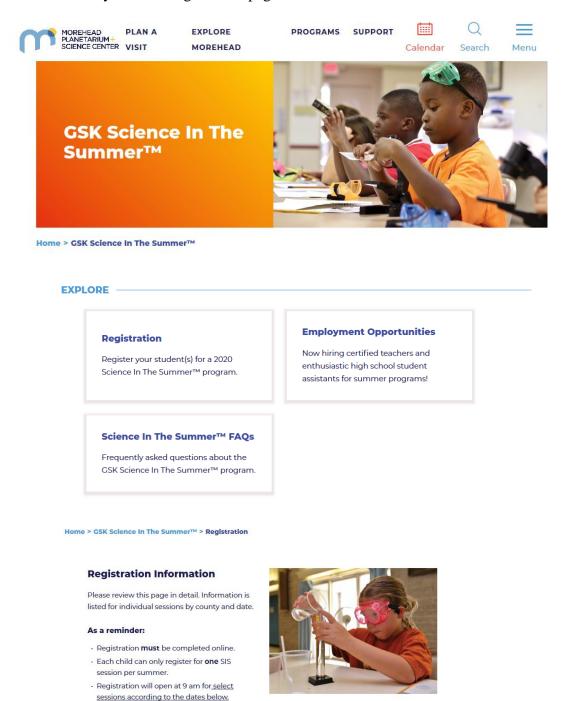
SIS Registration Instructions

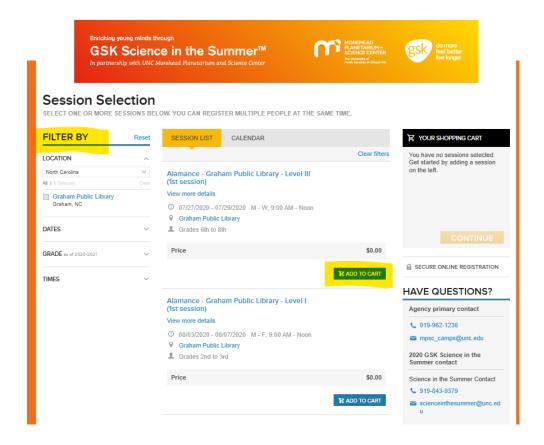
1. Go to moreheadplanetarium.org/sis/. Scroll down and click on the Registration button which will take you to the registration page.



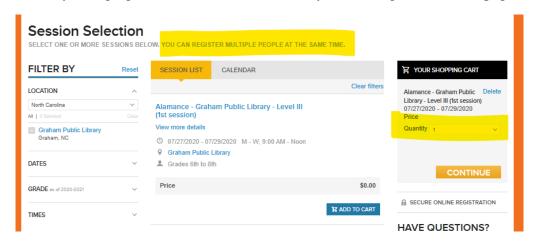
REGISTRATION OPENS IN MARCH

On March 2nd, the "REGISTRATION OPENS IN MARCH" button (circled above) will change to "REGISTER NOW."

2. You will be taken to a page with a list of sessions. On the left side of the page, you will be able to filter sessions by location, date, grade, and time. Once you find your session, click the "ADD TO CART" button.



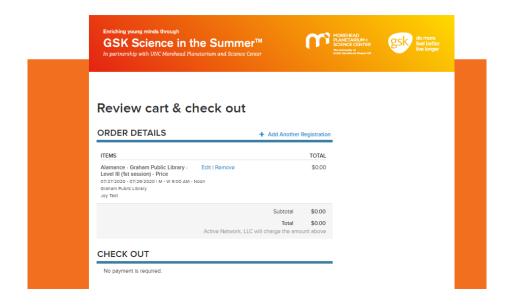
3. You can register more than one child by clicking the "ADD TO CART" button more than once or by changing the number next to "Quantity" on the right side of the page.

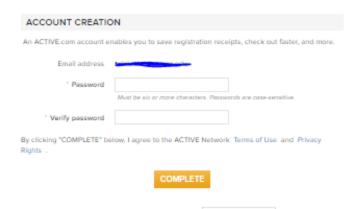


4. After you have selected the appropriate number of spots, click "CONTINUE." Enter the email address that will be associated with your account and click "Next." All communication will be sent to the email address listed on the registration form. Enter the requested information in the fields that follow. Please note that a 15 minute inactivity period will lead to losing your spot(s). Check the box noting that you agree to the "Active Agreement and Waiver" and digitally sign or type your signature. Adding your signature reflects that you agree to the Active Agreement and Waiver only. (The DocuSign Release Form will be sent in a follow-up email after you submit the registration.) Then, click "CONTINUE TO CART."

* Cell phone number		
Home phone number		
Business phone number	Ext.	
* Date of birth	MM/DD/YYYY	
Add Second Parent		
release of liability and certain parties. By ag read and understood	owing walvers and agreements carefully. They include d wahver of legal rights, and deprive you of the ability to sue treeing electronically, you acknowledge that you have both all text presented to you as part of the registration process.	
Digital Signature		
Write your signs	sture ame below, I acknowledge that I have read and agree to all the	
	eements that I have selected above.	
	Clear	
Type your signature		
	CONTINUE TO CART	

- 5. Review your cart, double-checking the time and location of your selected session. If you do not already have an ACTIVE.com account, you will be asked to enter a password that will be associated with your email. **This must be done in order to complete**registration. (See image on next page.)
- 6. After selecting "COMPLETE," a follow-up email will be sent to the email address entered for the primary parent/guardian on the online registration form. If several participants use the same email address to register, they will each receive their own follow-up email. If a participant registers for several sessions, that person will receive only one email summarizing their registrations. The follow-up email will contain your child's DocuSign Release Form (unless the child is added to the waitlist). This form must be signed within 72 hours of registration. (See step 7 for details about the DocuSign Release Form.)





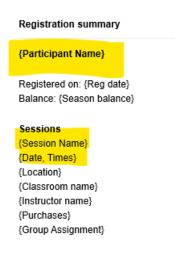
- 7. If your order has been properly submitted, you will be provided with a summary of your order. You will receive a confirmation email after all forms have been reviewed, up to 21 days after submission. Failure to complete forms will result in the cancelation of the registration. SIS staff cannot confirm registration by phone or email inquiry due to the high volume of registrations.
- 8. The follow-up email will be from "GSK Science in the Summer"

 (scienceinthesummer@unc.edu) and will include a link to your child's release form. The subject of the email will be "{Participant}'s Release Form for 2020 GSK Science in the Summer."

9. <u>Please do not sign the release form using a phone.</u> You should use a computer instead to copy and paste the camper's name, session, level, and date of the camp at the top of the form before signing it. The DocuSign Release form will open in a separate tab and you should be able to view the follow-up email and the release form at the same time.

Camper's Name:	
Session and Level:	
Dates:	

In order to be valid, the camper's name (participant's name), session and level, and date of the camp must match the information in the registration form. To reduce error, please copy and paste the information into the DocuSign form. You will find the registration summary on the bottom of your follow-up email.



- 10. After reading the forms, you will sign the document on pages 1 and 3. The child's name will appear in the remainder of the document after you copy and paste it at the top of the form. Select "Finish" at the bottom of the last page to send the completed document.
- 11. If your child is on the waitlist and an opening occurs, you will receive an email that includes the release form after the child is enrolled in a session. You will have 72 hours from the email notification of enrollment to complete the release form. Once a child is confirmed for a session, additional registrations for that child will be removed from all remaining session waitlists.