Follow these steps to enroll participants in a program, activity, camp or event for minor participants:

- Private Events: Click on the link provided by the camp director for the program, activity, camp or event you would like to register for.
 Events with Open Registration: To see all UT Dallas-sponsored programs, activities, camps and events with open registration follow this link, <u>https://events.circuitree.com/utd/</u>
- 2. Click the "Sign In" button on the top right corner of the screen.



3. Parents or participants 18 years of age or older, should input their email address. If an account has already been set up with that email, the system will prompt the user to input the password associated with the account. If the email is not already in the system, the user will be prompted to setup an account.

	Sign op		
Think you m	ay already have an acc	ount? Go to login	
Your Email • jane.smith@yahoo.com			
First Name *			
Last Name *			
Family Role *			Ŧ
Phone Number *			
Password *		ç	Show
Must be 7 characters long with	CREATE ACCOUNT		
G	CONTINUE WITH GO	OGLE	

4. Once a parent account has been created, the parent will be prompted to select who is being registered for the program, activity, camp or event. Click "Register My Children".



5. Available programs will be displayed. Click on the appropriate session for the participant.

Stu yea	Idents in the program attend Saturday sessions throug ar focused on math instruction, STEM activities, and cc o dates for Saturday coscions for 2020 2021 will be out	hout the academic ollege readiness.
20	20.	eased in July
F	uture Comets Saturday Sessions - 17 Years f Age and Younger (Ages 12 to 17)	\$0 Available
F	uture Comets Saturday Sessions - 18 Years f Age and Older (Ages 18 to 20)	\$0 Available

6. If this is a new account, select "+ New Attendee" or select the attendees name on existing accounts.

	2021 Events		
6/01	Future Comets Saturday Sessions (September 202	20 - May)	~
St ye Th 20	udents in the program attend Saturday sessions through ar focused on math instruction, STEM activities, and coll e dates for Saturday sessions for 2020-2021 will be rele 20.	out the academic lege readiness. ased in July	
	uture Comets Saturday Sessions - 17 Years f Age and Younger (Ages 12 to 17)	\$0 Available	
	- tuture Comets Saturday Sessions - 18 Years of Age and Older (Ages 18 to 20)	\$0 Available	
N	Vho will be attending?		
	+ Now Attendee		

7. All fields with a * require information to be entered. Click "Save" to continue.

year The 2020	focused on math instruction, STEM activities, and co dates for Saturday sessions for 2020-2021 will be re).	ollege readiness. leased in July
of <i>i</i>	Age and Younger (Ages 12 to 17)	\$0 Available
Fut of /	ture Comets Saturday Sessions - 18 Years Age and Older (Ages 18 to 20)	\$0 Available
Wh	o will be attending?	
н	- New Attendee	
FI	irst Name •	
Li S	ast Name • 🔫	
в 0 —	irthday • • • • • • • • • • • • • • • • • • •	
	Male Female	

8. The participant's name will be highlighted in green, parents can enter a sibling at this time if the sibling is participanting in the same event or click "Continue" to continue with the registration.

	2021 Events	
6/01	Future Comets Saturday Sessions (September 20	020 - May)
Stud year The 2020	ents in the program attend Saturday sessions throug focused on math instruction, STEM activities, and co dates for Saturday sessions for 2020-2021 will be rele	hout the academi Ilege readiness. eased in July
Fut of A	ure Comets Saturday Sessions - 17 Years Age and Younger (Ages 12 to 17)	\$0 Available
Fut of A	ure Comets Saturday Sessions - 18 Years Age and Older (Ages 18 to 20)	\$0 Available
Wh	o will be attending?	
~	John Smith	⊘
+	New Attendee	
_		
	CONTINUE	-

9. Parents should enter information about the attendee. Uploading a photo is optional and not a requirement. All fields marked with * are required to be answered. The questions asked vary depending on the program being registered for. Click "Continue" to move to the next section of the registration.

Attendee Info	rmation	
		<u>.</u>
	Upload Photo	Uploading a photo is not required, this is optional.
Course Balleto		
Child		•
D (11)	1-1-	
Preferred Name	JOUU	
Middle Name		
8		
ttendee Email		
smith@yahoo.com		
-		
Please enter the particip	pants street address.	
Please enter the particip 555 Park Ln	pants street address.	
Please enter the particip 155 Park Ln	pants street address.	
ilease enter the particip	pants street address.	
Please enter the particip 555 Park Ln Sity • Dallas	pants street address.	
Please enter the particip 555 Park Ln Sity • Dallas	pants street address.	
Please enter the particip 155 Park Ln ity • Dallas	pants street address.	
Please enter the particip 555 Park Ln lity • Dallas tate • "X	pants street address.	
Please enter the particip 555 Park Ln Dity • Dallas State • FX	pants street address.	
Please enter the particip i55 Park Ln ity • Pallas tate • X	pants street address.	
Please enter the particip 555 Park Ln ity • Dallas tate • "X ip Code • 5555	pants street address.	
Please enter the particip i55 Park Ln ity • Dallas tate • 'X ip Code • 5555	pants street address.	
Please enter the particip i55 Park Ln ity • Dallas tate • 'X ip Code • 5555 Vhat is the name of the	pants street address.	
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Please enter the particip is5 Park Ln ity • Dallas tate • 'X ip Code • 5555 Vhat is the name of the .akeview f applicable, please enfort to this program.	e school the participant attends?	



10. Legal Terms – Please carefully read all of the legal documents in this section. In order to participate in a UT Dallas-sponsored program, a parent/legal guardian (or participant if 18 years of age or older) must agree to all of the terms listed by checking the box at the bottom of the section. Then click "Continue".



11. Parents can elect to add another event for the current participant or a sibling before continuing to the Checkout screen. If there are no other events to be added, click "Continue to Checkout".



12. Registrations for programs that do not have a monetary charge are completed once the checkout screen is displayed.

If a payment is required, the payment can be made with a credit card on the checkout screen. Once payment has been made, the registration is complete.