

Behind the Scenes Day Registration Help Sheet

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

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](#)

IOWA STATE UNIVERSITY

[Sign In](#)

Behind the Scenes Day
Iowa State University Campus

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

*Indicates a required field.

Registrant Details [Already have an account? Sign in](#)

Email*

Password*

Confirm Password*

First Name*

Last Name*

Address 1*

Address 2

City*

State*

Postal Code*

Phone xxx.xxx.xxxx*

Registrant Option*

☒ Parent/Guardian - \$10.00

☐ Individual Student Registration - \$10.00

[Next](#)

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Welcome, Cy Cyclone [Sign 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](#)

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.

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Welcome, Cy Cyclone

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Iowa State University Campus

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*Indicates a required field.

Add Another Registrant

Registrant: Cyclone, Cy

Show/Hide Details

Edit

Item	Price	Quantity	Charge
Parent/Guardian	\$10.00	1	
I will be checking in at 8:30 a.m.		1	

Order Total

Grand Total: \$10.00

Amount Due: \$10.00

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

Apply

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Behind the Scenes Day
Iowa State University Campus

Step 1Step 2Step 3

*Indicates a required field.

Registrant Details

Email*

First Name*

Last Name*

Address 1*

2302 Osborn Drive

Address 2

MacKay 118

City*

Ames

State*

Iowa (IA)

Postal Code*

50011

Phone xxx.xxx.xxxx*

515-294-7838

Registrant Option*

☐ Parent/Guardian - \$10.00

☒ Individual Student Registration - \$10.00

Birth Date*

Have you visited campus before?*

If yes, please indicate the type of visit

If other type of visit, please specify

Planned entry to Iowa State (Fall, Spring or Summer & Year)*

Will you be entering Iowa State Direct from High School or as a Transfer student?*

If transfer student, where are you transferring from?

Next

Cancel/Adding Registrant

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*Indicates a required field.

Check-In*

Please let us know if you plan to check in at 8:30 am or 12:30 pm.
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☐ I will be checking in at 8:30 a.m.

☐ I will be checking in at 12:30 p.m.

Next

Back

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

Payment

☒ 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](#).*

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.

IOWA STATE UNIVERSITY

Welcome, Cy Cyclone [Sign Out](#)

Behind the Scenes Day
Iowa State University Campus

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

*Indicates a required field.

Registrant Details

Email*

First Name*

Last Name*

Address 1*

Address 2

City*

State*

Postal Code*

Phone xxx.xxx.xxxx*

Registrant Option*

☐ Parent/Guardian - \$10.00

☒ Individual Student Registration - \$10.00

Birth Date*

Have you visited campus before?

If yes, please indicate the type of visit

If other type of visit, please specify

Planned entry to Iowa State (Fall, Spring or Summer & Year)*

Will you be entering Iowa State Direct from High School or as a Transfer student?

If transfer student, where are you transferring from?

[Cancel Editing Registrant](#)