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

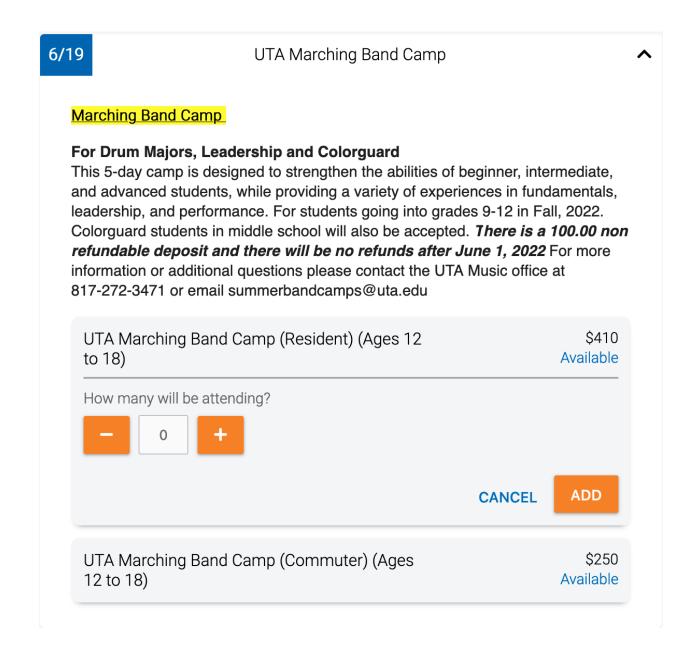
MY GROUP

REGISTER

MY SELF (18 AND UP)

SIGN IN FOR QUICKER ACCESS

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



5. Click Continue



6. Create an account and click Get Started

Sign In or Sign Up	
Your Email	B
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	\checkmark
Group Name * UTA Marching Band	Ð
Group Type * Public School	

8. Click 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.

	Band Ca	mp - (Resident)	5 @ \$410.00	\$2,050.00 🔇
			Total	\$2,050.00
		Balance due or	n 6/19/2022	\$2,050.00
Promo Code Payment /	li	APPLY		
r dyffient,	arriouri			\$0.00 🔗
Due Now				Ş0.00 V

+ Add Payment Method

\bigcirc

Card Number * Please enter a card number þ Security Code * CSV is required. Expiration Date (mm/yy) * Expiration Date is required. þ Account Holder Name * Country * United States þ Address Line 1 * Address is required þ Address Line 2 þ City * City is required State * State is required þ Zip Code * CONTINUE

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

✓ Spots S	aved!	
Below is a summary o	f this transaction.	
UTA Marching Band Camp - (Resident)	5 @ \$410.00	\$2,050.00
	Total	\$2,050.00
	Payments	\$0.00
Balance due or	ז 6/19/2022	\$2,050.00

TAKE ME TO MY ROSTER

UTA Mar	ching Band	
	6/19/2022 - 6/23/2022	
	Public Private Share	
Type here to r	narrow the list of attendees	
UTA Marching 6/19/2022 - 6,	g Band Camp	
0/ 19/ ZUZZ - 0,	1/ Z3/ ZUZZ	
(Resident)	Act	ive 5
(Resident)		

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.

	UTA Marching Band	
Upload Group Photo		
	Select from the available events below	
◆UTA Marchin 6/19/2022 - 6	ng Band Camp 5/23/2022	
(Resident)		Register

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