

“Good to Know” stuff for this year’s

ONLINE SCIENCE IN THE SUMMER REGISTRATION PROCESS

Please review the registration process and policies on this page carefully before clicking on the registration button.

Parents/Guardians will need to have access to the Internet and have an email address. Computers, smart phones, and tablets with Internet access can be used. If you do not have an email address, a free one can be set up with Goggle’s Gmail (<https://accounts.google.com>), Yahoo! Mail (<https://login.yahoo.com>) or Microsoft Outlook (<https://login.live.com>). If you do not have Internet access at home, we suggest using public computers available in community libraries.

Registration opens on Monday, May 4 at 12:00 Noon and will close on Friday, May 29 or when all the class seats and waiting lists spaces are filled, whichever comes first. Registration will re-open on June 8 for any sites that have available spaces.

Policies

- Registrations will be accepted in the order they are received.
- Incorrect information on a registration can result in the cancellation of that registration.
- A child may not participate in the program more than once each summer. Registering for multiple sessions is not permitted. If a child is registered for multiple sessions, all registrations will be canceled.
- To change sessions, the original registration must be canceled first. After canceling the original registration, a new registration may be created. To cancel a registration, click the cancellation link at the bottom of the follow-up email from ABC Signup.
- Children must be registered for the appropriate age level. Registrations for the incorrect level will be canceled.
- Only parents or legal guardians may register a child. All contact information should be for the parent or guardian of the child that is being registered.
- Only parents or legal guardians may complete the participant release forms. The digital signature should include the parent’s or guardian’s first and last name in order to be valid.
- GSK Science in the Summer staff reserves the right to cancel a registration if the release form is not submitted according to the instructions, if the release form is incomplete or inaccurate, or if the release form is not submitted by the deadline.
- If your child cannot attend a session, please cancel their registration. Cancellations must be done through the ABC Signup system by clicking the “cancel” button on the confirmation or wait list email from ABC Signup.
- By submitting a registration form, you agree to the above policies.

Registration Directions

Registering your child for an available session-

Part 1

1. Click the Registration button.
2. Choose the county you live in and click on a library with available registration spaces, which will be posted under the library listing.
3. Review the session information and click the registration link.
4. Complete the registration information and submit.

Part 2 – VERY IMPORTANT TO COMPLETE THIS STAGE OF THE REGISTRATION PROCESS!!!

1. Within approximately 20-60 minutes, an email from ABC Signup will be sent to the email address on the registration form. **Check your junk or spam folder in case the email was filtered by your security settings.**
2. Open the email and the attached link.
3. **Read and electronically sign the release form to complete the registration process.** This form **must be submitted within 3 days** from receiving it for your child to be accepted into the program. **Your child will be canceled from the session if a signed release form is not submitted within 3 days.**
4. Keep your confirmation emails until the session starts

Registering your child for a wait list space-

You may register your child for multiple wait lists. Once your child is accepted into an available program space, your child will be removed from all the other wait lists.

Part 1

1. Click the Registration button.
2. Choose the county you live in and click on a library with available wait list spaces, which will be posted under the library listing.
3. Review the session information and click the registration link.
4. Complete the registration information and submit.
5. Within approximately 20-60 minutes, an email from ABC Signup will be sent to the email address on the registration form. Check your junk or spam folder in case the email was filtered by your security settings.
6. This email is NOT a confirmed registration.

Part 2

1. If a program space opens up, the next child on the wait list will be moved into the open space and the parent/guardian will be notified by email from ABC Signup.
2. If you receive this email, open it and the attached link to complete Part 2 of the registration process.
3. Read and electronically sign the release form. This form **must be submitted within 3 days** from receiving it for your child to be accepted into the program. **Your child will be canceled from a session if a signed release form is not submitted within 3 days.**
4. Keep your confirmation emails until the session starts.