those individuals in MyBSF and decline their registration for the next study.