On-Line Registration – Step by Step Process

Go to www.swwc.org/studentactivities
Select the conference you would like to register for under the "Enrichment Programs" list.

Click the "Register Here" link, under the "Registration Section" to get started.

SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE

SWWC

Education & Administrative Resources

Science & Nature Conference

May 13, 2025

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)
                          ◯ Parent/Guardian registering attendee(s)   ⬅ Select one

If you select school, you will see this.

Here is where you will enter the contact person information. This is contact information only. The person SWWC staff can reach in case of questions and who information will be sent to. By completing this section, it does not mean you are registered. You must enter yourself or the adult attending in the Registration Section.

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Type of Registration*   ● School registering attendee(s)
                           ○ Parent/Guardian registering attendee(s)

Information Section

This is contact information only. Please complete this section.

If you select school, you will see this.

Contact Person Name*	First	Last
Job Title*		
District Name/Building*	(Choose One)	
Work Email*	Required – Work Email Address	
Address*	Street Address	
	City	State / ZIP Code
Work Phone		
Work Extension		
Cell Phone*		
Comments		
How did you hear about this event/program?		

Next step, go to "Registration Section" to register yourself, other chaperons and students. Anyone attending must be registered.

This is the **Registration Section when you select adult with a school.**

If you select adult, select the school district your students attend. If your school is not listed, contact SWWC staff to be added to the list. For grade, please select Adult. Don't forget to check the agree to Terms & Conditions box. Then click "Add Another Person" to register the next person. The Special Code, is a code for schools who want to get billed after the event. To get the code, you must contact SWWC staff.

Registration Section

Here you register all adult chaperones and students attending.

Participant Name*	First	Last

Fee Amount*
- ○ Student ($40.00)
- ● Adult ($10.00)

Adults select same district as child.

If your school building isn't listed, let Andrea know and it will be added.

School Name* — (Choose One) ⌄

Student Grade / Adult* — (Choose One) ⌄

If your student is attending with the school, but parent is registering the student; the student will be switched from the parent to the school registration and their final schedule will be sent to the school contact person.

Terms and Conditions*

Cancellation Policy
• Cancellation requests must be received by the registration deadline (4-8-25 at midnight) for a refund less a $10/student service charge. After the deadline, no refunds will be processed. Thank you for understanding.
• Substitution of attendees: If a participant is unable to attend, send someone in his or her place (same classes) and notify Andrea of the changes, so she can make appropriate adjustments.
Photos, Videos, & Media
• By participating in this event, you are giving SWWC permission to use any audio/video recordings and photographs that are taken during the event.

☐ I have read and agree to the terms above.

Registrant Total $10.00

Special Code   [   ]   APPLY

Total $10.00

ADD ANOTHER PERSON (STUDENT OR ADULT)

Registration Section: If you're a school selecting student.

If your school is not listed, contact SWWC staff to be added to the list. Don't forget to check the agree to terms box. Then click "Add Another Person" to register the next person. The Special Code, is a code for schools who want to be billed after the event. To get the code, you must contact SWWC staff.

Registration Section

Here you register all adult chaperones and students attending.

Participant Name*

First	Last

Fee Amount*

- ● Student ($40.00)
- ○ Adult ($10.00)

Adults select same district as child.

If your school building isn't listed, let Andrea know and it will be added.

School Name*

(Choose One) ⌄

Student Grade / Adult*

(Choose One) ⌄

If your student is attending with the school, but parent is registering the student; the student will be switched from the parent to the school registration and their final schedule will be sent to the school contact person.

Session Topics

Sessions are scheduled by grade groups K-2, 3-5, and 6-8

Choice 1*

(Choose One) ⌄

Choice 2*

(Choose One) ⌄

Choice 3*

(Choose One) ⌄

Choice 4*

(Choose One) ⌄

Choice 5*

(Choose One) ⌄

Choice 6*

(Choose One) ⌄

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Registrant Total $40.00

Special Code

[   ] APPLY

Total $40.00

ADD ANOTHER PERSON (STUDENT OR ADULT)

If you select parent, you will see this.

Here is where you will enter the contact person information. This is contact information only. The person SWWC staff can reach in case of questions and who information will be sent to. By completing this section, it does not mean you are registered. You must enter yourself or the adult attending in the Registration Section.

