WE HAVE LAUNCHED A NEW REGISTRATION PORTAL!

Please give it a try, new systems definitely have a learning curve to them, but once familiarized it will go smoother!

WHY THE NEW SYSTEM?

This will allow all of the information to be centralized and secure. It will also allow users to have their information stored so once you have registered, you won't need to submit the information multiple times over. Your account will allow you to autofill the information in a secure manner. Ideal-Logic the same team that created our Workshop Request Portal has been working to create this new Registration Portal!
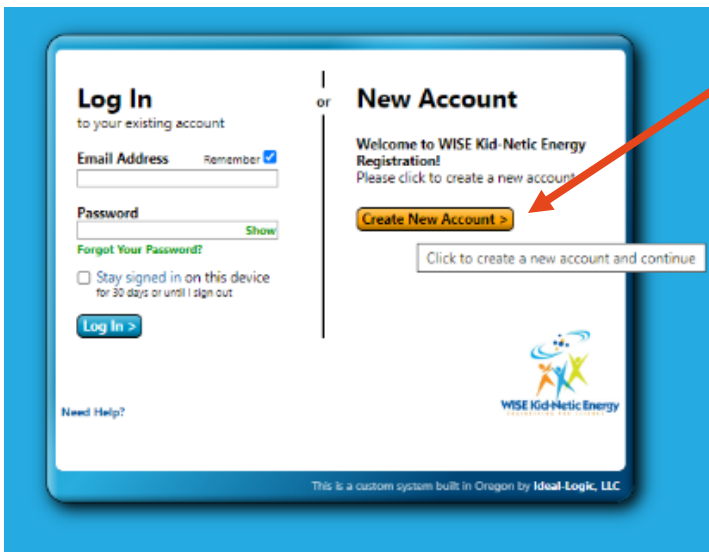
LET'S GET STARTED: OPENING THE REGISTRATION LINK

Please click the **"Click Here to open up Registration Portal"**. This will take you to a separate tab where our **NEW** Events, Clubs & Summer Programming Registration Portal will exist!
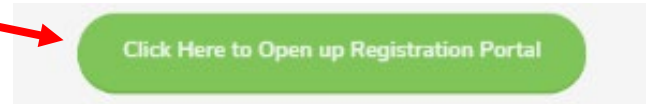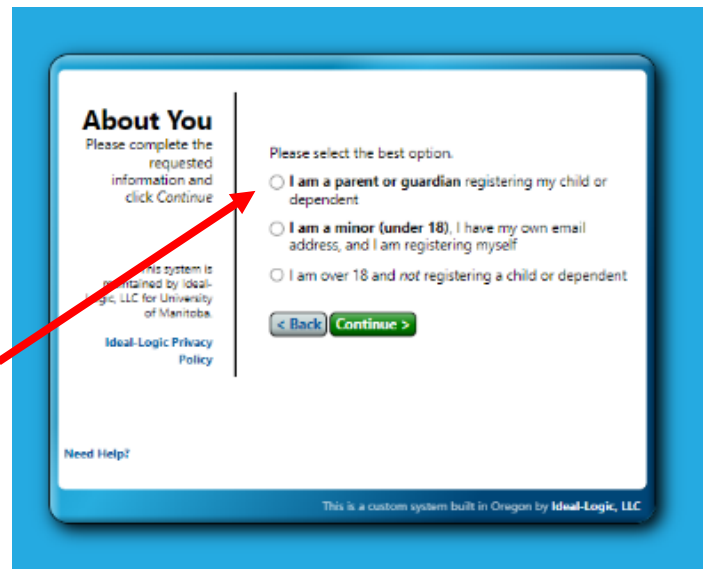

You will be taken to create a **New Account!**

First click the **Create a New Account.** This will lead you to the set up of your account that you will be able to log into any time you're interested in registering for any of our future Events, Clubs or Summer Programming!

