Registering STAR Event Participants

This is a step-by-step guide to help you register your students for State STAR Events. If you have any questions please feel free to contact the state office.

Once you have logged in you will see a screen similar to this:

You can see which students are STAR Event participants as they will have an event link that is **NOT** bold on the right hand side:

For each participant that is competing you will need to click on the Edit link

Participant ID	Name	Participant Type	T-Shirt (Advisers, Students & Chaperones)	Item Selection			
1026009	Hein, Angelina	IO	M	($0.00)		Edit	Delete
1026008	Shikles, Ivory	CO	L	($0.00)		Edit	Delete
1026023	Floyd, Jessica	S	S	($0.00)	Event	Edit	Delete
1026036	Hollandsworth, Michalynn	S		($0.00)	Event	Edit	Delete
1026038	Johnson, Jameshia	S		($0.00)	Event	Edit	Delete
1026032	Kearns, Erin	S		($0.00)	Event	Edit	Delete
1026034	Larm, Tiffany	S		($0.00)	Event	Edit	Delete
1026035	Lutz, Rachel	S		($0.00)	Event	Edit	Delete
1026033	Skoufos, Kyleigh	S		($0.00)	Event	Edit	Delete
1026010	Stumph, McKenna	S	M	($0.00)	**Event**	Edit	Delete
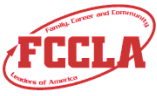
ADD ADVISER   ADD STUDENT   ADD OTHER NAME   CONTINUE PROCESSING REGISTRATION

It will open a screen that looks similar to this:

You need to complete all of the information associated with this student including, shirt size and gender. The grade should pull from the affiliation system and you should not be able to change it. At the bottom of the page is a black Next button.

The next screen (Items) will look similar to this:

This screen is specifically to order **EXTRA** t-shirts. Remember that all paying participants will receive a t-shirt; you will only need to add this if you wish to purchase extra shirts. Click next

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Your next screen will look similar to this:

You will not be able to make any changes to event selection. You will need to answer the custom questions for the specific event they are registered for. The custom questions are the same for each event. These questions take the place of the participant authorization forms. You will not be able to proceed without answering these questions. If you see an error with the event they are registered for you will need to contact the state adviser. Click next

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Your next screen will look similar to this:

You will need to answer these questions as well. Click next

Your next screen will look similar to this:

This screen is simply a review of all of the information you have entered for this student. When you are done click finish editing and it will take you out to the list of students again. Please complete this for all STAR Event participants.

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When you have finished your registration and view it, near the bottom you will see a section that looks similar to this:

All of your STAR Events participants should show up in the box labeled Event/Name (in the green circle above) If you look at the team numbers in each event you can tell which students have been grouped together as one team because they will have the same team number.

Any students who are attending for another purpose should be listed under the box that says Participants Not Registered in an Event (in the red circle above)