How to Reserve To-Be-Announced “TBA” Student Spots

**Step 1:** Make an account. You will need to provide contact information for a person associated with your school who will be the contact point for your TBA registrations.

**Log In**

To access registration and account management features you must first create an account. If you already have an account, you may access it by entering your username and password below.

- **I already have an account**
  - Username: 
  - Password: 

- **I DO NOT have an account**
  - New Account

*Forget your login information?*

**Step 2:** On the My Account page, under the Common Tasks section, select Register for Camp.
Step 3: In the right-hand column, select the adult who will be the point of contact for your school.

Step 4: From the list of options, select “I am a group leader.”

Registration Type

- You have 1 unread messages.

Indicate the description which best describes the type of reservation you are attempting to make.

- I am a group leader >>
- I belong to a group that has already reserved space >>
- I am registering as an individual >>

Step 5: Select your desired session.
**Step 6:** After the instructional page, indicate the number of TBA spaces you wish to reserve.

```
Indicate the number of TBA registrations you would like to make.
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Total spaces to reserve:  
Maximum group size: 25

**Step 7:** To help your students find the correct group, please use the short description box to state your school’s name and state.

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To help your members make the appropriate selection, provide a short name to describe this registration block. This is especially important when multiple registration blocks are used.
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Short Description:  
Music for All High School, IN

**Step 8:** Add a code that you can give to your students to ensure that only your students can claim your school’s TBA spots.

Should your members be required to enter a code to claim a reserved spot:

- Yes
- No

Enter the registration code you wish to use.  
bulldogs2020

**Step 9:** Skip the section that asks for age minimum and maximum by clicking the “Next >>” button. Click the “Next >>” button again to add your reservation block to your cart. *[Note: If you would like to reserve some of your TBAs in a different session (example: Full Week + Leadership vs. Full Week Only), proceed past this page and click “Add Additional Reservations” instead of proceeding to checkout in Step 10.]*
**Step 10:** If you are finished, click Proceed to Checkout to view your TBA reservation in your cart. On the My Cart page, click the plus sign on the left to see the details of your reservation. You will need to provide a $250 deposit for each spot you reserve.

![Proceed to Checkout]

**Step 11:** Continue the checkout process by indicating your payment preferences. Click “Complete Order >>” to finalize your TBA reservation.

**Step 12:** Make a note of your code from Step 8 and distribute it to your selected students when they have been selected to attend. If you need your students to reserve additional nights of housing and/or shuttles, please communicate that with them when the time comes to claim their spots so they can register accordingly.
How to Claim To Be Announced “TBA” Student Spots

Step 1: Make an account if you have not already. Make sure the student who will be claiming the spot is listed as a person on the account.

Log In

To access registration and account management features you must first create an account. If you already have an account, you may access it by entering your username and password below.

I already have an account

Username: 
Password: 

I DO NOT have an account

New Account

Forgot your login information?

Log In

Step 2: On the My Account page, under the Common Tasks section, select Register for Camp.

Common Tasks

Make a Payment >>

Register for Camp >>

View my Finances >>

Add a Person to my Account >>

Step 3: In the right-hand column, select the name of the student who will be claiming the spot. If that student does not appear, click “Add a person to my account.”
Step 4: From the list of options, select “I belong to a group that has already reserved space.”

**Registration Type**

- You have 1 unread messages.

- Indicate the description which best describes the type of reservation you are attempting to make.

  - I am a group leader
  - I belong to a group that has already reserved space
  - I am registering as an individual

Step 5: Input the code that your director set when they reserved the spots.

- Provide your group information

- Input your group registration code: bulldogs2020

Step 6: Select your school from the results page.

- Select your desired item from the list below.

  - [Select]

  - Code: bulldogs2020
  - Session / Dates: 2020 Summer Symposium High School Full Week Registration
  - June 22-27, 2020

  - Age / Grade: Grades 9th - College
  - Cost: $750.00

Step 7: Continue with the registration process to select your preferences!