Select the one that is applicable to you. We forsee parents/guardians making the accounts. But we understand some youth may access our Portal as well.
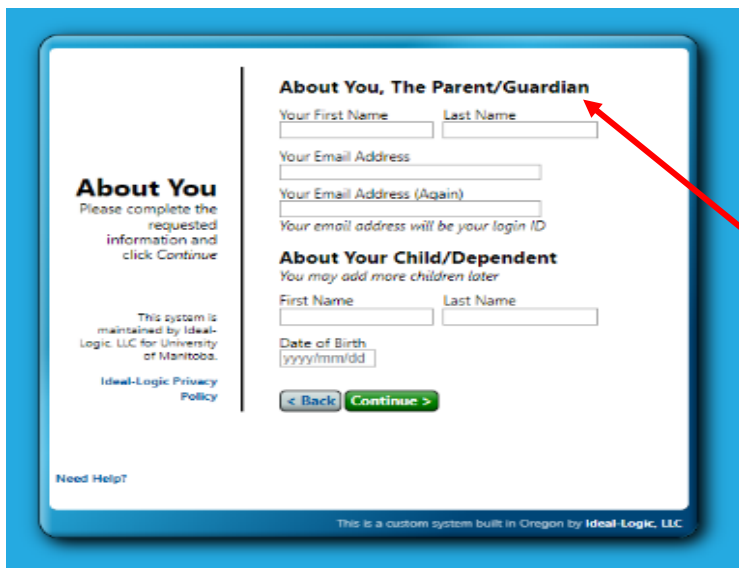
Then, press **Continue.**

You will be asked **Your Name, Contact Information and the information of the Youth/Dependent.**

When you are logging in, you must keep in mind that you are logging in as the person registering the child.

The information you are **filling our here will be incorporated into the Registration form you are creating.**

Once you fillout the text boxes with the necessary information, please click **Continue.**

Then you will have to create a **password**.

To make this secure for you please make the **password 8 characters long and include 1 of each of the following**:

- Upper Case
- Lower case
- Number(s)
- Special Characters for example !@#$%^&*(
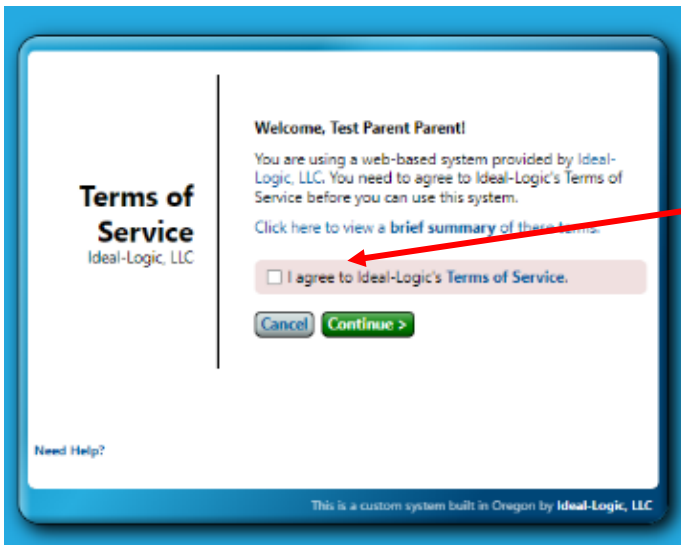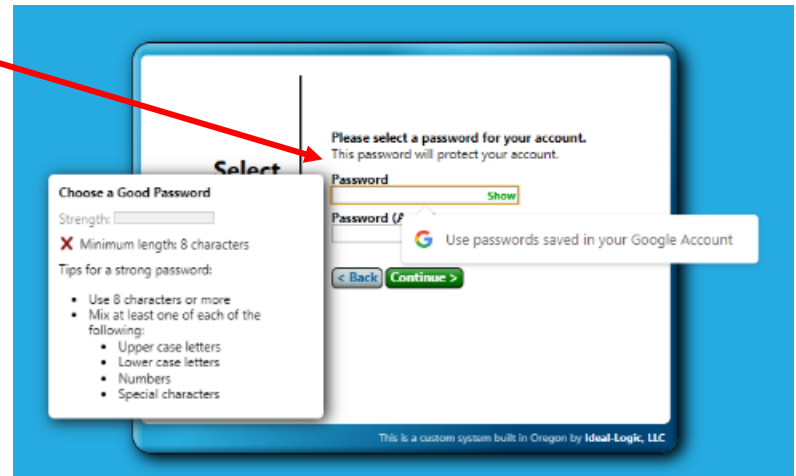
Please feel free to review the **Terms of Services** and click the box by **I agree to Ideal-Logic's Terms of Services.**

Then press **Continue.**

In the age of digital information, we want to make sure our users and registrants experience a Secure Method of Registering.