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Type of Registration*   ◯ School registering attendee(s)

⦿ Parent/Guardian registering attendee(s)

Information Section

This is contact information only. Please complete this section.

If you select parent, you will see this.

Parent/Guardian Name*	First	Last
Parent/Guardian Email*	Email Address	
Parent/Guardian Cell Phone*		
Address*	Street Address	
	City	State ⌄ ZIP Code
Comments		
How did you hear about this event/program?		

Next step, go to "Registration Section" to register yourself, other chaperons and students. Anyone attending must be registered.

This is the **Registration Section when you select adult as a parent.**

If you select adult, select the school district your students attend. If your school is not listed, contact SWWC staff to be added to the list. For grade, please select Adult. Don't forget to check the agree to Terms & Conditions box. Then click "Add Another Person" to register the next person. The Special Code is for schools only.

Registration Section

Here you register all adult chaperones and students attending.

Participant Name*

First	Last

If students last name is different than the chaperons last name, please enter chaperons last name here

Fee Amount*

- ◯ Student ($40.00)
- ⦿ Adult ($10.00)

Adults select same district as child.

If your school building isn't listed, let Andrea know and it will be added.

School Name*

(Choose One) ⌄

Student Grade / Adult*

(Choose One) ⌄

Is your student attending with a parent or their school?*

- ◯ With Parent
- ◯ With School - Must have prior approval from school

If your student is attending with the school, but parent is registering the student; the student will be switched from the parent to the school registration and their final schedule will be sent to the school contact person.

If student is coming with school, who granted approval?

Teacher's Name

First	Last

Teacher's Email

Email Address

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Photos, Videos, & Media
· By participating in this event, you are giving SWWC permission to use any audio/video recordings

☐ I have read and agree to the terms above.

Registrant Total	$10.00
Special Code	[ ] APPLY
Total	$10.00

ADD ANOTHER PERSON (STUDENT OR ADULT)

Registration Section: if you're a Parent selecting student.

If your school is not listed, contact SWWC staff to be added to the list. If your student is attending with the school, but registered by the parent, please enter who authorized this and their email and just know the student will be moved to the school registration and their final schedule will be sent to the school contact person.

Don't forget to check the agree to Terms & Conditions box. Then click "Add Another Person" to register the next person. The Special Code, is for schools only.

Registration Section

Here you register all adult chaperones and students attending.

Participant Name*	First	Last
If students last name is different than the chaperons last name, please enter chaperons last name here		

Fee Amount*
- ● Student ($40.00)
- ○ Adult ($10.00)

Adults select same district as child.

If your school building isn't listed, let Andrea know and it will be added.

School Name*	(Choose One) ⌄
Student Grade / Adult*	(Choose One) ⌄

Is your student attending with a parent or their school?*
- ○ With Parent
- ○ With School - Must have prior approval from school

If your student is attending with the school, but parent is registering the student; the student will be switched from the parent to the school registration and their final schedule will be sent to the school contact person.

If student is coming with school, who granted approval?

Teacher's Name	First	Last
Teacher's Email	Email Address	

Session Topics

Sessions are scheduled by grade groups K-2, 3-5, and 6-8

Choice 1*	(Choose One) ⌄
Choice 2*	(Choose One) ⌄
Choice 3*	(Choose One) ⌄
Choice 4*	(Choose One) ⌄
Choice 5*	(Choose One) ⌄
Choice 6*	(Choose One) ⌄

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Registrant Total	$40.00
Special Code	[ ] APPLY
Total	$40.00

ADD ANOTHER PERSON (STUDENT OR ADULT)

Payment Information

Parents must pay with Credit Card at the time of registration. Payments go through WePay.

Schools can pay with Credit Card if they choose.

If your school would like to be billed they must contact SWWC staff for the billing code prior to registering. Code must be entered with each person.

The Contact Person will fill in the Payment Information.

Click Register and Pay after adding all participants.

If you submit payment and decide you need to add more people, you can do that by clicking the Register Here link, entering the contact information, entering the person/s you want to register and payment again.

Payment Information

Billing Email for receipt*	Billing Email Address	
Name on Card*	First	Last

I am representing an organization

| Credit Card* | Card Number | VISA | AMEX | DISCOVER |

| Month | Year | CVV |

| Address* | Street Address | |

| City | State | ZIP Code |

REGISTER AND PAY

By clicking this button, it completes your registration.