

Programs for Minors CircuiTree Guide

Participant Registration Guide for CircuiTree

Prior to beginning the official camp registration, you may want to prepare the followings:

1. Type up a word document to include the following information:
 - a. Emergency Contact Information (You need to have two emergency contacts for each child. Siblings may use the same contacts)
 - b. List the names and contact information for the individuals who you have authorized to pick up your child(ren)
2. Have your driver license handy
3. Have your credit card handy

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

1. **Camp Specific:** Click on the link provided below to view the GongFu Panda camp offerings.

Events with Open Registration: To see all UT Dallas sponsored programs, activities, camps and events with open registration, visit <https://events.circuitree.com/utd/>.

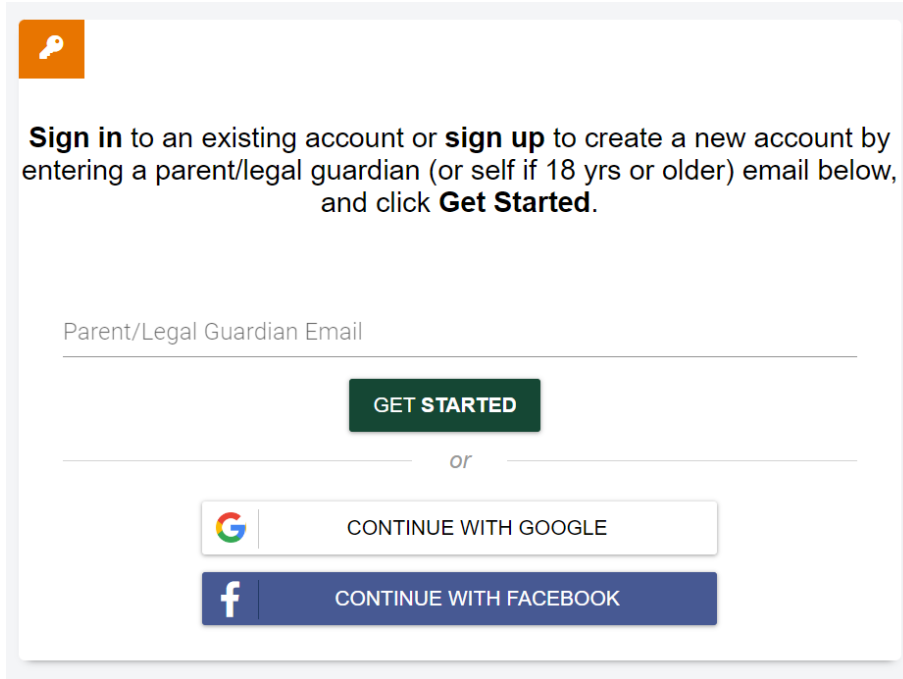
2. Click the “Sign In” button on the top right corner of the screen.



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3. Parents/legal guardians or participants 18 years of age or older should enter 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.



The screenshot shows a login/signup interface. At the top left is an orange square icon with a white keyhole. Below it, the text reads: "Sign in to an existing account or **sign up** to create a new account by entering a parent/legal guardian (or self if 18 yrs or older) email below, and click **Get Started**." Below this text is a text input field labeled "Parent/Legal Guardian Email". Under the input field is a dark green button with the text "GET STARTED" in white. Below the button is a horizontal line with the word "or" in the center. Below the line are two buttons: the first is white with a Google "G" logo and the text "CONTINUE WITH GOOGLE"; the second is dark blue with a white Facebook "f" logo and the text "CONTINUE WITH FACEBOOK".

4. Once a parent account has been created, the parent/legal guardian will be prompted to select who is being registered for the program, activity, camp or event. Click "Register Minor Participant(s)."



The screenshot shows a registration selection screen. At the top, the text reads: "Who are you registering?". Below this text are two paragraphs: "Participants under the age of 18 are required to have a parent/legal guardian create a parent account and complete the registration forms. A parent or legal guardian must agree to legal terms in order for a minor to participate." and "Participants who are 18 yrs of age and older are required to complete the registration themselves and agree to legal terms." Below the paragraphs are two buttons. The first button is light gray and contains a black icon of a person with arms raised, followed by the text "REGISTER MINOR PARTICIPANT(S)". The second button is light gray and contains a black icon of a person's head and shoulders, followed by the text "REGISTER MYSELF (18 AND OLDER)".

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5. Available programs will be displayed. (To search for Gong Fu Panda Camp, go to “Location” on the left side of the screen, put your mouse over “Location”, Gong Fu Panda Camp will show up). Click on the appropriate session for the participant.

