2016 Summer Conference Youth Registration Instructions

When you start the login process, there is an assumption that you are a parent/guardian registering your child for Summer Conference. Therefore, the initial login information should be for the parent/guardian. There are a few places that require electronic parent signatures (initials), such as the code of conduct, media release, health form and others. After this parent/guardian account is set up, you will be entering participant information **NOTE: The first thing after you log in you will be asked to provide a new password; this is done every year as a security measure.**

1. Go to: https://apps.ideal-logic.com/osu4h (cut and paste, don't click).   You will see this screen. First-time users will go to the right side under New Account and click on "Start Registration". Record your login information for the future, because once you have an account, you can log in on the left side with your email address and password and much of the information you have to enter now will already be there.   If you already have an account and can go to the left side and log in, you can skip to step six.

2. This screen is where you set up your Ideal-Logic account login information. Fill in your first and last name and email address, then click on "continue." (Remember: this is the parent/guardian information.)

3. You will now be on the password screen. This is NOT the password you get from your county. This is an account login password that **you** come up with. Type in the same password twice and click on Continue. (Don't forget to record the email and password that you use.)

Select Password
Complete the form and click *Continue*

Please select a password for your account.
This password will protect your account.

Password
[   ]

Password (Again)
[   ]

< Back   Continue >

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4. This takes you to the Terms of Service page. After you have reviewed Ideal-Logic's Terms of Service, check the box next to "I agree…" then click continue.

Terms of Service
Please review the terms and conditions of Ideal-Logic's service

Test Hoffmann

Click here to review Ideal-Logic's Terms of Service.

☐ I agree to Ideal-Logic's **Terms of Service**.

Cancel   Continue >

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You will then be taken to the Security question page. Select (by clicking on the arrows for the drop box), answer two security questions, and click continue.

Security Questions
If you forget your password, you will be able to access your account by answering these questions.

Please select two security questions and provide the answer to each one. Capitalization does not matter.

Question 1:
[Select a question…   ▼]
Answer to Question 1:
[   ]

Question 2:
[Select a question…   ▼]
Answer to Question 2:
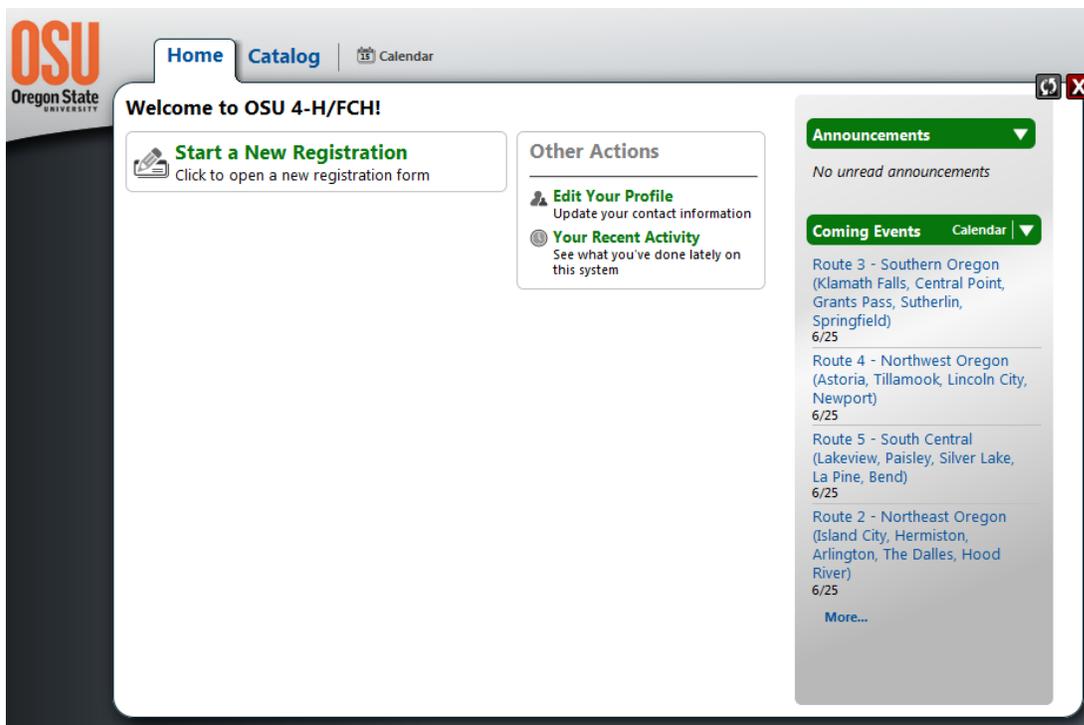[   ]

Continue >

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You now have an account in the Ideal-Logic system and you will not have to endure all those screens next time you register for any events using this program (provided you use the same email address and password you just used to set this up). Now that you have an account, it's time to register your participant.

