Programs for Minors  
CircuiTree Guide

Participant Registration Guide for CircuiTree

Prior to beginning the official camp registration, you may want to prepare the followings:

1. Type up a word document to include the following information:
   a. Emergency Contact Information (You need to have two emergency contacts for each child. Siblings may use the same contacts)
   b. List the names and contact information for the individuals who you have authorized to pick up your child(ren)
2. Have your driver license handy
3. Have your credit card handy

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

1. Camp Specific: Click on the link provided below to view the GongFu Panda camp offerings.

   Events with Open Registration: To see all UT Dallas sponsored programs, activities, camps and events with open registration, visit https://events.circuitree.com/utd/.

2. Click the “Sign In” button on the top right corner of the screen.
3. Parents/legal guardians or participants 18 years of age or older should enter 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.

4. Once a parent account has been created, the parent/legal guardian will be prompted to select who is being registered for the program, activity, camp or event. Click “Register Minor Participant(s).”

**Who are you registering?**

**Participants under the age of 18** are required to have a parent/legal guardian create a parent account and complete the registration forms. A parent or legal guardian must agree to legal terms in order for a minor to participate.

**Participants who are 18 yrs of age and older** are required to complete the registration themselves and agree to legal terms.
5. Available programs will be displayed. (To search for Gong Fu Panda Camp, go to “Location” on the left side of the screen, put your mouse over “Location”, Gong Fu Panda Camp will show up). Click on the appropriate session for the participant.

6. If registering a new participant, select “+ New Attendee” or select the attendee’s name for a returning participant.
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7. All fields with an * require information to be entered. Click “Save” to continue.

Week 1

GongFu Panda Chinese Language and Cultural Summer Camp Week 1 - Class A (Ages 5 to 8)

$350
Available

Who will be attending?

New Attendee

First Name *
John

Last Name *
Smith

Birthday *
01/01/2017

Male
Female

CANCEL SAVE
8. The participant’s name will be highlighted in green. Parents may enter a sibling at this time if one is participating in the same event, or click “Continue” to proceed with registration.
9. Parents should enter information about the attendee. Uploading a photo is optional and not a requirement. All fields marked with an * are required. Questions vary depending on the program. Click “Continue” to move to the next section.

10. Legal Terms: Please carefully read all 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 by checking the box at the bottom of the section. Next, click “Continue.”
11. Another event for the current participant or a sibling can be added by clicking "+ Add Another Event". 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 may be made with a credit card on the checkout screen. Once payment has been made, the registration is complete.