Teton Science Schools Step-by-Step Guide To Online Youth or Family Program Registration

This document is designed as a resource only and is not for troubleshooting. If you find your registration experience is significantly different than what is described below, there may be a software bug preventing you from seeing the appropriate steps.

What should I do if I'm having trouble?

Before contacting us, try to:
- use an incognito window (Chrome browser), private browsing (Safari), clear your cookies, or use a different browser.
- go back to the link sent to you by the school and click "Register Now" again.

If you've followed all of the steps exactly as described below and you continue to have issues, please contact us at 307.734.3707. For all other questions, please contact the coordinator at your school/org for assistance.

If you'd like to access registration in Spanish or any other language, use the "translate" button in the upper righthand corner of the registration screen.

It is very important that either parents or legal guardians are completing the registration for their students, as the registration process requires parents to acknowledge legal waivers.

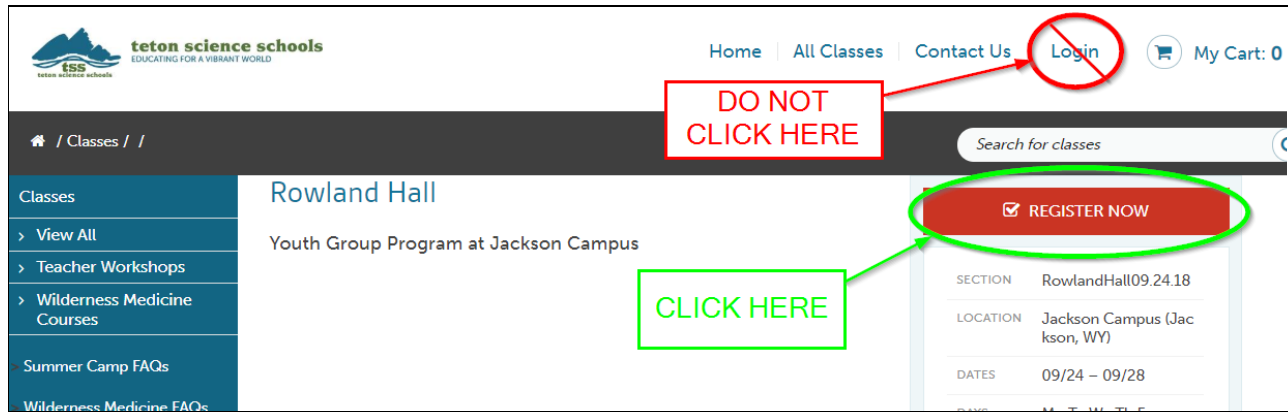**If you prefer, the steps below are also illustrated in this instructional video: https://bit.ly/2RKqaqJ**

1. Click the link provided to you by the lead teacher for your school. It should take you to a screen like this:

2. Click the "REGISTER NOW" button. **DO NOT CLICK THE "Login" BUTTON!**

3. At the next screen, you will either:

    a. Log in using a previously-created log-in (This will only apply to you if you or your child has participated in a program after June 2018, e.g. summer camp or teacher workshop)

    b. Create an account under "New Customers".

If you log in using a previously-created account, you will be taken directly to a screen that asks who you are enrolling. Choose the registrants (or add new ones) and click CONTINUE. If you AND your child are attending (ie. you are a parent chaperone) choose both yourself and your child. You may now proceed to **step 10** of this document.

Registrants

Choose who you are enrolling

☐ Test, Susan

☐ Test, Johnny

⊕ ADD NEW FAMILY MEMBER

CANCEL   CONTINUE

4. If you are creating an account for the first time, you will need to choose whether you are a parent registering your child, or yourself (teacher/chaperone attending solo).

First, please tell us if you are:
1. enrolling in a class yourself (select "I am registering myself").
2. a parent/guardian registering a child or children (select "I am a parent registering my child")

Which describes you best? *

Select   ▼

Select

I am registering myself

I am a parent registering my child

- If your child is the only member of your household attending TSS (i.e. without a parent) choose "I am a parent registering my child".
- If you are the only member of your household attending TSS (e.g. a teacher or chaperone) choose "I am registering myself".
- If you are attending TSS as a parent or chaperone WITH your child, choose "I am a parent registering my child" and you will be prompted to enter information for both you and your child.

Enter your (the parent's) information first, followed by your child's if applicable. If multiple children are attending TSS on this trip, enter them at the bottom of the first screen:

Child's First Name *

Johnny

+ ADD ANOTHER CHILD

5. Enter all medical information for you or your child. Please provide as much detail as you can on any applicable medical questions to avoid follow-up calls from TSS staff requesting more information.