As stated earlier, each year you are required to change your password for security reasons. If you already have an account and are logging in for the first time this year you may see a screen asking you to provide a new password.

It's now time to register for Summer Conference.

5.   Click on "Start a new Registration"

6. Click "Add to Registration" in the Summer Conference – Youth Registration box.

7. You will now see the screen change with your selection highlighted and more tabs appear on the left of the window. Click on the "Options" tab.

8. You will have two choices: to sign up for the whole time (Wednesday -Saturday) or sign up for the Congress Only days (Friday - Saturday). When you select your option, you will see that new tabs appear on the left which are where you will click to actually sign up for classes. But first you need to click on the "Select Participant" tab.

9. This is where you finally get to enter the name of the person attending. In the future, once you have registered one or more people, the "dependents" associated with this account will show up here. In this window you will click on the "New Dependent" button

10. Enter the birthday, first and last name of the person who will be attending the conference. Then click "Create New Participant." (You can click on "New Participant" to add additional children.)

11. Select the participant by clicking in the circle left of the name. (If there is more than one child, they would all show up here and you would choose which one you are registering. If there is only one, it is automatically selected.) Next, click on M for male or F for female and then enter what grade the participant is in as of spring 2016 (using drop box). Participants must be in 7-12 grade to register.
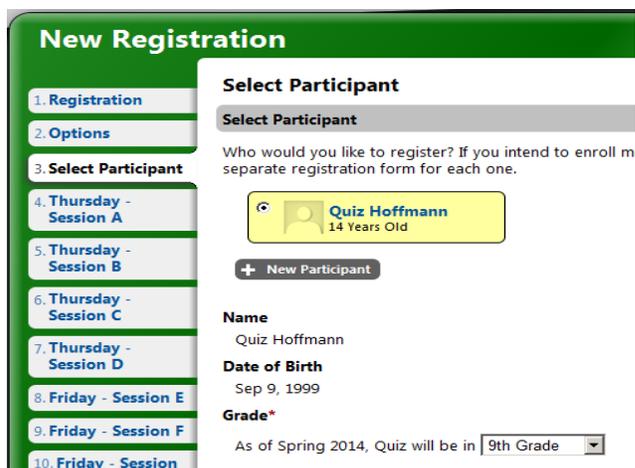
12. You are now ready to start signing up the selected participant for classes. Click on the green "Next" button at the bottom right, or you can click on the "Thursday" tab on the left of the screen .

13. Save and Return: There is an option during registration to save your work and return later to finish it. You need to have completed up to this point (entering the participant information) for this to work. **WARNING** – until you actually submit your registration, you are not added to the class, so if a class you selected fills up before you return to finish you won't get into it. You can opt to get on the wait list but you must choose another class for that session.

