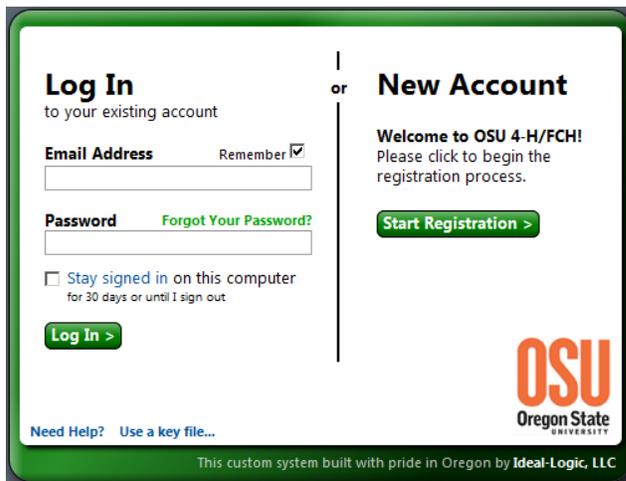


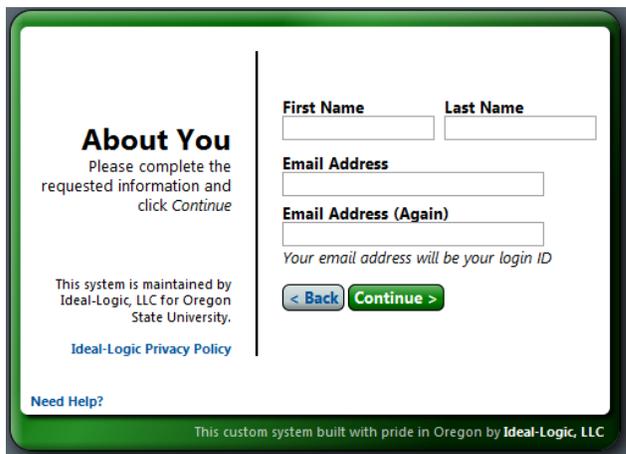
# 2018 Summer Conference Chaperone Registration Instructions

1. Go to: [https://apps.ideal-logic.com/osu4h?key=TQQJ-SX5KS\\_K9KH-5PTF\\_02821dee](https://apps.ideal-logic.com/osu4h?key=TQQJ-SX5KS_K9KH-5PTF_02821dee) 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 five. **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.**



The screenshot shows a login and registration interface. On the left, under "Log In to your existing account", there are fields for "Email Address" (with a "Remember" checkbox) and "Password" (with a "Forgot Your Password?" link). Below these is a checkbox for "Stay signed in on this computer for 30 days or until I sign out" and a "Log In >" button. On the right, under "New Account", there is a "Start Registration >" button. The OSU logo is in the bottom right, and a footer note says "This custom system built with pride in Oregon by Ideal-Logic, LLC".

2. This screen is where you set up your Ideal-Logic account login information. Fill in your first and last name and email address, click on “continue”.



The screenshot shows the "About You" registration screen. On the left, it says "Please complete the requested information and click Continue". Below that, it notes "This system is maintained by Ideal-Logic, LLC for Oregon State University" and provides a link to the "Ideal-Logic Privacy Policy". On the right, there are input fields for "First Name", "Last Name", "Email Address", and "Email Address (Again)". A note states "Your email address will be your login ID". At the bottom are "< Back" and "Continue >" buttons. The footer note is the same as in the previous screenshot.

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)

- 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.

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

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).

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. Be sure you click on the Chaperone Registration and not the Participant Registration.

5. You should now be on the "New Registration" page where the first thing you need to do is enter the Password you received from your county office. Enter the password and click "check password". The password is case sensitive.

**New Registration**

- 1. Password**
2. Bus Routes
3. Participant
4. Medical
5. Questions
6. Demographics
7. Consent
8. Review
9. Payment

**Password**  
A password is required for registration.

**Summer Conference - Chaperone Registration (CHAPERONES ONLY)**

In order to register for Summer Conference you must first enter a password. To receive a password, please contact your county 4-H office for assistance.

**Registration Password\***  
Enter your password exactly as your received it.

6. **Bus Routes** - 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.

**New Registration**

1. Registration
- 2. Registration Details**
3. Instructions
4. Password
5. Thurs. - Session A
6. Thurs. - Session B

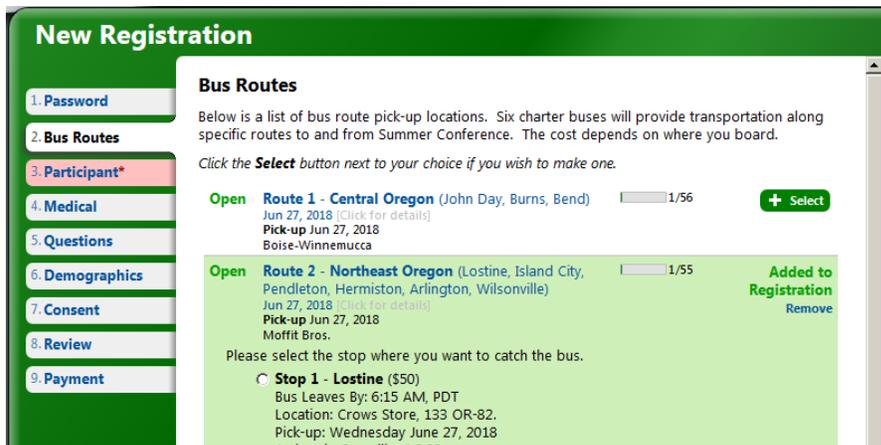
**Bus Routes**

Below is a list of bus route pick-up locations. Six charter buses will provide transportation along specific routes to and from Summer Conference. The cost depends on where you board.  
Click the **Select** button next to your choice if you wish to make one.

**Open** **Route 1 - Central Oregon** (John Day, Burns, Bend) 1/56   
Jun 27, 2018 [\[Click for details\]](#)  
Pick-up Jun 27, 2018  
Boise-Winnemucca

**Open** **Route 2 - Northeast Oregon** (Lostine, Island City, Pendleton, Hermiston, Arlington, Wilsonville) 0/55   
Jun 27, 2018 [\[Click for details\]](#)

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.



7. At the “**Participant**” tab you will be able to review your personal information (e.g. email address, gender, Tee-shirt size, etc) Most of this should already be fill in if you have pre-registered or registered previously in Ideal-Logic. Be sure all the information is correct.
8. The rest of the tabs are fairly self-explanatory. Be sure to fill in all the blanks and check boxes. NOTE: above and below the tabs are arrows that allow you to scroll up and down through the tabs.
  - a. **Medical** – Moderately detailed medical info questions
  - b. **Questions** – Vegetarian, Special needs, Class Preference, and Activity Preference
  - c. **Consent** - Code of conduct and Media Release forms. Initialing in the box gives legal consent
  - d. **Demographics** – Optional race and ethnicity questions
  - e. **Review** – You get to look at everything you’ve selected to verify that you got it right. At this point, the program will let you know if you missed filling out any fields. You will not be able to submit your registration until all required fields are filled in.
  - f. **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. Here 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 the payments. Most counties pay for their chaperones!
9. **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.

