Participant Registration Guide for CircuiTree

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

1. **Private Events**: Click on the link provided by the camp director for the program, activity, camp or event for which you would like to register.

   **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 My Children.”

5. Available programs will be displayed. Click on the appropriate session for the participant.
6. If registering a new participant, select “+ New Attendee” or select the attendee name for a returning participant.

7. All fields with an * require information to be entered. Click “Save” to continue.
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.

John Smith
Future Comets Saturday Sessions (September 2020 - May 2021) - 18 Years of Age and Older - 6/1/2021

1. Attendee Information

- Family Role: Child
- Preferred Name: John
- Middle Name
- Attendee Email: j.smith@yahoo.com
- Street Address: 555 Park Ln
- City: Dallas
- State: TX
- Zip Code: 15555

What is the name of the school the participant attends?
Lakeview

If applicable, please enter the name of the teacher or coach that referred you to this program.
Answer:
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. Parents may add another event for the current participant or add a sibling before continuing to the Checkout screen. 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.