



## Young Advocates Institute's Registration Information

Please make sure that you have your immunization records, and insurance policy number handy! You will need these to complete the registration process. Your registration will be considered incomplete until all additional forms have been uploaded.

There will be two sessions available to register for: **Young Advocates Institute** and **Young Advocates Institute - Adult Chaperone**. Select **Young Advocates Institute**. If you are registering more than one child, adjust the number to reflect this quantity. Add to cart. **Do not add Young Advocates Institute- Chaperone unless you are Chaperoning a group (10+ participants).**

Please make sure that the name that you are registering is the name of the participant. The participant name is the first name that you will enter on the application. There will be an opportunity to supply Parent/Guardian name and information later in the application process.

Use an email address that you check frequently to create your account.

Complete all required information and check/ sign all waivers.

Once you've completed your application, you will receive a confirmation email that contains links to upload your Immunization Records and additional forms (Additional forms will be accessible in your online portal and through the confirmation email. Additional forms refers to Consent for Treatment form and Crisis Plan if need be. They will need to be downloaded, completed manually or electronically , and uploaded.)

That's it! Simple, Right? Please take a look at our FAQs and Reminders, and if you have any questions during the registration process, please don't hesitate to contact Tracy Wright or Shakiera Gatlin at [youngadvocates@nccasa.org](mailto:youngadvocates@nccasa.org) or (919) 871-1015.

### Frequently Asked Questions

#### How long will the registration process take?

On average, completing the entire application will take 10 minutes or less per child.



## When/ How do we pay?

**Payment is due at the time of registration and is the only way we will accept payment this year.** You will be able to use any major credit/debit card (Visa, Mastercard, Discover, Diners Club) at this time. Payment is secure, and you will receive a receipt on your confirmation.

## I'm registering a group.

If you are registering a group (i.e. church or school groups, multiple households etc. 5+), you can do this by registering up to 10 participants at one time in a single transaction. Payment for all participants will be due at this time. Another option is to let each participant's Parent/ Guardian register them individually and, on the application, list the name of your group in the designated area.

## I can no longer attend

Refunds will only be given in the event that we receive notice that you are unable to attend by **May 25, 2018**. In any circumstance, you will be charged a \$3.13 cancellation fee per registration (6.25% of each registration) to cover the cost of processing.

## Reminders

- Please make sure that you are using a reliable email address. This email address is how we will communicate with you throughout this registration process, as well as up to and after the Young Advocates Institute.
- You will be able to update information (such as roommate preferences) in your online portal. Make sure that you keep track of your login email address and password.
- There will be an option for roommate preference. We will do our best to meet these accommodations, but we cannot guarantee, especially if all parties are not registered.
- Your child must be 13 by the time of the Young Advocates Institute in order to participate. **Do not** register any student whose birthday falls after July 6, 2005, as we will be unable to confirm registration for participants who will not be 13 by July 6, 2018.

North Carolina Coalition Against Sexual Assault



Young. Advocates. Institute.

- You do not have to pay anything to use an active account. If an Active Advantage Message appears during checkout (for payment), please select "No Thank You". NCCASA will not be held liable for those expenses.
- That is all! Registration will open Monday, **April 30, 2018 at 2:30 pm**. The link to register is here : <https://campscui.active.com/orgs/NorthCarolinaCoalitionAgainstSexualAssault?orglink=camps-registration> and will not be active until then.

Registration is open until May 25th, but we anticipate registration filling up early, so make sure you register as soon as possible!

If you have any further questions, please feel free to contact Tracy D. Wright, Project Lead, at (919) 871-1015 or [tracy@nccasa.org](mailto:tracy@nccasa.org)