

Director Instructions

1. Navigate to <https://events.circuitree.com/UTA/>
2. Click Start Registering

START REGISTERING

3. Choose "Register My Group"

Who are you registering?



REGISTER
MY CHILDREN



REGISTER
MY GROUP



REGISTER
MYSELF (18 AND UP)

SIGN IN FOR QUICKER ACCESS

- Choose UTA Marching Band Camp and either Resident or Commuter and the quantity. You can mix/match residents and commuters.

6/19 UTA Marching Band Camp ^

Marching Band Camp

For Drum Majors, Leadership and Colorguard
This 5-day camp is designed to strengthen the abilities of beginner, intermediate, and advanced students, while providing a variety of experiences in fundamentals, leadership, and performance. For students going into grades 9-12 in Fall, 2022. Colorguard students in middle school will also be accepted. **There is a 100.00 non refundable deposit and there will be no refunds after June 1, 2022** For more information or additional questions please contact the UTA Music office at 817-272-3471 or email summerbandcamps@uta.edu

UTA Marching Band Camp (Resident) (Ages 12 to 18)	\$410 Available
How many will be attending?	
<input type="button" value="-"/> <input type="text" value="0"/> <input type="button" value="+"/>	
CANCEL <input type="button" value="ADD"/>	
UTA Marching Band Camp (Commuter) (Ages 12 to 18)	\$250 Available

- Click Continue

CONTINUE

6. Create an account and click Get Started

 Sign In or Sign Up

Your Email 

GET STARTED

7. Create a New Group and select Public School

Group Selection

Select the group that will be attending the event.

+ Create New Group 

Group Name * 
UTA Marching Band

Group Type *
Public School 

8. Click Continue

CONTINUE

9. You can choose to Pay Now with a CC or use the promo code **paybycheckMB2023** if you are paying by school check. This will bring your balance to \$0 so you can complete the registration.



Summary

UTA Marching Band

UTA Marching Band Camp - (Resident) 5 @ \$410.00 \$2,050.00

Total \$2,050.00

Balance due on 6/19/2022 \$2,050.00

Promo Code



APPLY



Payment Amount

Due Now

\$0.00



Full Amount

\$2,050.00

Other Amount

+ Add Payment Method



Card Number *



Please enter a card number

Security Code *



CSV is required.

Expiration Date (mm/yy) *

Expiration Date is required.

Account Holder Name *



Country *

United States



Address Line 1 *



Address is required

Address Line 2



City *



City is required

State *



State is required

Zip Code *



CONTINUE

10. You will see your transaction summary and then you can click "Take Me to My Roster". You should also receive an email from Registration - no reply utarlington@circuitree.com. If you do not, please check your spam!



Below is a summary of this transaction.

UTA Marching Band Camp - (Resident)	5 @ \$410.00	\$2,050.00
Total		\$2,050.00
Payments		\$0.00
Balance due on 6/19/2022		\$2,050.00

TAKE ME TO MY ROSTER

12. Click the "Share Button" with the arrow (**Not the Invite Attendee button**).

 **UTA Marching Band**
6/19/2022 - 6/23/2022
Public Private  Share
Type here to narrow the list of attendees

UTA Marching Band Camp
6/19/2022 - 6/23/2022

(Resident)	Active	5
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You are not quite finished. There are 5 spots waiting to be claimed

[+ INVITE ATTENDEE](#)

13. Send this link to your students' parent/guardian. The Parent or Guardian **MUST** be the one to create a Circuitree account and register their student. Since students are typically under 18 years of age, they cannot legally sign the medical form, etc. that must be in place for a student to attend camp.

14. They will select the event. And click Register.

UTA Marching Band

Upload Group Photo

Select from the available events below

^UTA Marching Band Camp
6/19/2022 - 6/23/2022

(Resident) Register

15. The parent/guardian will then create an account and fill out all the necessary paperwork.