14. On this page, all the classes available at this time period are listed. Click on the green "Select" tab to choose that class. You can refer to the Class Descriptions document available on the Summer Conference website. Note the times of the classes you select. Most of the classes are 90 minutes long, but a few are 3 hours (all morning or all afternoon) and a couple are all day. If you select one that is more than 90 minutes, then you'll notice when you go to the next class session, it will be "greyed out"; you won't be able to register because you'll still be in class! NOTICE: some sessions have multiple pages of classes available. Be sure to scroll all the way to the bottom and look for "page 1|2" to be sure you see all the classes.
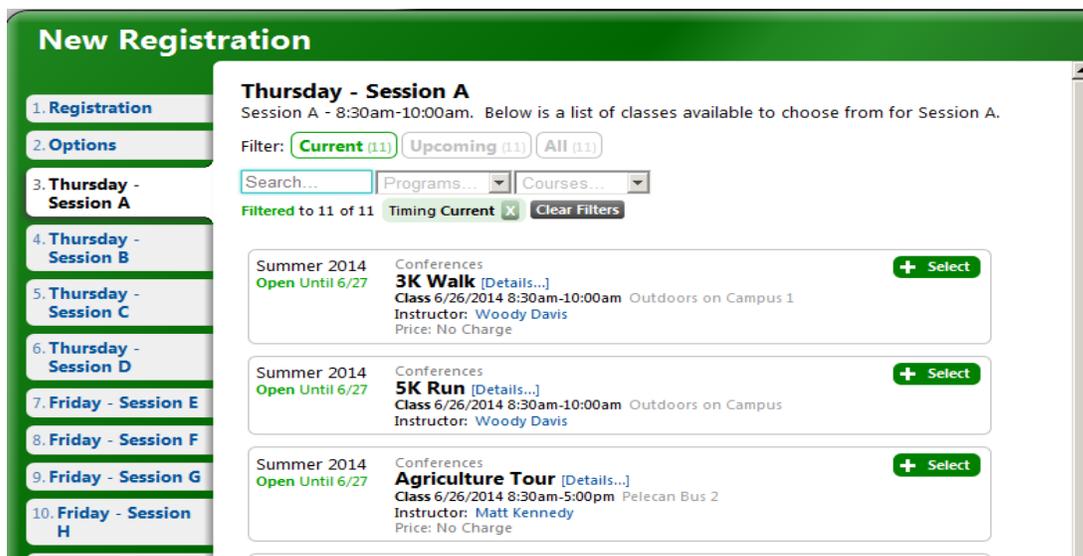

15. Continue to select a class for each session by clicking on the "Next…" tab. You'll notice that the classes you select will be listed in the column on the right of the class list.

16. You are required to sign up for one, and only one, Community Service class. Community Service classes are identified by a (CS) after the class name. The system will not let you submit your registration if you haven't selected your Community Service class

17. Wait-lists: When a class fills up you can opt to be on a wait-list for that class. You will only be able to wait list for one class per session. You will be informed by an email if you are added to the class from the waitlist. A few may be moved from the waitlist to the class during the registration period, but most changes will be made during the last days of registration and AFTER registration is closed. Be sure you REALLY want the class you wait list, because you may get it So, if you have a class list that you like, or classes you don't want to be taken out of; be sure to remove your name from the wait list in that session BEFORE you submit your registration.

