



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 older) 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) or log in to an existing account
NOTE: When creating a new registration group please use the name of the church/organization and city instead of the name of a Student 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 (Children/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 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.

TROUBLESHOOTING request code emails

If a parent/guardian (minors) or attendee (18 or over) does not receive the initial request code email, double check the accuracy of the email address provided and then take one of the following steps:

1. If the email provided is correct > select **Re-Send Request Code** to send the Request Code email again.
2. If the email address provided is incorrect > select **Remove Attendee** and then proceed to re-invite the attendee using the correct email address.
3. If you've made it to this step, email **registration@supersummer.com** for help!

● 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 to 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.

● NOTIFY ATTENDEES 18 years and older

Attendees 18 years and older will receive an automated email with instructions to accept the registration invitation and to complete the **additional questions, health form, and terms and conditions** for their registration within two weeks of the initial invitation and no later than the session-specific registration deadline.

Additionally, a manual email(s) will be sent with instructions to complete the following items:

- MinistrySafe: **Sexual Abuse Awareness Training** (attendee will receive email from MinistrySafe - manual process)
- MinistrySafe: **Background Questionnaire** (19 years and older ONLY - attendee will receive email from MinistrySafe - manual process)
- **Reference Forms** (Purple School and Team Leaders ONLY - accessible through supersummer.com > Volunteer Staff Login > Apply Now > **2019 Purple School** or **2019 Team Leader**)

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**

IMPORTANT DEADLINES

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 – Monday, May 27, 2019

Session 3: **University of Mary Hardin-Baylor** and Session 4: **Dallas Baptist University**:

Registration Deadline – Monday, June 3, 2019

Session 5: **Howard Payne University**:

Registration Deadline – Monday, June 10, 2019

Session 6: **Hardin-Simmons University**:

Registration Deadline – Monday, June 24, 2019

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 and registration transfers must be reported to the Super Summer Registration Office at **registration@supersummer.com**.

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 **registration@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 2019 Super Summer Executive Staff (**ExecFamily19**) and to those attendees who are participants in the 2019 Super Summer Global trip to Munich (**Munich19**). Discount Codes 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 of 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** (attendees will receive email from MinistrySafe - manual process)

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. MinistrySafe: Sexual Abuse Awareness Training certificates are valid for two years.

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

Upon receipt of the completed registration components and reference forms, attendees will receive an email from automation@instascreen.net (manual process) that contains a link to a criminal background 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 > Apply Now > **2019 Purple School** or **2019 Team Leader**)

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

- Pastor
- Student 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 8 – Monday, June 10, 2019

Session 2: **Hardin-Simmons University** | Saturday, June 8 – Monday, June 10, 2019

Session 3: **University of Mary Hardin-Baylor** | Saturday, June 15 – Monday, June 17, 2019

Session 4: **Dallas Baptist University** | Saturday, June 15 – Monday, June 17, 2019

Session 5: **Howard Payne University** | Saturday, June 22 – Monday, June 24, 2019

Session 6: **Hardin-Simmons University** | Saturday, July 6 – Monday, July 8, 2019

