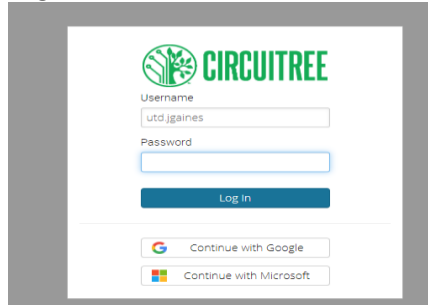


# Programs for Minors CircuiTree Guide

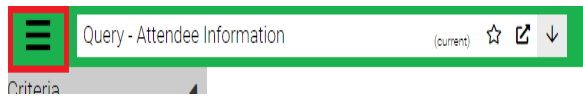
## Monitoring Registrations for a PACE for Minors

To view participant registrations that are active, pending, waitlisted or cancelled follow these steps:

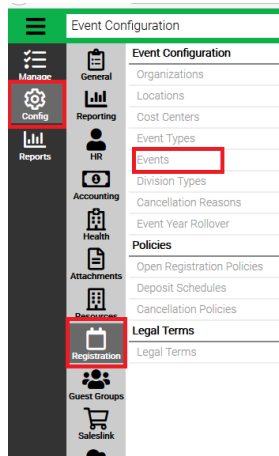
1. Login to the [CircuiTree Admin](#) site.



2. Click on the three horizontal bold lines in the upper left corner of the screen. (Please note your search bar will populate the last page you were on. It does not need to say “Query-Attendee Information” as pictured below.)



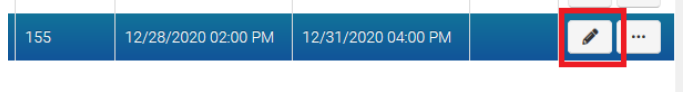
3. Select “Config” from the first column in the dropdown menu. Next, select “Registration” from the second column. Finally, select “Events.”



4. Select the calendar year for the PACE for minors.
5. Select the location (department hosting PACE for minors).
6. Click “Find.”

## Programs for Minors CircuiTree Guide

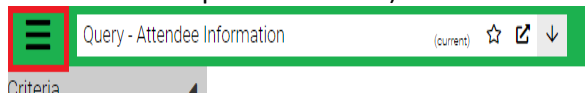
- Click the pencil icon on the right side of the event for which you want to view registrations.



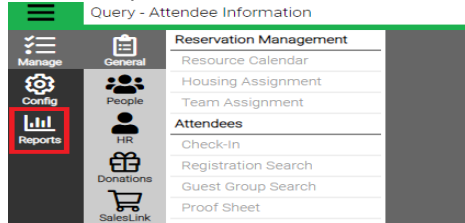
- From the ribbon on the left side of the screen, select "Registrations."
- Use the criteria options in the light grey ribbon to view registrations for the event. Once the criteria is set, click "Find" at the bottom of the screen.

To print a report/query with active, pending, waitlisted or cancelled participants, follow these steps:

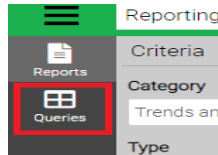
- Click the three horizontal bold lines in the upper left corner of the screen. (Your search bar will bring up the last page you visited. It does not need to say "Query-Attendee Information" as pictured below.)



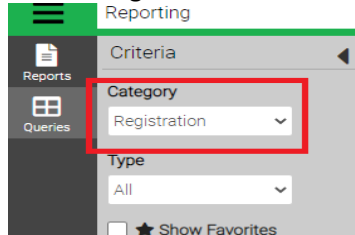
- Select "Reports" from the menu, also in the upper left corner.



- Select "Queries."

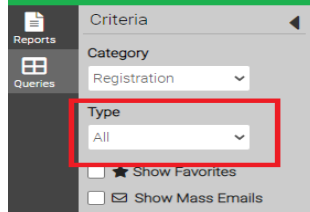


- Select "Registration" from the category dropdown menu.

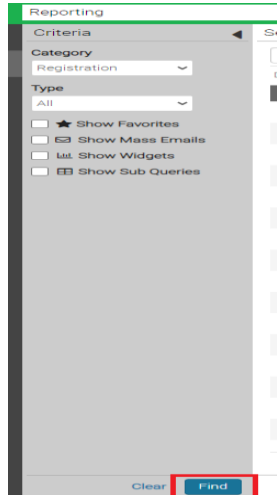


## Programs for Minors CircuiTree Guide

- Select "All" from the dropdown menu.



- Click "Find" on the bottom left corner of the screen.



- The queries are listed in alphabetical order.

