This year, Parent and Family Programs is working with a new registration system. Through our own trials and errors, we thought we would pass along a few tips to have as smooth of an experience as possible. Even after applying these tips you feel you need help, don’t hesitate to contact us.

- The first member of the family you register serves as the primary registrant. When you register the second member of the family, you’ll see all the data you entered for the primary registrant. You’ll see the same data when you register the third member of the family, and so on. Be sure you change the name of the previous registrant to the name of the actual registrant when asked for first and last name. Otherwise, your registrations will reflect the same name.

- Every member you register for Family Weekend will have the student’s name on their registration.

- The student’s registration is the only registration that will have both the student’s name as the registrant and as the student.

- Use one email for all registrations to receive a confirmation for each registered family member. This email will receive communication from us as we progress through planning and get you ready for your arrival.

- Remember the email you use because it will help retrieve your registration for which you can make changes.

- To make changes to your registration, you can go back to the Family Weekend registration page, select the package you registered for (Weekend or Saturday), and select “modify.”

- Remember that if you make changes it can only be done through the primary registrant (usually listed first) and the changes will reflect on everyone’s registration. In other words, every family member will register for the same thing. However, once you check-in we’ll tell you where flexibility exist to move things around your schedule.

We hope these tips are helpful!