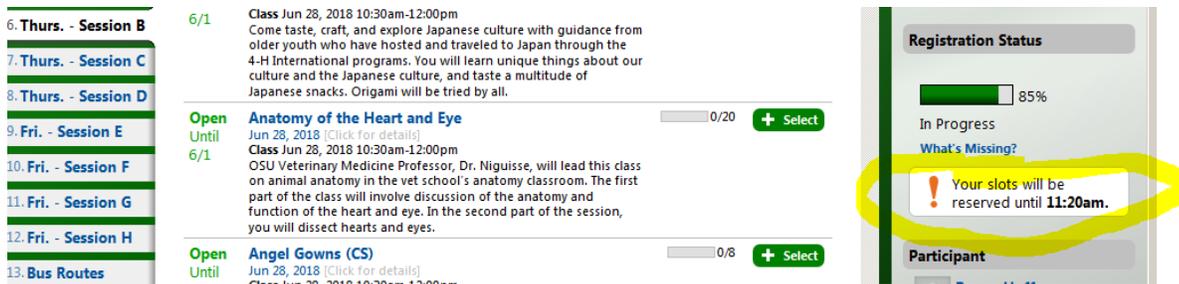# 2018 Summer Conference Youth Registration Instructions

New for 2018 – Session Timer

As soon as you select your first class, a timer will start, giving you 15 minutes to complete your registration. Each time you select an additional class within that period, the timer is restarted. During that 15 minute period, all classes you select will be saved so you won't come to the end of the process only to find that classes were filled while you were registering. However, if you let the timer expire, you will have to restart the process and the timer will not be implemented.

Again this year you can "pre-register" to be sure your password is updated and all your general information is correct. Here is the link: https://apps.ideal-logic.com/osu4h?key=TQQJ-SX5KS_K9KH-5PTF_da5dbcab

Remember, it is **STRONGLY** recommended that you have all your classes chosen (including second and third choices) **BEFORE** you start the process. That way you can get through the process quickly and the timer won't run out on you. The class schedule and class descriptions are posted online on the Summer Conference webpage

Remember, 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.

Many classes are offered twice, but you cannot sign up for multiple sessions of the same class. If you do select a class twice or two community service classes, you won't be informed until you try to submit your registration, at which point you will have to go back and change your selection.
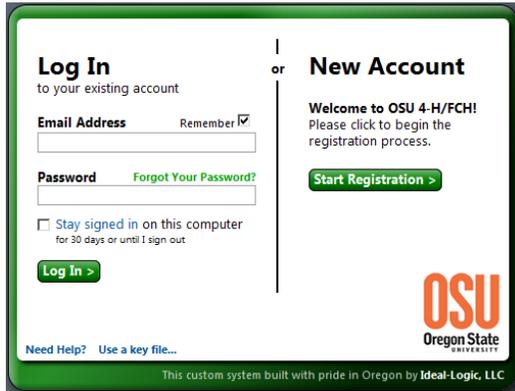
When you start the login process, there is an assumption that you are a parent/guardian registering your child for Summer Conference. Therefore, the initial login information should be for the parent/guardian. There are a few places that require electronic parent signatures (initials), such as the code of conduct, media release, health form and others. After this parent/guardian account is set up, you will be entering participant information.

NOTE: If you haven't pre-registered, 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.

Let's Get Started

1. Go to: https://apps.ideal-logic.com/osu4h?key=TQQJ-SX5KS_K9KH-5PTF_4353b1a8 (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 five.

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.)

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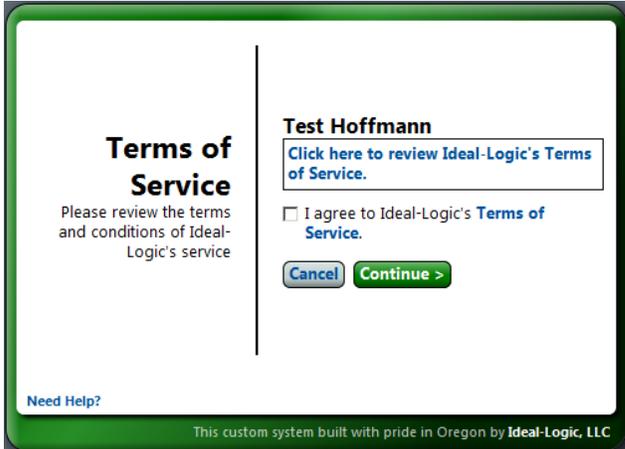
You will then be taken to the Security question page. Select (by clicking on the arrows for the drop box), answer two security questions, and click continue.

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.

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It's now time to register for Summer Conference. To navigate through the registration process, you can either select the tabs on the left, or click on the "Next" button at the bottom of each page

5. You should now be at this screen. Select "Me" if you are registering yourself, or select "My Child or Dependent" to see a list of those who you are guardian for and choose one to start a registration. If you have more than one youth, you will need to start a new registration for each additional youth.