	ID	Category	Name
View	-555	Registration	Attendee - Additional Questions Attribu...
View	-63	Registration	Attendee Comments
View	-325	Registration	Attendee Count as of date
View	-26	Registration	Attendee Count Sheet
View	-265	Registration	Attendee Duplicate Grades
View	-104	Registration	Attendee Email Batches
View	-66	Registration	Attendee Information
View	-619	Registration	Attendee Information - Attributes
View	-738	Registration	Attendee Information - Attributes Dyna...
View	-308	Registration	Attendee Information As of Date
View	-130	Registration	Attendee Parent Information
View	-275	Registration	Attendee Selection
View	-69	Registration	Attendee Sign In-Out
View	-311	Registration	Attendees Returning between given co...
View	-192	Registration	Attendees with Birthdays

- To see the active, pending or cancelled participants in your program, choose "Registration Attributes."

	ID	Category	Name
View	-631	Registration	New and Returning Groups
View	-87	Registration	Non-Returning Attendees
View	108	Registration	Pick-Up Authorization
View	-592	Registration	Registration Attachment Forms
View	-67	Registration	Registration Attributes

## Programs for Minors CircuiTree Guide

9. Click “View” to the left of the Registration Attributes query.

View	-631	Registration	New and Returning Groups
View	-87	Registration	Non-Returning Attendees
View	108	Registration	Pick-Up Authorization
View	-592	Registration	Registration Attachment Forms
View	-67	Registration	Registration Attributes

10. Change “Event Year” to the current calendar year.

**Event Year \***  
2020

**Event Location**  
Computer Science

**Event**

**Event Division**

**Event Type**

11. Change the “Event Location” to the area hosting PACE for minors (i.e. Computer Science, Chess, Soccer). You will only see the department in which you work.

**Event Year \***  
2020

**Event Location**  
Computer Science

- Academic Bridge Program
- Arts and Humanities
- ATEC
- Baseball
- Basketball Shooting Camp and Men's Basketball
- Basketball Skills Camp and Women's Basketball
- Behavioral and Brain Sciences
- BioEngineering
- Biological Sciences
- Callier Center Communications
- Center for Brain Health
- Chemistry
- Chess
- Cognition and Neuroscience Program
- Computer Science
- Debate
- Diversity and Community Engagement
- Electrical Engineering
- Esports

12. Event (optional) may be used to further narrow down a specific event if a location has several PACE for minors registered.

**Event Year \***  
2020

**Event Location**  
Computer Science

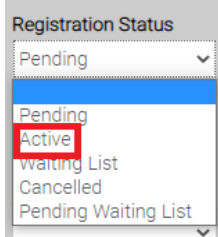
**Event**

- AI/ML/DL Workshop (9 weeks) June 1 - July 31
- Coding Camps Wk1 June 1 - 5
- Coding Camps Wk2 June 8 - 12
- Coding Camps Wk3 June 15 - 19
- Coding Camps Wk4 June 22 - 26
- Coding Camps Wk5 July 6 - 10
- Coding Camps Wk6 July 13 - 17
- Coding Camps Wk7 July 20 - 24
- Coding Camps Wk8 July 27 - 31
- Coding Camps Wk9 August 3 - 7
- Computer Science Private Tutoring
- Cyber Security Advanced (2 weeks) July 20 - July 27
- Cyber Security Fundamentals (3 weeks) June 29 - July 7
- Cyber Security Fundamentals (3 weeks) June 8 - July 14

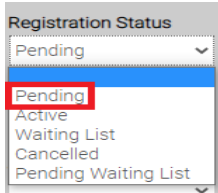
## Programs for Minors CircuiTree Guide

### 13. Registration status

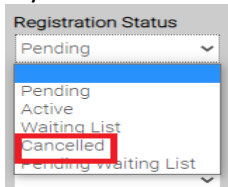
- If you want to find active participants, select Active.



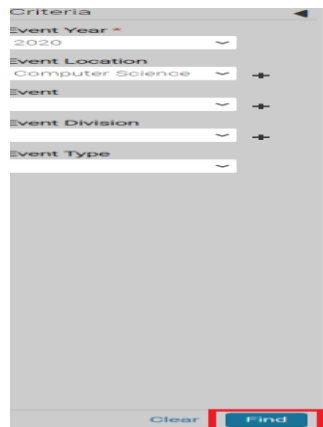
- If you want to find pending participants, select Pending.



- If you want to find cancelled participants, select Cancelled.



### 14. Click "Find."



15. CircuiTree will create a list of participants matching the criteria you selected.

16. In the upper right corner of the screen, select the "Actions" dropdown.

