Participant Registration Guide for CircuiTree

Follow these steps to enroll participants in a program, activity, camp or event for minor participants:

1. **Private Events**: Click on the link provided by the camp director for the program, activity, camp or event you would like to register for.
   
   **Events with Open Registration**: To see all UT Dallas-sponsored programs, activities, camps and events with open registration follow this link, [https://events.circuitree.com/utd/](https://events.circuitree.com/utd/)

2. Click the “Sign In” button on the top right corner of the screen.

3. Parents or participants 18 years of age or older, should input their email address. If an account has already been set up with that email, the system will prompt the user to input the password associated with the account. If the email is not already in the system, the user will be prompted to setup an account.
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4. Once a parent account has been created, the parent will be prompted to select who is being registered for the program, activity, camp or event. Click “Register My Children”.

5. Available programs will be displayed. Click on the appropriate session for the participant.

6. If this is a new account, select “+ New Attendee” or select the attendees name on existing accounts.
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7. All fields with a * require information to be entered. Click “Save” to continue.

8. The participant’s name will be highlighted in green, parents can enter a sibling at this time if the sibling is participating in the same event or click “Continue” to continue with the registration.
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9. Parents should enter information about the attendee. Uploading a photo is optional and not a requirement. All fields marked with * are required to be answered. The questions asked vary depending on the program being registered for. Click “Continue” to move to the next section of the registration.

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John Smith
Future Comets Saturday Sessions (September 2020 - May 2021) - 18 Years of Age and Older - 6/1/2021

1 Attendee Information

Family Role *
Child

Preferred Name John

Middle Name

Attendee Email
j.smith@yahoo.com

Please enter the participant's street address.
555 Park Ln

City *
Dallas

State *
TX

Zip Code *
15555

What is the name of the school the participant attends?
Lakeway

If applicable, please enter the name of the teacher or coach that referred you to this program.
Answer
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10. Legal Terms – Please carefully read all of the legal documents in this section. In order to participate in a UT Dallas-sponsored program, a parent/legal guardian (or participant if 18 years of age or older) must agree to all of the terms listed by checking the box at the bottom of the section. Then click “Continue”.

11. Parents can elect to add another event for the current participant or a sibling before continuing to the Checkout screen. If there are no other events to be added, click “Continue to Checkout”.
12. Registrations for programs that do not have a monetary charge are completed once the checkout screen is displayed. If a payment is required, the payment can be made with a credit card on the checkout screen. Once payment has been made, the registration is complete.