



SUMMER 2019 REGISTRATION INSTRUCTIONS

Registration Procedures:

- 1) For each child – have parent/guardian fill out hard copy of the Registration Form for elementary program and the Consents & Waivers page. *[To ensure adherence to site capacity, it might help to number hard copies of registration forms as they are received.]*
 - a. *Our program is designed for students currently in elementary school. This means they will be entering grades 1-6 in the fall of 2019. REMEMBER: Our program is NOT designed for students entering Kindergarten in the fall 2019 or other preschoolers! These students should not be enrolled or put on a waitlist.*
 - 2) **Make certain all portions of the forms are complete.** Especially, communicate to parents/guardians that they must provide workable phone numbers for themselves as well as 2 other emergency contact adults for their child's safety.
 - 3) Give hard copy of the parent information sheet to the parent/guardian.
 - 4) **Mark at the top of the form if the \$20 fee was paid.**
 - 5) After the maximum number is enrolled (North-50, Cumberland-65), further registrations should continue to be collected BUT parents should be told their child is on a waitlist and they will be notified when a spot becomes available AND no money should be collected at this time.
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Using Online Link:

- 6) Use link, ptin.force.com/register, to fill out EACH field for EACH participant using the hard copy of the registration forms. This link is for church use and Project Transformation use only, PLEASE DO NOT MAKE THIS LINK PUBLIC.
 - a. **If the child's registration form indicates they have attended a Project Transformation program before**, they should be looked up as a 'returning participant' using their name and birthdate. This will autofill the online registration fields, so they can just be updated with any new/changed information on the hard copy registration form. **If they have not attended before**, then just click the 'Register' button next to 'New Participant' to fill in all registration fields.
 - b. **The online template should only be filled out for those who are REGISTERED. For waiting list people**, the host church may receive hard copies of the registration and consents & waivers form then organize forms in order of "first come, first serve". Please do not take registration fees for those on the waiting list. Site Coordinators will collect those funds, should space become available during the summer.
- 7) On Friday, May 24th by the close of business, please provide registration fees, plus hard copies of all registration and consents & waivers forms to the PT office/staff.