If there is a case where you forget your password, the two security questions will get you to reset the password.

Once you press Continue, it will take you to the Portal and straight to the Registration form you will be filling out!
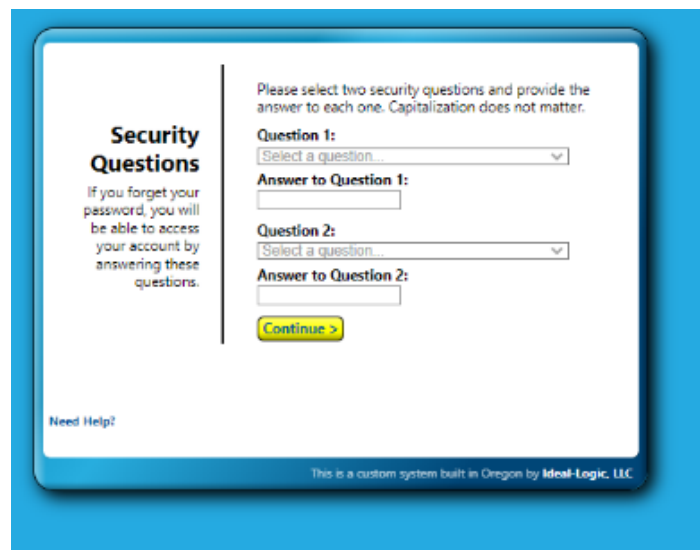
You will only need to create an Account one time! The next time you would like to register you will be just asked for the email address and your password to access the portal!

WE VALUE OUR CLIENTS EXPERIENCE AND FEEDBACK. AS WE ARE MOVING FORWARD WITH THIS NEW SYSTEM, PLEASE PROVIDE US WITH FEEBACK ON HOW YOUR EXPERIENCE WENT. WE COMPLETELY UNDERSTAND THAT THERE ARE A FEW MORE STEPS THAN YOU MAY BE USED TO BUT WE WOULD LIKE TO ENSURE THAT ALL INFORMATION IS CENTRALIZED AND SECURE!

FILLING OUT YOUR FIRST REGISTRATION FORM

This example will pertain to the Robot Fight Club, and it is a test form, so the names indicated say Test Parent and Test Child.

EACH FORM YOU CREATE

PERTAINS TO A SINGLE YOUTH YOU ARE REGISTERING

Select the button that states that this form is being created for **A Child or Dependent of** Test Parent.

And **click the round circle** to indicate that is the child you are registering.

PLEASE NOTE: IF YOU HAVE MULTIPLE CHILDREN, YOU ARE REGISTERING YOU CAN **PRESS + New Dependent**, and this will enable you to change the form to be for your other child.

Select the Gender Identity of the youth.

The form will affirm exactly you are registering for.

Then click **Green Next Button** at the bottom of the form.

The next tab will describe in greater detail the club, event, or summer programming you will be registering your youth for.

Review the details and **click Green Next Button.**

Next Tab is to fill out Participant Information

- **Review Name, age and gender is correct.**
- If the participant has an email address, you may add it, but it is **optional.**
- Select/Type in **Gender Pronouns**
- Select the **Grade**

Grades displayed will pertain to the specific program offered this example form is for Robot Fight Club and this club is for youth in grades 7 to 12.

- **Type in School** the participant attends.
- **T-shirts** are only offered for particular programming; this may not always be an option.

Scroll down for Guardian information, like adding additional Guardians, emergency contact and Drop Off & Pick Up information.

Follow the prompts to **fill in all of the required fields.**

Optional To add an additional Parent/Guardian please **click +Add Another Guardian**

The Next tab, verify YOUR Information. As the Parent and Guardian who is filling out the form, we need to make sure we have the accurate understanding on your relationship to the Participant.

