

ON-LINE REGISTRATION PROCESS TRI-CITIES PROGRAM

Registration for ASP Tri-Cities Program can be at a Group Level or for Individuals who are NOT part of a group.

If you are an Organized Group:

The Group Leader will select the TRI-CITIES trip and reserve the number of spaces required. **Cost per person per day is \$5 for youth/college and \$10 for adults.**

Steps for Group Leaders:

1. From <https://www.servicenetwork.com/reg/APPSERV/qryAreaProfile.asp?AreaId=07183580-B1A1-4814-BDF8-45EC934AC09C> select the event date to reserve your spot. (the number of available openings is indicated in the last column – Slots Open) –click REGISTER NOW at the bottom of the page.
2. On the Previous Involvement page:
 - a. **Are you registered? If yes, enter info from previous registration and SUBMIT**
 - b. **Are you new? Fill in the blanks and SUBMIT**
3. Sign up as the **LEADER OF THE GROUP** –Complete steps to **CREATE NEW TEAM**
 - a. Team Information – Note that you will be prompted for credit card or invoice option to make payment..
 - b. Financial Summary review – **\$5 youth/college \$10 adults**
 - c. Your contact information
 - d. Emergency Contact information
 - e. Participant Agreement – Review and acknowledge
 - f. Payment Information –**\$5 youth/college \$10 adults**
 - g. Confirm and submit registration
4. You will receive an email acknowledging your group's registration, confirmation of your contact information, trip date, total cost, your user name, password, and **Group Code**. Group members will need this **Group Code** to complete their registration process at a later date. You will need the user name and password to access your **Participant Center*** to view your trip information and/or to register for future trips with us.

As you approach your trip date, the Group Leader will be better able to confirm the number of spaces from the original registration. If changes are required, up or down, the Group Leader will need to get approval from Volunteer Services in advance. Volunteer Services will make the adjustment to the group total.

All subsequent changes to group size must also be approved in advance and are subject to space availability. An updated invoice will be generated based on the most recent changes that are acknowledged.

Group members who are certain of their participation may register for a trip using the **Group Code** that has been provided to them by the Group Leader or Contact Person. As group members register, they are added to the team roster. Group member registration can occur at any point until trip departure, but must occur before your arrival date. A copy of your group's roster will be provided to the center staff for purposes of validating actual count of participants at the center. If a group member arrives but has not yet registered, he/she will be required to register upon arrival so that an accurate listing of group members is recorded.

*Go to the **Sign In** prompt at the upper right hand corner of the Trip Center page to access the **Participant Center**.

Steps for Members of the Group:

1. From <https://www.servicenetwork.com/reg/APPSERV/qryAreaProfile.asp?Areald=07183580-B1A1-4814-BDF8-45EC934AC09C> select the event date to reserve your spot. (the number of available openings is indicated in the last column – Slots Open) –click REGISTER NOW at the bottom of the page.
2. On the Previous Involvement page:
 - a. **Are you registered? If yes, enter info from previous registration and SUBMIT**
 - b. **Are you new? Fill in the blanks and SUBMIT**
3. At **Registration Overview** under Quick registration as a member of an existing team, you will see **I am a team Member, registering with a team already signed up.** : Enter the **Group Code** provided by your Group Leader. Complete the Online Registration – **JOIN AN EXISTING TEAM**
4. Complete steps to SUBMIT YOUR REGISTRATION:
 - a. Group or Team Information – Review your Team information
 - b. Financial Summary – **\$5 youth/college \$10 adults**
 - c. Enter your contact information
 - d. Enter your Emergency Contact Information
 - e. Participant Agreement – Review and acknowledge
 - f. Confirm and submit registration
5. You will receive an email acknowledging registration with your group, along with your user name and password so that you can access the **Participant Center*** to view trip information and/or register for future trips with us. Your Group Leader will also receive an email acknowledging your registration as a member of the group.

*Go to the **Sign In** prompt at the upper right hand corner of the Trip Center page to access the **Participant Center**.

If you are an Individual and NOT Part of an Organized Group:

1. From <https://www.servicenetwork.com/reg/APPSERV/qryAreaProfile.asp?Areald=07183580-B1A1-4814-BDF8-45EC934AC09C> select the event date to reserve your spot. (the number of available openings is indicated in the last column – Slots Open) –click REGISTER NOW at the bottom of the page.
2. On the Previous Involvement page:
 - a. **Are you registered? If yes, enter info from previous registration and SUBMIT**
 - b. **Are you new? Fill in the blanks and SUBMIT**
3. At Registration Overview, go to **I am an individual (not going with an organized group)** Then **Register Now**
4. **Step 1 Review: Financial Summary - \$5 youth/college \$10 adults then NEXT**
5. **Step 2: Complete Your Contact Information NEXT**
6. **Step 2 continued: Complete Emergency Contact Information NEXT**
7. **Step 3: Agreement Acknowledgement must read and accept NEXT**
8. **Step 4: Payment Information - \$5 youth/college \$10 adults NEXT**
9. **Done: Confirm and Submit Registration**
10. **Registration Summary**
11. You will receive an email acknowledgement of your registration with confirmation of your contact information, trip date, total cost, your user name and password. You will need the user name and password to access the **Participant Center*** to view trip information and/or register for future trips with us.

*Go to the **Sign In** prompt at the upper right hand corner of the Trip Center page to access the **Participant Center**.