Individual Registration

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

Enter the Parent/Chaperone name and contact information under “Registrant Details” and select “Parent/Guardian” Under “Registrant Option”. 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.

Select what time each registrant will be checking in for Behind the Scenes Day.
Once you have added the parent/chaperone, click “Add Another Registrant” to add your student attendee.

Fill in the student’s email, first, and last name and adjust their address if different from the chaperone.

Click “Individual Student Registration” and complete the required information.

Click “Next” when all information has been completed.

Select the same time selected for the parent/chaperone to check in for Behind the Scenes Day.
Once all registrants have been added, select your payment method and submit your registration.

Payment must be received by Friday, April 12th, 2024. Instructions for how to submit payment after registration submission will be included in a confirmation email to the parent/chaperone.

**Edit a Registration**

The parent/chaperone will receive a confirmation email once the registration is submitted. 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” next to each registrant. This will allow you to edit email, address, and student information only. You will not be able to edit any registrant names. If you need to make these edits to a registration, please email registrations@iastate.edu.