Once you've submitted the medical info, click "NEXT" at the bottom.

nal Info

parent have full custody of the child? *

[▼]

‹ PREVIOUS   NEXT ›

6. Enter emergency contact info for someone OTHER THAN YOUR CHILD'S PARENTS (e.g. a grandparent, family friend, aunt/uncle etc). This will be someone we contact in the event we cannot get a hold of a parent. In case of an emergency, we will always call the parents first (and we already have your contact info from the previous screen).

Emergency Contacts

First Name *
George

Last Name *
Test

Primary Phone *
899879878

Relationship *
grandfather

7. You can skip the "Authorized for Pickup" section as this does not apply to visiting school groups.

Authorized For Pickup

First Name

SKIP THIS

Last Name

8. In the "additional parent" section, enter a parent other than yourself. **Do not put your name here again!** This space is for a second (DIFFERENT) parent of your child. If you are attending as a solo adult, skip this.

Additional Parent/Guardian

First name

Last name

Primary Phone

[Select]

Email

Enter the name of a SECOND parent here (someone different than yourself). eg. if you put your name on the first screen, you can put your spouse's name in this area. Skip this section if it does not apply to your family. Do not enter your name here again!

9. Once all contact and medical information is complete, you will be taken to the "Choose who you are enrolling" screen:

Registrants

Choose who you are enrolling

☐ Test, Susan

☐ Test, Johnny

⊕ ADD NEW FAMILY MEMBER

CANCEL   CONTINUE

Select the relevant participants (remember to choose both yourself and your child if you are also attending as a parent/chaperone) and click "CONTINUE".

SIDE NOTE For some people (we're not sure why) occasionally the system will take you directly to your account page (see screenshot below) instead of the "choose who you are enrolling" window. **If this happens, you will need to click the link in your email again to get back to your school's special registration page.** Click "REGISTER NOW" again, and the "Choose who you are enrolling" window should pop up, since you are already logged in.

This is what it looks like when you are taken straight to your account page without being shown the "Choose who you are enrolling" window. This is a glitch that rarely happens.
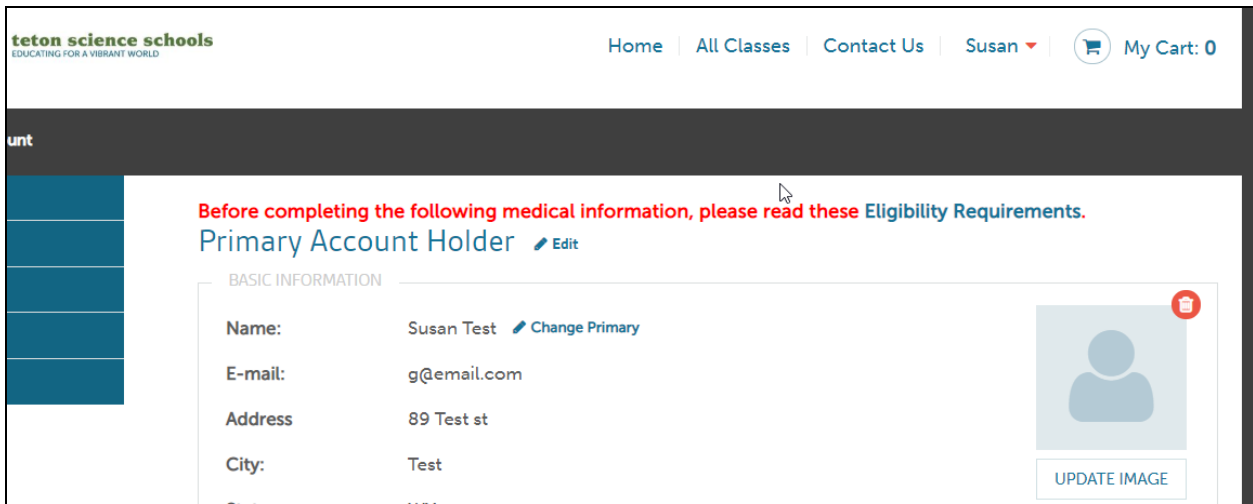
10. Once you've chosen the registrants and clicked "CONTINUE", click "VIEW CART AND CHECK OUT". Don't worry - you will not be charged at any stage in this process.
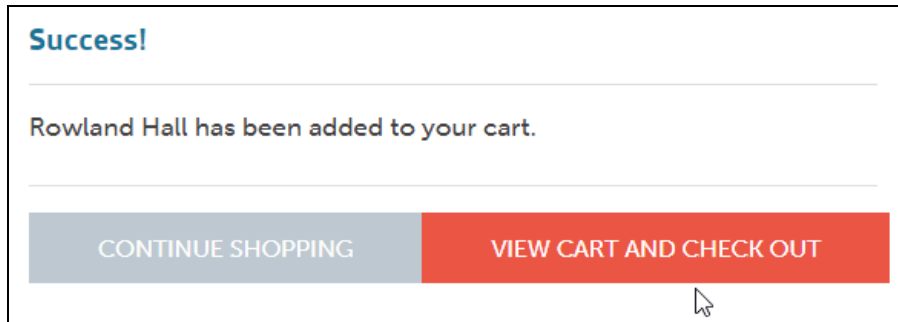
At this point you may be asked to complete additional medical information for yourself or any additional children you added on the "Choose who you are enrolling" window. Please pay attention to the name at the top of the medical form to verify for whom you're entering information.

