



REGISTRATION CHECKLIST

- **DETERMINE** who will attend Super Summer with the group
NOTE: Keep the **Team Leader Requirement** (1 Team Leader per 7 Students per session) in mind when determining who to invite! Student registrations will not be processed without meeting the Team Leader Requirement.
- **COLLECT** adult attendee (18 and over) and parent/guardian (minors) **email addresses**
NOTE: Personal email addresses work best with the registration system. Try to avoid obtaining work-related email addresses as they often block the registration emails!
- **REQUEST** financial account information
 - All registrations must be paid for in full at the time of registration using an electronic check.
 - Have the following information handy: account type (checking/savings), bank name, routing number, account number, billing name, and billing address.
- **CREATE** an account (supersummer.com > Registration Login)
NOTE: When creating a new registration group please use the name of the church/organization and city instead of the name of a Youth Ministry. This is helpful during onsite check-in!
 - ✓ FBC McKinney
 - x Youth-Quake
- **LOGIN** to **SELECT** and purchase the registrations for the group
Attendees with discount codes (Students/Spouses of Executive Staff, SS Global participants, etc.) must be registered in a separate transaction from those without discount codes. Register non-discount holders first, pay for the registrations and then go through the registration process again for each attendee with a separate discount code. All the registrations (both discount and non-discount) will be combined on the same itinerary for easy management.
- **SEND REQUEST CODES** to attendees in the group
 1. Navigate to the **Group Roster** (View and Manage Registrations > Manage Roster) and select “**invite**” next to the appropriate registration.
 2. Select **Send Request Code**.
 3. Enter the following information and click **Send Request**.
 - **Email Address** - Enter the email address of the **parent/guardian** (minors) OR the **attendee** (18 and older).
 - **Attendee Name** - The name of the person attending the Event.
 - **Attendee Status** - Choose either Minor (under 18) or Adult.
 - **Guardian Name** - Only required when Minor is selected.



REGISTRATION CHECKLIST

4. An automated invitation email will go to the requested individual and the request will be added to the Group Roster.

● NOTIFY PARENTS/GUARDIANS of attendees under the age of 18

- . Parents/Guardians will receive an automated email with instructions to accept the registration invitation and complete the **additional questions, health form, and terms and conditions** for their attendee's registration within two weeks of the initial invitation and no later than the session-specific registration deadline.
- . Use the Re-Send Request Code function to send the Request Code email again.
- . If a parent/guardian (minors) or attendee (18 or over) does not receive the initial invitation, double check the accuracy of the email address provided. If the email address requires changes, select "Remove Attendee" and then proceed to re-invite the attendee using the correct email address.

● NOTIFY ATTENDEES 18 years and older

Attendees 18 years and older will receive an email with instructions to accept the registration invitation/request and to complete the following:

- . **Additional Questions**
- . **Health Forms**
- . **Terms and Conditions**
- . MinistrySafe: **Sexual Abuse Awareness Training** (attendee will receive email from MinistrySafe)
- . MinistrySafe: **Background Questionnaire** (19 years and older ONLY - attendee will receive email from MinistrySafe)
- . **Reference Forms** (Purple School and Team Leaders ONLY - accessible through supersummer.com > Volunteer Staff Login)

Group leaders are responsible for ensuring that all attendee additional questions, health forms, and terms and conditions are complete by the session-specific registration deadline.



REGISTRATION **GENERAL INFORMATION**

NEW this year! Registration closes two weeks prior to each event in order to ensure that Background Checks and Sexual Abuse Awareness Training are completed in a timely manner.

Session 1: **East Texas Baptist University** and Session 2: **Hardin-Simmons University**:
Registration Deadline – Sunday, May 27, 2018

Session 3: **University of Mary Hardin-Baylor** and Session 4: **Dallas Baptist University**:
Registration Deadline – Sunday, June 3, 2018

Session 5: **Howard Payne University**:
Registration Deadline – Sunday, June 10, 2018

Session 6: **Hardin-Simmons University**:
Registration Deadline – Sunday, June 24, 2018

ACCOUNT MANAGEMENT

- Manage Roster
 - View list of attendees in your group
 - View/Print Registration Information Status
 - View/Print list of Medical Forms
 - Send Request Codes
- View Statement
 - View/Print financial statement for your records

CANCELLATION/TRANSFER POLICY

A **cancellation** occurs when an attendee can no longer attend and no other attendees from the same group are available to take over the registration. A **transfer** occurs when one attendee cancels and a new attendee is able to take the cancelled attendee's registration. All cancellations/registration transfers must be reported to the Super Summer Registration Office at 214-828-5121.

