

GETTING READY

for The Annual Family Cafe

Registration Guide



STEP-BY-STEP REGISTRATION INSTRUCTIONS

Registering for The Annual Family Cafe is easy! Simply follow the instructions below.



All individuals planning to attend The Annual Family Cafe must be registered, regardless of their level of participation or role.

Registration is **free for individuals with disabilities and their family members** and caregivers. Those attending only in a professional capacity are required to pay a \$250 registration fee.

1. Registration begins **February 14** at annual.familycafe.net/e/thefamilycafe and will remain online through the event. **On-site registration will also be available** for those who prefer to register in person.
2. Click the red **“Register Here”** graphic.
3. Designate a **Primary Attendee**. They will receive all communication from The Family Cafe on behalf of your household. **Other household members** who will be attending can be added at the end of the registration form.
 - o **If applying for Financial Assistance:** The Primary Attendee should be at least 18 years of age. Hotel reservations for recipients of Financial Assistance will be made in the Primary Attendee’s name.
4. **Select a Role.** Choose whether the Primary Attendee is an individual with a disability, parent, caregiver, adult sibling, or other family member of an individual with a disability, or a professional or provider.
 - o **Professionals who are also an individual with a disability or family member** may register under those respective categories instead.
5. Provide **accurate contact information** and answer **demographic** and service delivery questions to the **best of your knowledge.**



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FINANCIAL ASSISTANCE

6. Apply for **Financial Assistance**, or skip to the next page.



Financial assistance can provide families **complimentary accommodations** during the event. Assistance is based on available funding and **awarded by lottery**.

- To request Financial Assistance, click **“Yes”** and select whether your family would like to stay Saturday night only or the whole weekend.

Financial Assistance

Would you like to apply for financial assistance for your hotel stay during The 27th Annual Family Cafe? (Applicant must be an individual with a disability or a family member residing in the state of Florida. Limit one entry per household.)

- Yes
- No, I do not require financial assistance.

Please select the hotel nights required by your family: *

- Full Weekend
- Saturday Night Only

- The deadline to apply for Financial Assistance is **April 1**. We are unable to accommodate late applicants.
- **Eligibility**
 - Primary Attendee must be an individual with a disability or a family member of an individual with a disability
 - Primary Attendee must reside in the state of Florida
 - Only one application per residential household is allowed
- Applicants will be **notified of their status** by email and regular mail in mid-to-late April.
- **Hotel reservations** will be made by The Family Cafe **on behalf of those receiving assistance**. These reservations will be made under the name of the Primary Attendee on the conference registration.
- **Attendees who do not receive or request Financial Assistance** are responsible for booking their own hotel rooms.

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FINISHING UP

7. Let us know the names of any **other household members** who will be attending. These individuals will also be registered and **should not** complete their own separate registration forms. If no other household members are attending with you, leave this section **blank**.
8. Check the “I’m not a robot” to prove you’re a real person, then click **“Register.”**
9. You will receive a **confirmation email** with a summary of your registration answers.
10. If you applied for **Financial Assistance**, we’ll contact the Primary Attendee in mid-to-late April with an update about the status of your request.

Registration Checklist

- Go to the Annual Family Cafe website** - Registration opens February 14 at annual.familycafe.net/e/thefamilycafe
- Click the red “Register Here” button**
- Choose a Primary Attendee**
- Select a role** - Choose the option that best describes the **Primary Attendee**
- Fill out the registration form** - Provide accurate contact information and answer the demographic questions to the best of your knowledge
- If applying for Financial Assistance (Deadline: April 1)**
 - Primary Attendee **must be 18+** and live in **Florida**
 - Select if you need a hotel room for Saturday night only or the whole weekend
 - **Submit only one application per residence**
 - Status updates will be sent in mid-to-late April via email and mail
 - If approved, The Family Cafe will book your hotel room under the Primary Attendee’s name.
- Add household members** - List anyone else attending who lives at the same address as the Primary Attendee. They **should not** register separately.
- Submit & check your email** - You’ll receive a confirmation with your registration details.