

Behind the Scenes Day Registration Help Sheet

Groups/Schools Registration

Sign in to the registration services portal if you have an existing account or create a new account.

IOWA STATE UNIVERSITY

Behind the Scenes Day
Iowa State University Campus

New User
Is this your first time registering for an event? Get started by signing up.
[Sign Up](#)

Sign-In
If you already have an account, or have registered for an event before, please sign in.
Email Address / Username
Password
[I forgot my password](#)
☐ Remember me on this computer
[Sign In](#)

Once signed in, complete the school/group billing information section. This may be your information as the group coordinator or a business office of your school/organization.

Enter the Teacher/Group Coordinator name and contact information under “Registrant Information” and select “Teacher/Group Coordinator” Under “Registrant Type”. This individual will receive the registration confirmation email and be able to edit the registrations after submission.

Click “Next” when all information has been completed.

IOWA STATE UNIVERSITY

Behind the Scenes Day
Iowa State University Campus

[Sign In](#)

[Step 1](#) **[Step 2](#)** [Step 3](#)

*Indicates a required field.

School Billing Information [Already have an account? Sign In](#)

Email*
First Name*
Last Name*
School/Group*
Address 1*
Address 2
City*
State*
Postal Code*
Phone*

Registrant Information
The Group Coordinator should be the school's point of contact for the day.

Email*
First Name*
Last Name*
School/Group*
Phone*

Registrant Type*

☒ Teacher/Group Coordinator
☐ Student Registration - \$10.00
☐ Additional Adult Chaperone - \$10.00

[Next](#)

Select what time each registrant will be checking in for Behind the Scenes Day.

Once you have added the Teacher/Group Coordinator, click “Add Another Registrant” to complete your group’s registration.

A total of 1 Teacher/Group Coordinator, 16 Students, and 3 Additional Adult Chaperones may be added to a group registration.

Once you click “Add Another Registrant”, this message will appear. Select “No, do not copy items from an existing registrant” and click “OK”.

Continue the “Add Additional Registrant” process until you have added all attendees for your group.

IOWA STATE UNIVERSITY

Welcome, Human SciencesSign Out

Behind the Scenes Day
Iowa State University Campus

Step 1 Step 2 Step 3

*Indicates a required field.

Check-in*

Please let us know if you plan to check in at 8:30 am or 12:30 pm. Exactly one option must be selected from this group.

☒ I will be checking in at 8:30 a.m.

☐ I will be checking in at 12:30 p.m.

Next Back

IOWA STATE UNIVERSITY

Welcome, Human SciencesSign Out

Behind the Scenes Day
Iowa State University Campus

Step 1 Step 2 Step 3

*Indicates a required field.

Registering your Students/Chaperones

You will receive an email confirmation at the completion of the registration that will include a link to register your students and chaperones. Your registration will not be finalized until you complete this step.

Add Another Registrant

Registrant: Office, RecruitmentShow/Hide Details

Edit

Item	Price	Quantity	Charge
Teacher/Group Coordinator		1	

☐ By selecting this checkbox, you are agreeing to the [terms and conditions](#).*

Submit Back

Do you want to copy items from an existing registrant?

Keyboard users, move between the options using the Tab key and make your selection with the Space bar.

- ☐ Yes, copy the items from the following registrant
- ☒ No, do not copy items from an existing registrant

OK Cancel

IOWA STATE UNIVERSITY

Welcome, Human SciencesSign Out

Behind the Scenes Day
Iowa State University Campus

Step 1 Step 2 Step 3

*Indicates a required field.

Registrant Information

The Group Coordinator should be the school's point of contact for the day.

Email*

student@school.org

First Name*

Jane

Last Name*

Smith

School/Group*

CHS

Phone*

5152947838

To receive your free Additional Adult Chaperon, type “ADDITIONAL” in the “Promo Code” box and click “Apply”. A complimentary registration will appear in the total box and a note on the chaperone’s registration.

Once all registrants have been added, select your payment method and submit your registration.

Registrant Type*

☐ (NOT AVAILABLE) Teacher/Group Coordinator

☐ (NOT AVAILABLE) Student Registration - \$10.00

IOWA STATE UNIVERSITY

Welcome, Human SciencesSign Out

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☒ Step 1
 ☒ Step 2
 ☐ Step 3

*Indicates a required field.

Registering your Students/Chaperones

You will receive an email confirmation at the completion of the registration that will include a link to register your students and chaperones. Your registration will not be finalized until you complete this step.

Add Another Registrant

i Registrant: Office, RecruitmentShowHide Details -

Edit	Remove Registrant		
Item	Price	Quantity	Charge
Teacher/Group Coordinator		1	

i Registrant: Doe, JohnShowHide Details -

Edit	Remove Registrant		
Item	Price	Quantity	Charge
Additional Adult Chaperone	\$10.00	1	
Complimentary registration			

Order Total

☒ Your promo code, ADDITIONAL, has been accepted. Your order total has been updated.