UT DALLAS

RESET

Begin Date End Date

6/10 Gong Fu Panda Chinese Language and Cultural Summer Camp - Week 1

6/17 Gong Fu Panda Chinese Language and Cultural Summer Camp - Week 2

6/24 Gong Fu Panda Chinese Language and Cultural Summer Camp - Week 3

Chess
Computer Science
Debate
Youth Soccer Camp and Men's Soccer
✓ GongFu Panda Camp and Asian Studies
Basketball Shooting Camp and Men's Basketball

SHOW 3 EVENTS

6. If registering a new participant, select “+ New Attendee” or select the attendee’s name for a returning participant.

UT DALLAS

RESET

Begin Date End Date

Age 5 18

Location GongFu Panda Camp and Asian Studies

SHOW 3 EVENTS

2024 Camps

6/10 Gong Fu Panda Chinese Language and Cultural Summer Camp - Week 1

Gong Fu Panda Chinese Language and Cultural Summer Camp Week 1- Class A (Ages 5 to 7) \$350 Available

Who will be attending?

✓ Lily Do

+ New Attendee

First Name *

Last Name *

Birthday *

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7. All fields with an * require information to be entered. Click “Save” to continue.

Week 1

GongFu Panda Chinese Language and Cultural Summer Camp Week 1- Class A (Ages 5 to 8)

\$350
Available

Who will be attending?

+ New Attendee

First Name *

John

Last Name *

Smith

Birthday *

01/01/2017

☒ Male

☐ Female

CANCEL

SAVE

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8. The participant's name will be highlighted in green. Parents may enter a sibling at this time if one is participating in the same event, or click "Continue" to proceed with registration.

Week 1

GongFu Panda Chinese Language and Cultural Summer Camp Week 1- Class A (Ages 5 to 8)

\$350
Available

Who will be attending?

▼ John Smith ✓

+ New Attendee

GongFu Panda Chinese Language and Cultural Summer Camp Week 1- Class B (Ages 9 to 11)

\$350
Available

GongFu Panda Chinese Language and Cultural Summer Camp Week 1- Class C (Ages 12 to 15)

\$350
Available


CONTINUE

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9. Parents should enter information about the attendee. Uploading a photo is optional and not a requirement. All fields marked with an * are required. Questions vary depending on the program. Click “Continue” to move to the next section.

1

Attendee Information



Upload Photo

Family Role *

Child

Preferred Name

Middle Name

Attendee Email

Please enter the participant's street address.

Answer *

City *

10. Legal Terms: Please carefully read all 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 by checking the box at the bottom of the section. Next, click “Continue.”

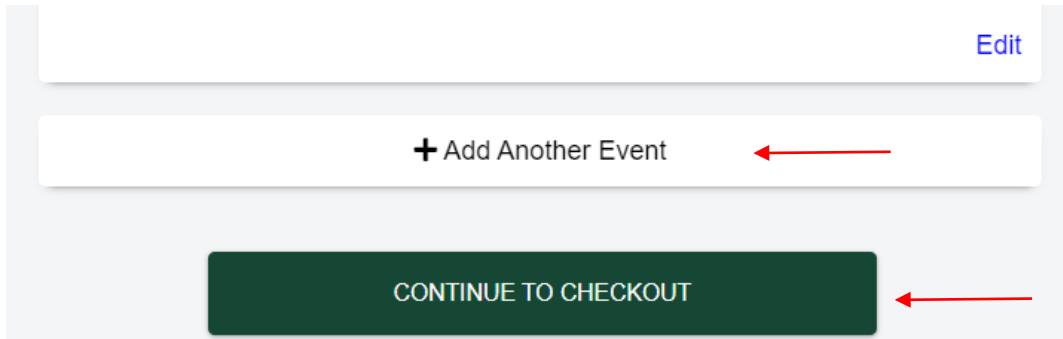
☒

I have read and agree to the above Terms and Conditions

CONTINUE

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11. Another event for the current participant or a sibling can be added by clicking “+ Add Another Event”. If there are no other events to be added, click “Continue to Checkout.”



The screenshot displays a checkout interface. At the top, there is a white rectangular box with a blue "Edit" link in the upper right corner. Below this box is a white button with a black plus icon and the text "+ Add Another Event". A red arrow points to this button from the right. At the bottom of the interface is a dark green button with the white text "CONTINUE TO CHECKOUT". A red arrow points to this button from the right.

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