**Using Your SU Incentive Card for L.E.A.D. 2025 Registration**

If you plan to use your **Service Unit (SU) Incentive Card** to cover some or all of the cost for **L.E.A.D. 2025**, we strongly recommend that your **SU Treasurer** sets up a **Sponsorship** in *UltraCamp* to simplify the registration process and minimize workload for everyone.

**How to Set Up the Sponsorship**

Follow the Sponsorship SetUp instructions in the **Document Center**, and use these recommended settings:

* **Sponsorship Code**: SUxxxLEAD2025
*(Replace “xxx” with your SU number)*
* **Expiration Date**: Choose the last date you want to allow registrations, but no later than **September 11, 2025** (event registration close date).
* **Individual Claim Limit**: Set the dollar amount agreed upon during your SU meeting.
* **Payment Option**: At the payment screen, select **“Min. Payment: $0.00.”**
*(This allows all claims to be charged to the Sponsorship balance.)*

**After Sponsorship Setup**

* Share the Sponsorship Code via your SU’s communication channels.
Be sure to **let members know how much the SU is covering**, so they understand how much they may need to pay out-of-pocket.
* **Important Note**:
The person who creates the Sponsorship **cannot** use the code for their own registration. They must call **Customer Care** to register manually. *(This ensures all L.E.A.D. registrations are recorded in one place for Year-End Financials.)*

**After Registration Closes**

* Complete the **Redeem Program Credits** form.
* In the “SU Incentive Card” field, enter the **Sponsorship Code**.
* Enter the **total dollar amount** of all claims made.
* Submit the form. **Customer Care** will process your request.