Sub Total:	\$10.00
Complimentary registration:	(\$10.00)
Grand Total:	\$0.00
Amount Due:	\$0.00

If you received a promotional offer, please enter your code below.
Promo Code:

☐ By selecting this checkbox, you are agreeing to the [terms and conditions](#).

Payment

To pay by Purchase Order, please select **"Pay by Check or Money Order"** and submit your confirmation email to your business office for payment.

Payments must be received by **April 10th**.

☒ **Pay by Check or Money Order.**

☐ I will pay with my credit card

☒ By selecting this checkbox, you are agreeing to the [terms and conditions](#).

Submit [Back](#)

Edit a Registration

Teacher/Group Coordinators will receive a confirmation email with all of their registrants. This email will contain a link to edit your order if you need to make changes.

Once logged in, you will be able to click “Edit” or “Substitute Registrant”.

Click “Edit” only if you need to update a registrant’s contact information (email, phone number, registrant type)

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Step 1 Step 2 Step 3

*Indicates a required field.

Registering your Students/Chaperones

You will receive an email confirmation at the completion of the registration that will include a link to register your students and chaperones. Your registration will not be finalized until you complete this step.

Add Another Registrant

Registrant: Office, Recruitment

Show/Hide Details -

Edit Substitute Registrant

Item	Price	Quantity	Charge
Teacher/Group Coordinator		1	

Registrant: Doe, John

Show/Hide Details -

Edit Substitute Registrant

Item	Price	Quantity	Charge
Additional Adult Chaperone	\$10.00	1	
Complimentary registration			

Registrant: Smith, Jane

Show/Hide Details -

Edit Substitute Registrant

Item	Price	Quantity	Charge
Student Registration	\$10.00	1	

Registrant: Cyclone, Cy

Show/Hide Details -

Edit Substitute Registrant

Item	Price	Quantity	Charge
Student Registration	\$10.00	1	

IOWA STATE UNIVERSITY

Welcome, Human Sciences

Sign Out

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Step 1 Step 2 Step 3

*Indicates a required field.

Registrant Information

The Group Coordinator should be the school's point of contact for the day.

Email*

First Name*

Last Name*

School/Group*

Phone*

humsci@iastate.edu

Cy

Cyclone

CHS

5152947838

Registrant Type*

☐ (NOT AVAILABLE) Teacher/Group Coordinator

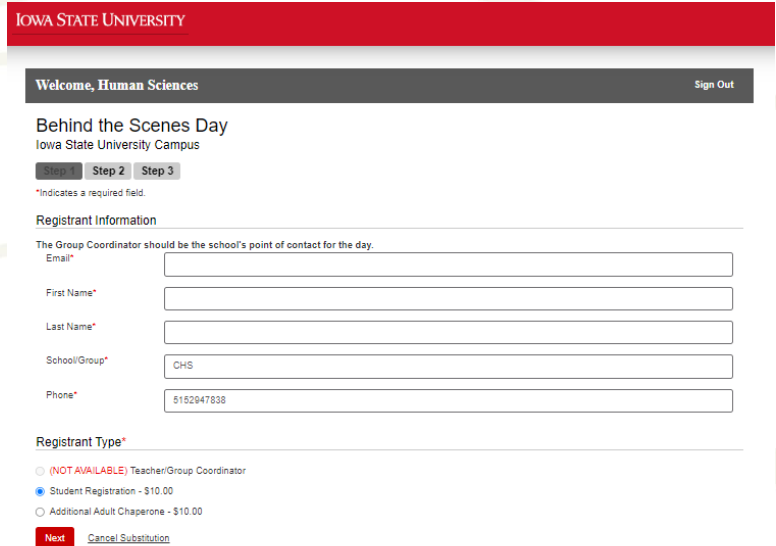
☒ Student Registration - \$10.00

☐ Additional Adult Chaperone - \$10.00

Next

Cancel Editing Registrant

Click “Substitute Registrant” if you need to replace a registrant who will no longer be attending. This will allow you to enter all new registration information.



The screenshot shows a web form for "Behind the Scenes Day" at Iowa State University. The form is titled "Welcome, Human Sciences" and includes a "Sign Out" link. It has three steps: Step 1, Step 2 (active), and Step 3. A note indicates that an asterisk (*) denotes a required field. The "Registrant Information" section includes fields for "Email*", "First Name*", "Last Name*", "School/Group*" (pre-filled with "CHS"), and "Phone*" (pre-filled with "5152947838"). Below this, the "Registrant Type*" section has three radio button options: "(NOT AVAILABLE) Teacher/Group Coordinator", "Student Registration - \$10.00" (which is selected), and "Additional Adult Chaperone - \$10.00". At the bottom of the form are two buttons: "Next" and "Cancel/Substitution".

If you add additional registrants to your group registration during the edit process, you will need to contact registration services to complete your new payment. Payment will not be processed for a registration a second time, even though it may look like it will be processed. Please email registrations@iastate.edu to process this updated payment.