You will then be required to click the grade as of the spring of this year. Select the grade and go to the next tab or click "Next" at the bottom of the screen)

6. In the "Registration Details" tab your birthday and grade should be correct. Select "Yes" if you are receiving a Military scholarship (you will know this before you start) otherwise select "No". Then select the "Youth Conference (Wednesday-Saturday) option unless you are interviewing for Congress and have already been approved for the Congress Only (Friday – Saturday) registration.

7. On the "**Instructions**" tab you will be reminded of the requirement to register for one Community Service Class. There is a summary table of all the Community Service classes and links to the class descriptions.

8. **Password** - 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" to verify it. The password is case sensitive.
You will now see the screen change with your selection highlighted and more tabs appear on the left of the window.

9. Now you arrive at the "**Thurs – Session A**" tab where the "Fun Run" will already be selected for you.

10. Next - "**Thurs – Session B**" is where you get to start selecting your classes.

a. On this page and each "Session" page, all the classes available for this time-period are listed.

b. Click on the green "Select" tab to choose your class. You will see your class highlighted in green.

c. 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!

d. 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.

e. If you are in the military group, the special "4-H 101 for Military Youth" will already be selected for you for Session B.

f. Continue to select a class for each session by clicking on the "Next..." tab

11. Progress through each session as described above to select your classes. You'll notice that the classes you select will be listed in the column on the right of the class list.

12. **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.
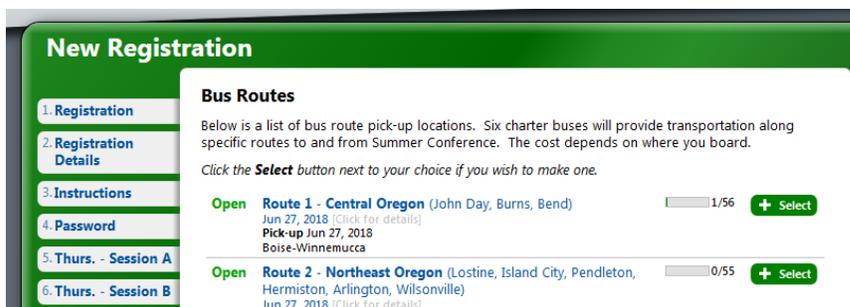
When you select your route, the window will expand to show you all the stops the bus will make. Select the stop where you will get on the bus. Information on that stop will appear. Notice, in the column on the right, the route you selected will appear just below your classes. Also, notice that the total price will increase by the cost of the bus route/stop that you select.
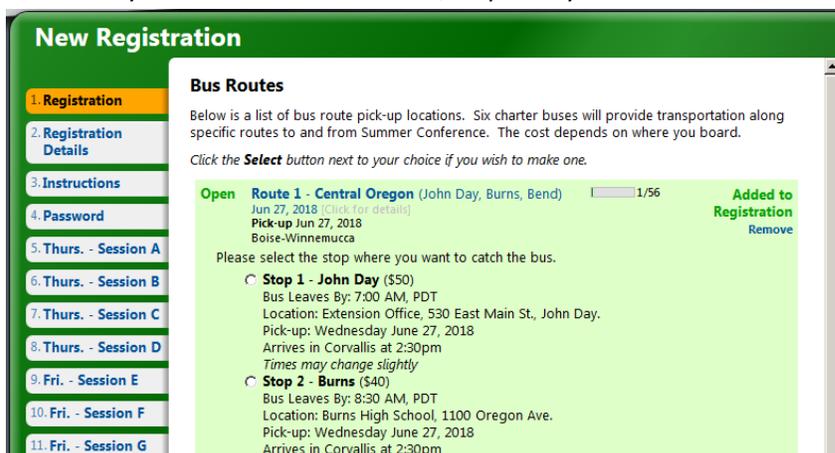
13. At the "**Participant**" tab you will be able to review your personal information (e.g. email address, gender, Tee-shirt size, etc) Most of this should already be fill in if you have pre-registered or registered previously in Ideal-Logic. Be sure all the information is correct.

14. Work through the rest of the tabs, but be sure to fill in all the blanks and check boxes. Required fields are starred..
    a. **Guardian 1** – Contact information for Guardian(s)
    b. **Medical** – Moderately detailed medical information questions
    c. **Questions** – Vegetarian, Roommate request (put in full name and must be from your county), Special needs request
    d. **Consent** - Code of conduct and Media Release forms. Initialing in the box gives legal consent.
    e. **Demographics** – Optional race and ethnicity questions
    f. **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.
    g. **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.
    h. **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.

15. 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 the point of entering the participant information for this to work. If your timer runs out during the time you are away, your selections will still be there but chances are they may fill up and you will have to go back and make new selections. **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 and will have to select a different class.

16. 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 selected 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.

17. **IMPORTANT!!!** You have to click on the green "**Submit Registration**" button at the bottom of the page to complete your registration. If you do not click the Submit Button, you will NOT be registered, your timer will run out, and you will likely lose your selections and need to start the process over without the timer.

18. After your registration is submitted, you will receive a confirmation by email.