11. Once you're in the shopping cart, check to make sure the correct people are registered. If you need to delete people added in error to your cart, click the red "x" DELETE button under the group's name.
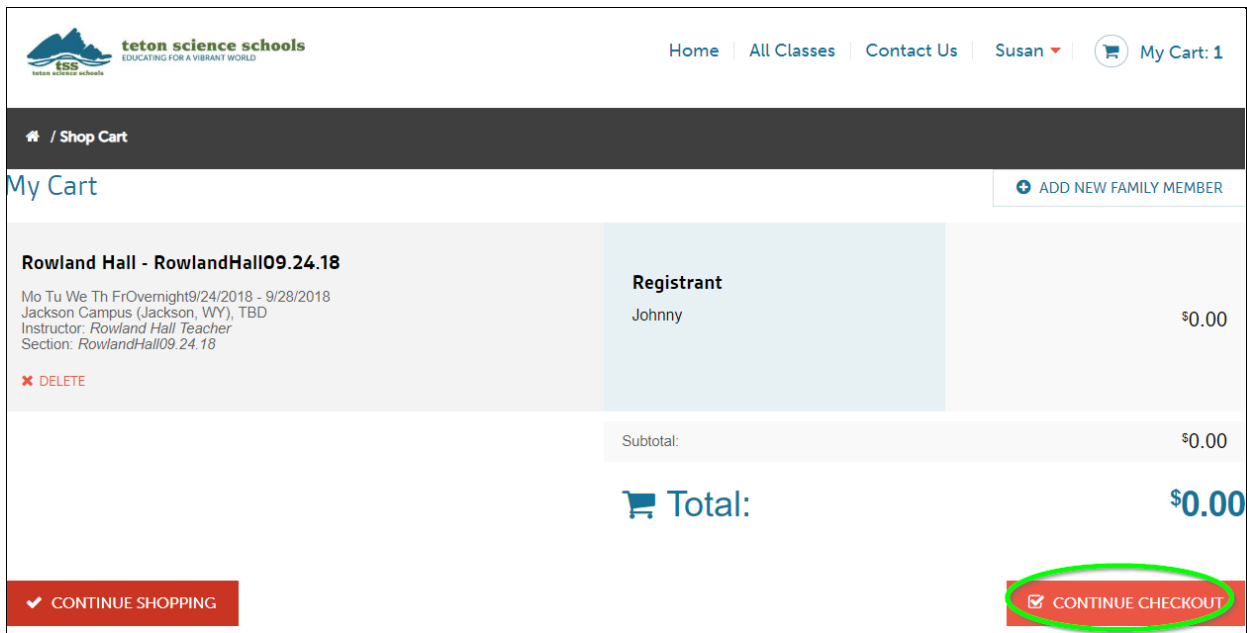
My Cart

Rowland Hall - RowlandHall09.24.18

Mo Tu We Th FrOvernight9/24/2018 - 9/28/2018
Jackson Campus (Jackson, WY), TBD
Instructor: *Rowland Hall Teacher*
Section: *RowlandHall09.24.18*

✖ DELETE

12. Once you're sure the cart looks good, click "CONTINUE CHECKOUT".

13. Read and acknowledge waivers. Click the blue links to be taken to each waiver to read, then come back to this screen to click the checkboxes. Then click "CONTINUE".

14. You'll be taken to this screen next, and you'll know your registration is complete:

Thank you!

A confirmation for this transaction will be emailed to you shortly. You can also print a copy of this page by clicking the Print Confirmation Button.

🖶 PRINT CONFIRMATION

Confirmation

Rowland Hall - RowlandHall09.24.18

Mo Tu We Th FrOvernight9/24/2018 - 9/28/2018
Jackson Campus (Jackson, WY), TBD
Instructor: *Rowland Hall Teacher*
Section: *RowlandHall09.24.18*

$0.00

Subtotal:	$0.00
Total:	$0.00
Paid:	-$0.00
Amount Due:	**$0.00**

You will also receive a confirmation email.

At any time, you can always log in to view your account at https://tetonscience.asapconnected.com/
- Click "Activities" to see what you're registered for.
- You can make edits to your contact or medical information in case you prefer us to communicate with you at a different email address or certain medical conditions change or present themselves prior to the trip.
- You can also see the waivers you signed under "documents".