

“HOW TO” GUIDE for TWO-STEP REGISTRATION

We designed the Two-Step Registration process to use for programs that historically fill in minutes to help reduce stress for families during the registration process.

STEP 1:

To obtain a Participant Spot and reserve your place in the program, follow these steps once registration opens.

- Select the number of spots you would like to reserve.
- Enter your name, email, and phone number.
- Click the SUBMIT button.

Tickets	Price	Fee
Participant Spot - PROGRAM NAME (2 remaining) Select the number of participant you want to register in the program. Your spot is not reserved until you click SUBMIT. <small>YOU MAY NOT SAVE SPOTS FOR GIRLS FOR WHOM YOU ARE NOT THE LEGAL PARENT/GUARDIAN. IF YOU VIOLATE THIS FAIRNESS-DRIVEN POLICY, YOUR REGISTRATION(S) WILL BE CANCELED.</small>	\$0.00	\$0.00 <input type="text" value="0"/>
		Total: \$0.00

Total \$0.00

Almost done. Where should we send the confirmation?

Name *

Email *

Phone Number *

SUBMIT

Move quickly! Your spot is reserved when you hit SUBMIT with all the fields complete.

Do not register your neighbor's or your friend's kids. We will cancel the registration if you are not the legal parent/guardian of the participant.

IF THE PROGRAM IS FULL, you will see this message:

Oops...something went wrong!

Do not worry, click OK and claim a waitlist spot.



To claim a waitlist spot, select the number of spots you would like to reserve under “**Join the Waitlist**”.

Hit SUBMIT.

Tickets	Price	Fee	
Participant Spot - PROGRAM NAME Select the number of participant you want to register in the program.			
Your spot is not reserved until you click SUBMIT.	\$0.00	\$0.00	Sold Out
YOU MAY NOT SAVE SPOTS FOR GIRLS FOR WHOM YOU ARE NOT THE LEGAL PARENT/GUARDIAN. IF YOU VIOLATE THIS FAIRNESS-DRIVEN POLICY, YOUR REGISTRATION(S) WILL BE CANCELED.			
Join the Waitlist (15 remaining) THIS PROGRAM IS NOW FULL! Select the number of participant you want to join the waitlist.	\$0.00	\$0.00	0 ↓
Your spot is not reserved until you click SUBMIT.			
			Total: \$0.00

Total \$0.00

Almost done. Where should we send the confirmation?

Name *

Email *

Phone Number *

SUBMIT

Your confirmation email will confirm which type of ticket you acquired during registration:

- Participant Spot
- Waitlist or
- Join the Parent Interest Form.

Confirmation QTSTPGHDNGSLDRQB000C

Ticket

Type Participant Spot - PROGRAM NAME

Confirmation QTSTPGHDNGSLDRQB0011

Ticket

Type Join the Waitlist

Confirmation QTSTPGHDNGSLDRQB0013

Ticket

Type Join the Parent Interest Form

Step 2:

- If you received a **Participant Spot**, you are **not** done!
- We will email you at 9am local time on the following day with the registration website link to fill out within the next 48 hours.
- You must complete your registration within those 48 hours or forfeit your spot(s) to those next on the waitlist.
- If you received a **Waitlist Spot** you will be notified if a spot becomes available.
- If you received a **Join the Parent Interest Form**, we will email you with any future programming options.