How to Register for the Summer Symposium

**Step 1:** Create an account. If you are a parent/guardian registering a child in your family, you will want to make an Individual/Family Account. Choose an adult in your family to designate as the primary contact and provide their information. Creating this account will allow you to log back in later, make modifications, and handle your payments.

**Step 2:** Once you have created an account, you will need to add a camper to your account in order to register them for the Summer Symposium. You can do this from the My Account screen by clicking “Add a Camper to my Account.”
**Step 3:** After adding all of your desired campers (adult participants as well as student participants), click “Register for Camp” on the My Account screen. On the next screen, select the name of the person you would like to register.

**Common Tasks**

- Make a Payment >>
- Register for Camp >>
- View my Finances >>
- Add a Camper to my Account >>

**Step 4:** On the Registration Type screen, select “I am registering as an individual.” (Note: if you have received a code from your director to claim a spot that was reserved for you, please follow the “How to Claim a TBA Spot Instructions”)

**Registration Type**

<table>
<thead>
<tr>
<th>I am a group leader &gt;&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>I belong to a group that has already reserved space &gt;&gt;</td>
</tr>
<tr>
<td><strong>I am registering as an individual &gt;&gt;</strong></td>
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</tbody>
</table>

**Step 5:** After confirming the grade level of the registrant, select a session from the list. In this example, the student is going into 11th grade, so she is eligible for High School sessions.
Step 6: Continue to follow the prompts to confirm your contact information, school information, and select specific preferences for your camper’s registration.

Step 7: After making your selections, this registration will be added to your cart. At this time, you can choose to register other campers in your account (the option in purple) or you may proceed to checkout (the option in blue).

Your registration is not yet complete

Your cart contains 1 item(s). To complete the registration process, you must select the ‘Proceed to Checkout’ option below.

Proceed to Checkout >>
Here you will have an opportunity to review all the items in your cart, make changes and enter payment information (if applicable).

Or

Add additional reservations >>
Donations >>

Step 8: Indicate your payment preferences. You may pay by credit card, check, or e-check. We also have the option to set up a payment plan if you choose credit card or e-check payments. Select “Complete Order” to finalize your registration.

Pay all items in full >>

OR

Pay the minimum amount due >>
The remaining balance for these items will be $389.00.

OR

Set up a payment plan or choose a different amount >>

Selecting this option will allow you to set up a payment plan or indicate an amount between the minimum amount due at this time and full payment.

Step 9: You are now finished registering for the Summer Symposium! You can return to your account at any time to view the details of your registrations or to make modifications. Make sure you check your primary email and/or your Message Center for a confirmation email.