

# ESC Registration Checklist

Use the following checklist to ensure that you have completed the necessary steps to register for ESC.

## Step 1 - Register Delegates & Events Online

at <https://www.schooloftomorrow/logon.php>

Instructions for this process are available for download from the CEE website. Please read these instructions carefully before trying to register. If you cannot add free events, please email the office for assistance.

## Step 2 - Make Payment Online

1. Log onto the CEE Online Shop at <https://shop.christian-education.org>.
2. Place an order for the required number of places in each category (full board, off campus, day visitor).
3. Select any additional items applicable to the selected option (e.g. meals if required for day visitors).
4. Save or print a copy of your completed order.

### Please note:

1. For Early Bird Bookings, you will be paying a 20% deposit per person. Please select the item called Early Bird Deposit. You will then need to place an additional order by 4th February and purchase the Early Bird Balance.
2. Be sure to select the correct number of each required item so that you are charged the correct fee.

## Step 3 - Complete and Submit Forms

The following forms should be completed in full and submitted to the ESC Office by post or email. Faxed copies will not be accepted. NB! Please be sure to use the 2015/2016 updated forms and not forms used for previous conventions.

### Required

- 1. CF1 - Registration Summary
- 2. CF5 - Sponsor Registration Form (one per sponsor)
- 3. CF6 - Permission Form for Minors (one per student or on-campus minor guest)
- 4. CF7 - Adult Medical Treatment Permission (one per sponsor, guest or on-campus guest)
- 5. CF16 - Screening Form (one per school) \* Not applicable to home schools unless sponsoring students other than your own children.
- 6. CF3 - Combined Events Form (one per event) \* Only required for events where you are joining up with another school/home school to form a group/team.

### Optional

- 1. Judges' Application (one per judge)
- 2. Service Form (one per volunteer)

As you will be managing your own events from the online registration programme, you will not receive an event confirmation from our office on registration. A final list will be sent for checking after the event registration deadline on 2nd March. To print your own event list, refer to the online registration tutorial.

Reminder! In order to qualify for the Early Bird Registration, ALL of the above steps must be completed by the Early Bird Registration date. Payment alone does not qualify you for the Early Bird booking.

Should you have any queries or require any assistance, please do not hesitate to contact the ESC office.