18. After you have signed up for all your classes, you will go to the "Bus Route" tab. This is optional, but if you plan to ride a bus to Summer Conference, you MUST sign up here. If you are not taking a bus, just skip to the next tab. Otherwise select the route that you plan to take.
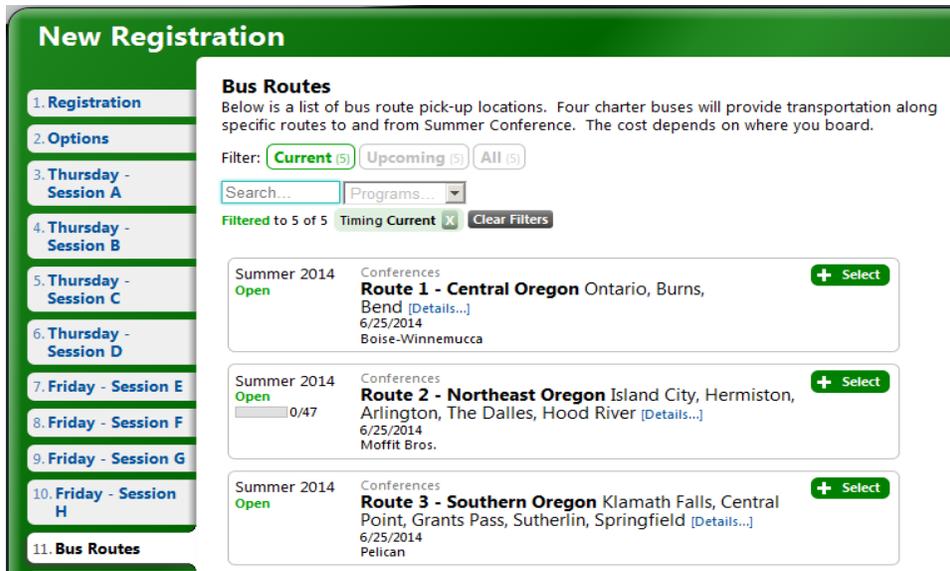
19. When you select your route, the window will expand to show you all the stops the bus will make. Select the stop where you will get on the bus. Information on that stop will appear. Notice, in the column on the right, the route you selected will appear just below your classes. Also notice that the total price will increase by the cost of the bus route/stop that you select.
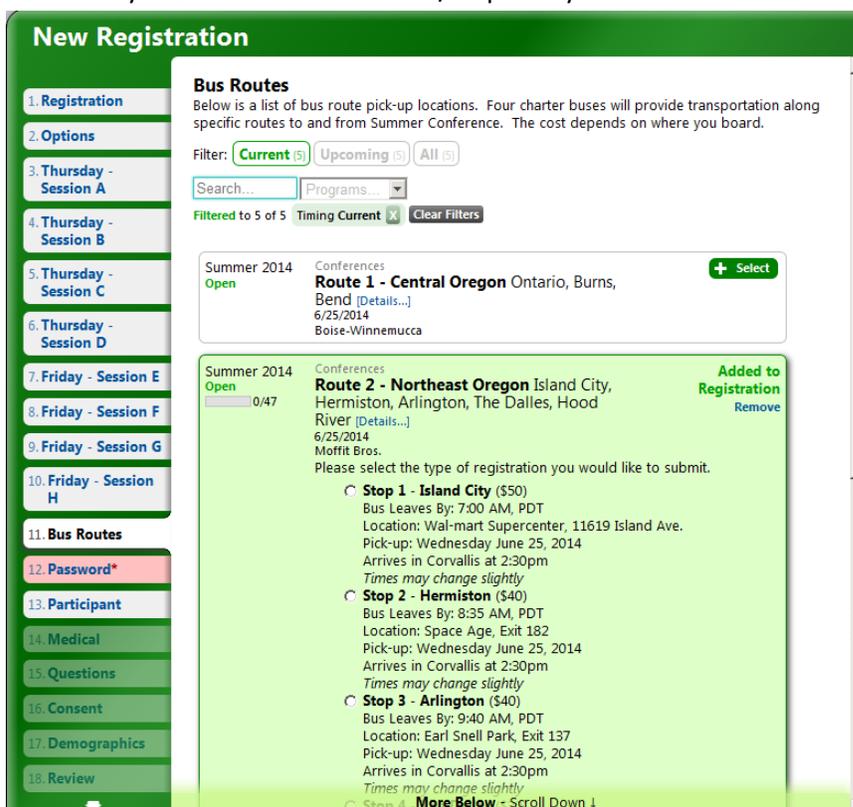
20. Now we move on to the place that you will use the Password you received from your county office. Enter the password and click "check password". The password is case sensitive. If you don't have the password, you can click the "save for later" button at the bottom of the page. Next time you log on using the same email (username) and password, you will be able to pick up here where you left off.

21. Work through the rest of the tabs, but be sure to fill in all the blanks and check boxes. Required fields are starred. You will click "Add….", put in the information, and then click the green "Add…."tab to actually add it.
    a. **Participant** – Participant's contact information
    b. **Guardian 1** – Contact information for Guardian(s)
    c. **Medical** – Moderately detailed medical information questions
    d. **Questions** – Vegetarian, Roommate request (put in full name), Special needs request
    e. **Consent** - Code of conduct and Media Release forms. Initialing in the box gives legal consent.
    f. **Demographics** – Optional race and ethnicity questions
    g. **Climbing Wall Consent Form** – This form needs to be downloaded and signed by the parent/Guardian and returned to your county office. This is required if you signed up for a Climbing Wall class. In addition, Wednesday evening we will have the run of McAlexander Fieldhouse, and the climbing wall there is one of the MANY activities you can participate in. If you even think you might want to try the climbing wall, you HAVE to print this form, have it signed by your parent/guardian and get it to your county office. The county office will get it to us by June 10th.
    h. **Review** – You get to look at everything you've selected to verify that you got it right. At this point, the program will also let you know any fields you missed filling out. You will not be able to submit your registration until all required fields are filled in.
    i. **Payment** – This window will show you the total amount owed for Summer Conference. It includes the cost of the conference and the cost of the bus route you selected. It does not include any scholarships or other payments that may have been made at your county office. There is only one option to check: "Pay at your County office". Because each county awards various scholarships and discounts differently, the county offices will be collecting all payments.

22. **IMPORTANT!!!** You have to click on the green "**Submit Registration**" button at the bottom of the page to complete your registration. You will receive confirmation via email.