

## 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

4. 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

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**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](mailto:summerbandcamps@uta.edu)

UTA Marching Band Camp (Resident) (Ages 12 to 18)

\$410  
Available

How many will be attending?

-

0

+

CANCEL

ADD


UTA Marching Band Camp (Commuter) (Ages 12 to 18)

\$250  
Available

5. Click Continue

CONTINUE

6. Create an account and click Get Started

 Sign In or Sign Up

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	
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Total	\$2,050.00
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Balance due on 6/19/2022	\$2,050.00
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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](mailto:utarlington@circuitree.com). If you do not, please check your spam!




## Spots Saved!

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)Active5

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.