Cancellations are NON-REFUNDABLE, except in the case of death in the immediate family or illness of an attendee with written notice from his/her doctor indicating he/she should not attend. Refund requests must be submitted in writing to info@supersummer.com. Refunds will be issued at the end of the event season.



REGISTRATION **GENERAL INFORMATION**

DISCOUNT CODES

Discount Codes are given to those attendees who are children/spouses of Super Summer Executive Staff and to those attendees who are participating in the 2018 Super Summer Global trip to Munich. Discount Codes can be obtained directly from the attendees and should be applied at the time of registration.

Important: Attendees with discount codes must be registered in a **separate transaction** from those without discount codes. **Register non-discount holders first.** pay for the registrations and then go through the registration process again for each attendee with a separate discount code. All the registrations (both discount and non discount) will be combined on the same itinerary for easy management.

PAYMENT METHOD

All registrations must be paid for in full at the time of registration using an **electronic check**.

Have the following information handy when you register attendees:

- . Account type (checking/savings)
- . Bank Name
- . Routing #
- . Account #
- . Billing Name
- . Billing Address

TEAM LEADER REQUIREMENT

Super Summer requires 1 Team Leader per 7 Students per session. It is the responsibility of the group to recruit and register qualified Team Leaders.



REGISTRATION 18 YEARS AND OLDER

ADDITIONAL INFORMATION FOR ATTENDEES 18 years and older

- **MinistrySafe: Sexual Abuse Awareness Training** (attendee will receive email from MinistrySafe)

Upon receipt of the completed registration components and reference forms, attendees will receive an email from MinistrySafe (Super Summer in subject) that contains a link to the MinistrySafe Sexual Abuse Awareness Training videos and quiz. The training videos total about 2 hours and the quiz takes about 15 minutes to complete. Sexual Abuse Awareness Training certificates are valid for two years.

- **MinistrySafe: Background Questionnaire** (19 years and older ONLY - attendee will receive email from MinistrySafe)

Upon receipt of the completed registration components and reference forms, attendees will receive an email from automation@instascreen.net that contains a link to a criminal background check questionnaire. Background checks are run annually.

- Attendees should add automation@instascreen.net to their email safe list so that the email does not go to spam/junk folders.
- The background questionnaire link is only active for 14 days. Questionnaires must be completed within the given timeframe.
- Attendees should be prepared to provide their full name, address, and social security number through the secure, encrypted site. All of the information provided will only be used for the purpose of conducting a background check.
- Though attendees will be required to acknowledge their rights protected by the Fair Credit Reporting Act (FCRA), their credit report is NOT accessed. The FCRA notice and acknowledgement only serves to provide attendees with information on their legal rights as a consumer: the right to privacy and security of their background check results and any possible adverse actions.



REGISTRATION 18 YEARS AND OLDER

- **Reference Forms** (Purple School and Team Leaders ONLY) - accessible through supersummer.com > Volunteer Staff Login)

PURPLE SCHOOL - One reference from each of the following people is required.

- Pastor
- Youth Minister
- Sunday School/Small Group Leader

TEAM LEADERS - One reference from each of the following people is required. One of the references should be a person of the opposite sex.

- Personal
- Professional (familiar with attendees's quality of work)
- Family member

TEAM LEADER ASSIGNMENTS

Team Leader assignments will be released via email 1 to 2 weeks prior to each session. Assignments are given when **all** registration components are completed: **Additional Questions, Health Form, Terms and Conditions, MinistrySafe: Sexual Abuse Awareness Training, MinistrySafe: Background Questionnaire** (with results), and **Reference Forms**.

TEAM LEADER TRAINING WEEKEND

Team Leader Training Weekend is required for **all** Team Leaders. Check-in is 3:00 PM - 4:00 PM on the Saturday of each training weekend.

Session 1: **East Texas Baptist University** | Saturday, June 9 – Monday, June 11, 2018

Session 2: **Hardin-Simmons University** | Saturday, June 9 – Monday, June 11, 2018

Session 3: **University of Mary Hardin-Baylor** | Saturday, June 16 – Monday, June 18, 2018

Session 4: **Dallas Baptist University** | Saturday, June 16 – Monday, June 18, 2018

Session 5: **Howard Payne University** | Saturday, June 23 – Monday, June 25, 2018

Session 6: **Hardin-Simmons University** | Saturday, July 7 – Monday, July 9, 2018