Please click Relationship to Participant, you will have a pop-up list of types of relationships to select 1 from.
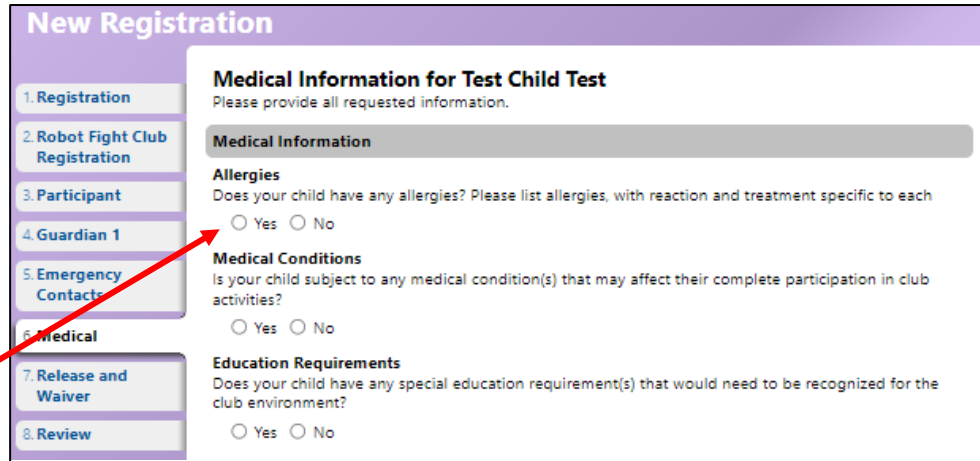
ADD 1 ADDITIONA EMERGENCY CONTACT, IF THERE IS CASE WHERE WE AREN'T ABLE TO REACH YOU!

Click Add a New Contact

Please provide any **additional information regarding any medical information** we should be aware of.

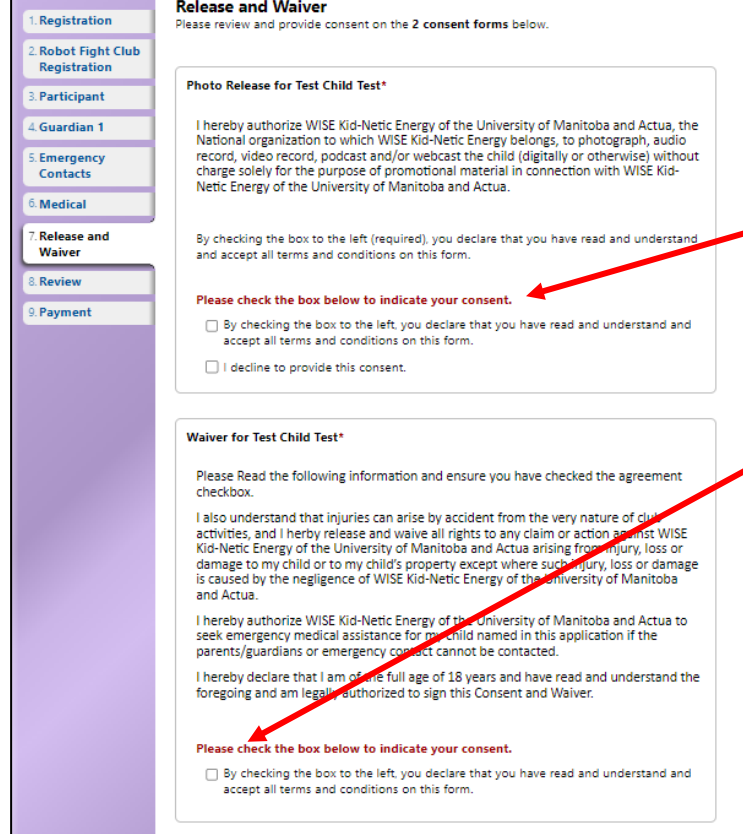When selecting **yes, a text box will appear** to allow for a further explanation.

Please Review the Release & Waiver.

First Section is for Photo Release – **which you can accept or decline**.

Second Section pertains for the Waiver of Consent and checkbox **NEEDS to be checked off, to submit the form**.

Next tab, **review all information** provided.

Final tab to **Select Payment *IF APPLICABLE* and submit.**

THANK YOU FOR SUBMITTING YOUR FIRST FORM! WE SINCERELY APPRECIATE YOUR PATIENCE.