On-Line Registration – Step by Step Process

Go to www.swwc.org/studentactivities

Select the conference you would like to register for.

Click the "Register Here" link to get started.

Select if you are a school or parent registering.



Conference Name

Date

8:00 a.m. - 2:00 p.m. CST

Southwest Minnesota State University

RA Facility on Mustang Trail

1501 State Street

Marshall MN 56258

Before proceeding, please select one of the two options:

This information is for SWWC Student Enrichment staff only.

Type of Registration *

- School registering attendee(s)
- O Parent/Guardian registering attendee(s)

If you select school, you will see this.

Here is where you enter the contact person information. This is contact information only. The person SWWC staff will send info and questions to. By filling in this information it does not mean you are registered. You must enter all the persons attending in the Registration Section.

Information Section: This is contact information only

Contact Person Name *	First	Last
Job Title *		
District Name/Building *	(Choose One)	•
Work Email *	Required - Work Email Address	
Address *	Street Address	
City, State and ZIP Code *	City	State V ZIP Code
Work Phone		
Work Extension		
Cell Phone *		
Comments		
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If you select parent, you will see this.

Here is where you enter the contact person information. This is contact information only. By filling in this information it does not mean you are registered. You must enter all the persons attending in the Registration Section.

In this section, the parent will register themselves or the adult chaperoning the student/s.

Information Section: This is contact information only

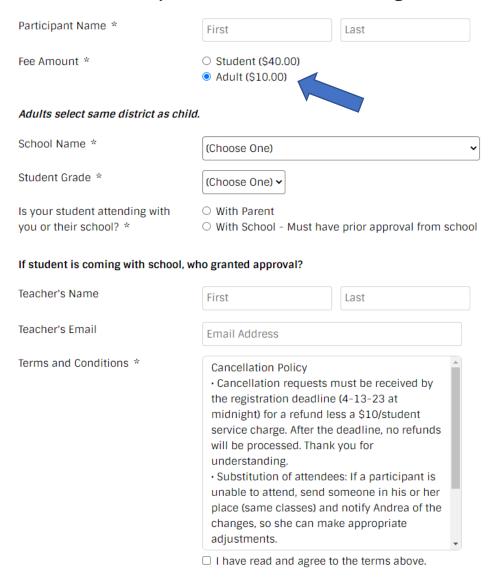
Parent/Guardian Name *	First	Last
Parent/Guardian Email *	Email Address	
Parent/Guardian Cell Phone *		
Address *	Street Address	
City, State and ZIP Code *	City	State v ZIP Code
Comments		

This is the **Registration Section for adults.**

If you are an adult, select Adult and your school district your students attend. For grade, please select Adult.

Registration Section: Who will be joining us?

Enter all adult chaperones and students attending.

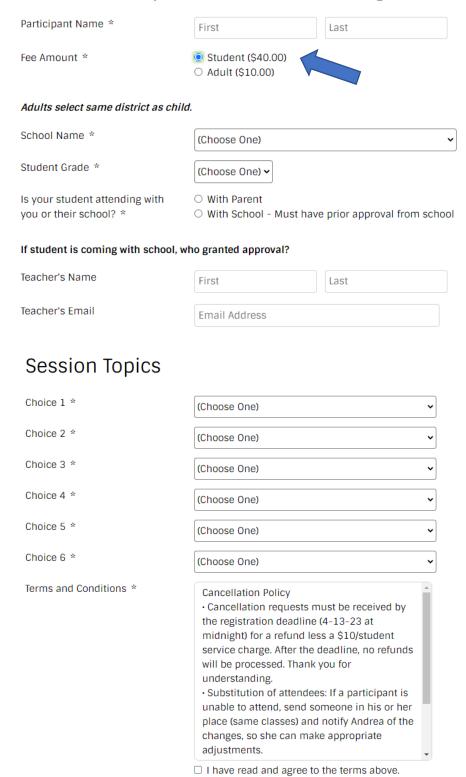


This is the **Registration Section for students.**

If you are a parent expecting your student to attend with their school group, you must get permission from their school/teacher who is bringing a group. Then fill in the teacher's name and email who gave the permission.

Registration Section: Who will be joining us?

Enter all adult chaperones and students attending.



Click this button to "Add Another Registrant" (adult or student).

ADD ANOTHER PERSON (STUDENT OR ADULT)

Payment Information

Parents must pay with Credit Card. Payment goes through WePay.

Schools can also pay with Credit Card if they choose.

Let Andrea know if you need to be billed, prior to registering.

The Contact Person will fill in the Payment Information. Click Register and Pay after adding all participants.

Once you submit payment and decide you need to add another person, you will need to go through the process again.

Payment Information Name on Card * First Last ☐ I am representing an organization Card Number * Card Number Expiration Date * CVV Year Month Address * Street Address City, State and ZIP Code * State ZIP Code City Billing Email for receipt * **Billing Email Address REGISTER AND PAY**