Student Filling Out Forms

1. Complete all the steps outlined in the “Logging into the System” directions
2. Once logged in you will see all available camps currently open. Select the camp for which you are attending and click on the “I would like to apply” button (NOTE: if you are a parent/guardian please follow the directions “Parent/Guardian Filling Out Forms”)

   Corps of Cadets

   National Leadership Challenge Fall 2018

   Camp Dates: Oct 26, 2018 to Oct 28, 2018

   I would like to apply

   Parent/Guardian applying for dependent

3. Read and follow all of the pre instructions found on the following screen, then when they are complete click on the Continue Application button

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   Pre instructions here

   Continue Application

4. Fill in the full information for your Parent or Guardian including First Name, Middle Name, Last Name and Email (please double check that this is the email your parent/guardian would like to use for this process!!)

   Parent/Guardian

   Guardian First Name
   Guardian Middle Name
   Guardian Last Name
   Guardian Email

   Update
5. Enter in the full address for your parent/guardian and click the **Update** button

**Parent/Guardian's Address**

Address: 

City: 

State: 

Zip: 

**Update**

6. Enter in the Home, Cell/mobile, and Work phone numbers (all applicable) for your parent/guardian

**Parent/Guardian Phone**

- Home Phone: 
- Cell Phone: 
- Work Phone: 

**Update**

7. Enter In your (Dependent) Date of Birth, Gender, Photo Release, and Self Drive release

**Edit Dependent**

- **Date of Birth:** Oct 23, 2002
- **Gender (Male/Female):** Male
- **Grant permission for image, likeness or recording to be used:** YES
- **Dependent responsible for own transportation (Must be at least 16 years of age):** No

**Update**
8. Enter in your (Dependent) full address. If address is the same as your parent/guardian you can simply click on the **Use Parent/Guardian’s Address** button.

![Michael's Address](image)

9. **Add Authorized Contacts** (repeatable) Please list any individual who is authorized to pick up the dependent, including the parent/guardian. Authorized person must be at least 16 years of age. The dependent will not be permitted to leave with anyone who is not listed below. Authorized individuals must pick up the dependent in person and may be requested to show identification to program staff. Dependents will not be released to persons who fail to provide acceptable identification upon request. Enter in Full name, phone number, relationship to child, and medical/emergency contact question for each contact.

![Add Authorized Contact](image)

10. When all Authorized Contacts have been entered click on the **No More authorized Persons Needed** button.
11. Fill out your full medical information being as through as possible

**Medical Information**

**Health Insurance Carrier:**

**Policy Number:**

**LAST 4 DIGITS OF SSN:**

**Has your child had or currently have**

- **Rheumatic Fever:**
  - No

- **Meningitis:**
  - No

- **Stomach, Liver or Intestinal Disease:**
  - No

- **Diabetes:**
  - No

- **Allergies:**
  - No

- **Pneumonia:**
  - No

- **Measles:**
  - No

- **Poliomyelitis:**
  - No

- **Nervous Disorder:**
  - No

- **Skin Disease:**
  - No

- **Migraine Headaches:**
  - No

- **Heart Condition:**
  - No

- **Mumps:**
  - No

- **Tuberculosis:**
  - No

- **Kidney Disease:**
  - No

- **Ear, Nose or Throat Problems:**
  - No

- **Arthritis:**
  - No

- **Irregular Heartbeat:**
  - No

12. Enter in all medication that you are currently taking.

**Medication Information**

**No More Medication Needed**

- **Medication Name:**
- **Dosage:**
- **Administered:**
- **Reason For Taking:**

**Update**

13. When all medications have been entered or you do not require any medications click on the **No More Medication Needed** button.
14. You are now back at the application overview screen. Double check the information provided here and when you are **satisfied**, click on the big green **Submit Application** button

**National Leadership Challenge Fall 2018**

**Camp Registration**

**Parent/Guardian**

<table>
<thead>
<tr>
<th>Edward E. Tucker</th>
<th>New Parent/Guardian</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Home Phone:</td>
</tr>
<tr>
<td></td>
<td>Cell Phone:</td>
</tr>
<tr>
<td></td>
<td>Work Phone:</td>
</tr>
</tbody>
</table>

15. Your application is now awaiting parent/guardian approval. Your parent or guardian will have received an email to the provided email address with a link for them to set up their account

16. Click on the link provided in the email above and your parent/guardian will be taken to the following screen

**Complete Registration**

**Almost There!**

Hello Michael. Your username is

Please enter a password to begin using the site.

Password

Confirm Password
17. Have them enter in a password that must contain an uppercase letter, a lowercase letter, a number, a special character, and be at least 6 characters long. The same exact password must be entered into the Confirm Password text box. Once a password of the correct complexity is entered into both textboxes, the **Complete** button will appear. Click on this button.

18. Your Parent/Guardian will then have to verify that they are your lawful Parent or Guardian.

   **Approve Dependents**

   I verify that I am the lawful Parent or Guardian of Michael Edward Tucker

   **Approve**

19. Have them select the camp for which you are attending and click on the **Parent/Guardian applying for dependent** button.

   **Corps of Cadets**

   **National Leadership Challenge Fall 2018**

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   **Parent/Guardian applying for dependent**

20. They will then read and verify that all of the pre instructions are complete and will click on the **Continue Application** button.

   **National Leadership Challenge Fall 2018**

   [Pre instructions here]

   **Continue Application**
21. The Parent/Guardian must then review with you the programs rules and standards of conduct and click Approve

22. A Waiver is now generated through the DocuSign system and loaded into the view. To proceed you must click the I agree to use electronic records and signatures checkbox and then click on the CONTINUE button.
23. Read the document in full and as you encounter any Sign buttons click on them to sign that area. Note you can jump to the first signature by clicking on the Start button and the first Sign button you click will have you Adopt your Signature.

24. When all required areas are signed, scroll back up to the top of the page and click on the Finish button. Note: if any signatures are missing the screen will jump to the required area if the Finish button is hit before the document is complete.

25. Once they see “Waiver Completed!” and “This document is now complete” messages, the waiver section is complete. Please complete any listed post instructions on top of your screen.

Release Waiver
*If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please contact Richard Henry: Richard.Henry@ung.edu, 706-867-4447.