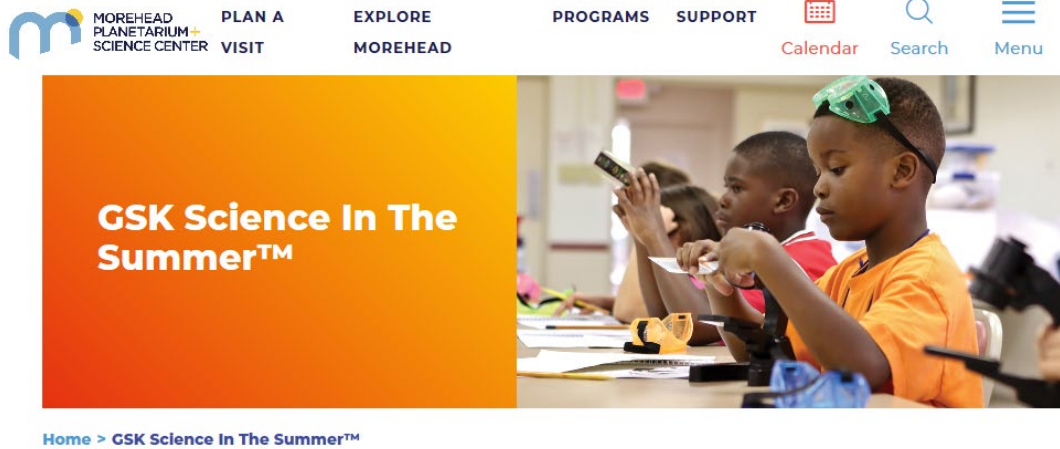


SIS Registration Instructions

1. Go to moreheadplanetarium.org/sis/. Scroll down and click on the Registration button which will provide information about the types of camp sessions to select.



2022 Science in the Summer

REGISTRATION

+	2022 Theme
+	Program Information
+	Contact

On March 7th, the “REGISTRATION” button under “2022 Science in the Summer” will change to “REGISTER NOW.”

- You will be directed 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.

The screenshot displays the 'Session Selection' page. At the top, there is a banner for 'GSK Science in the Summer™' in partnership with UNC Morehead Planetarium and Science Center. The page features a 'FILTER BY' sidebar on the left with categories: LOCATION (North Carolina, Graham Public Library), DATES, GRADE (2020-2021), and TIMES. The main content area shows two session listings for 'Alamance - Graham Public Library - Level III (1st session)' and 'Alamance - Graham Public Library - Level I (1st session)'. Each listing includes dates, times, location, and grade levels, with a price of \$0.00 and an 'ADD TO CART' button. A yellow highlight is placed over the 'ADD TO CART' button for the Level III session. On the right, there is a 'YOUR SHOPPING CART' section showing 'You have no sessions selected.' and a 'CONTINUE' button. Below the cart is a 'HAVE QUESTIONS?' section with contact information for agency and summer contacts.

- 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.

This screenshot shows the same session selection page as above, but with the 'Quantity' dropdown menu for the 'Alamance - Graham Public Library - Level III (1st session)' highlighted in yellow. The dropdown menu is open, showing a 'Quantity' field with a value of '1' and a downward arrow. The 'ADD TO CART' button is now blue, indicating it has been clicked. The 'YOUR SHOPPING CART' section now shows the selected session with a 'Delete' link and a 'CONTINUE' button. The 'HAVE QUESTIONS?' section remains visible at the bottom right.

- 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

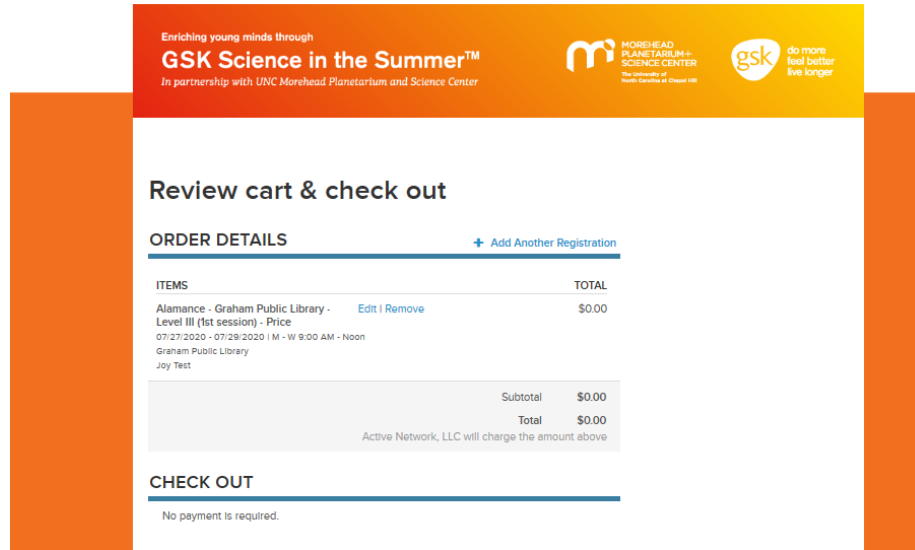
requested information in the fields that follow. Please note that a 15-minute inactivity period will lead to losing your spot(s). **Check the box noting that you agree to the “Active Agreement and Waiver” and digitally sign or type your signature. Adding your signature reflects that you agree to the 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.”

The screenshot shows a registration form with the following sections:

- Contact Information:** Fields for Cell phone number, Home phone number, Business phone number (with an Ext. field), and Date of birth (MM/DD/YYYY).
- Add Second Parent:** A link to add another parent.
- Waivers and Agreements:** A section with a warning: "Please read the following waivers and agreements carefully. They include release of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the registration process." Below this is a checkbox labeled "I agree to the Active Agreement and Waiver".
- Digital Signature:** A section with a radio button selected for "Write your signature". Below it is a text box for the signature and a "Clear" button. There is also an option for "Type your signature" with an unselected radio button.

At the bottom of the form is a yellow button labeled "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.)



ACCOUNT CREATION

An ACTIVE.com account enables you to save registration receipts, check out faster, and more.

Email address

* Password
Must be six or more characters. Passwords are case-sensitive.

* Verify password

By clicking "COMPLETE" below, I agree to the ACTIVE Network [Terms of Use](#) and [Privacy Rights](#).

COMPLETE

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 cancellation 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” (scienceintheshummer@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 2021 GSK Science in the Summer.”

9. **Please do not sign the release form using a phone.** 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.

Registration summary

{Participant Name}

Registered on: {Reg date}

Balance: {Season balance}

Sessions

{Session Name}

{Date, Times}

{Location}

{Classroom name}

{Instructor name}

{Purchases}

{Group Assignment}

10. After reading the forms, you will sign the document. Please review each page since your signature may be required on multiple pages. 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.