



## How to Register a Multi-Level Troop

**There are two ways to attend the Festival of the Arts with your multilevel troop:**

1. Come as one group and only attend larger programs appropriate for all grade levels within your troop.
2. Break into smaller grade level groupings and attend programs and workshops geared toward the specific grade levels.

**Come as One Group**—submit one JotForm with all girls and adults.

- Under Troop is Multi-Level select "*Yes, but girls will all attend programs together.*"
- Individual programs selected must be appropriate for ALL grade levels within your troop.

**Break into Smaller Grade Level Grouping**—submit a separate JotForm registration for each grade level grouping (e.g. a DBJCSA troop may want to split into DB, J, C and SA subgroups). Think of each of these subgroups as its own "troop." (Don't worry that each form is entered under the same troop number. We can figure it out based on your registration answers.)

- Under Troop Is Multi-Level, select "Yes, but girls will attend programs at their grade level"
- List only the girls and adults attending in this grade level subgroup. You must meet adult-to-girl ratios for each subgroup.
- Be sure that the Emergency Number/Day of Event phone belongs to an adult that will be traveling with this subgroup.
- Programs selected must be appropriate for all grade levels within this subgroup.
- If your troop wants to regroup at certain programs (Events or PETs):
  - Be sure that *each* subgroup JotForm registration has the same program selection—in the same order—for the Event or PET at which you want to regroup.
  - On *each* subgroup JotForm registration, add a short note in Do you have any other information you want to share with the Festival Registrar? telling us with whom you'd like to regroup and at which program.
  - We'll do our best, based on program availability at the time your troop is scheduled.

**When in doubt**, use the Do you have any other information you want to share with the Festival Registrar? field to explain anything you think may be ambiguous.

You will receive a separate schedule for each subgroup.