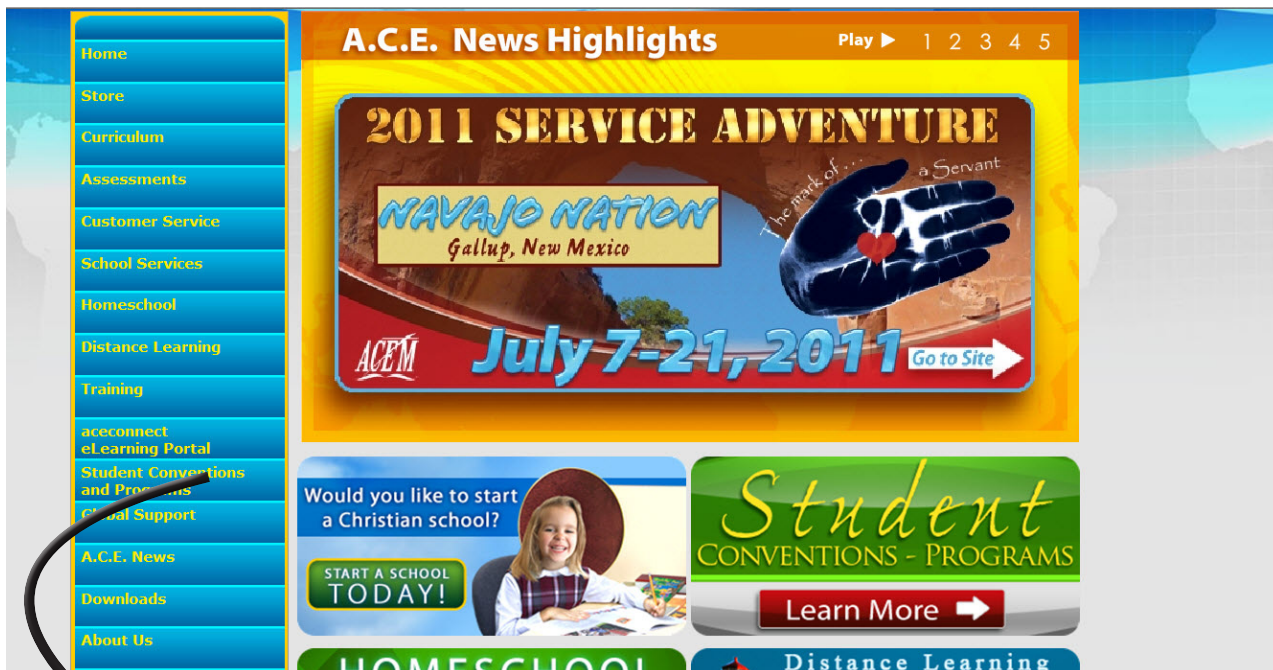


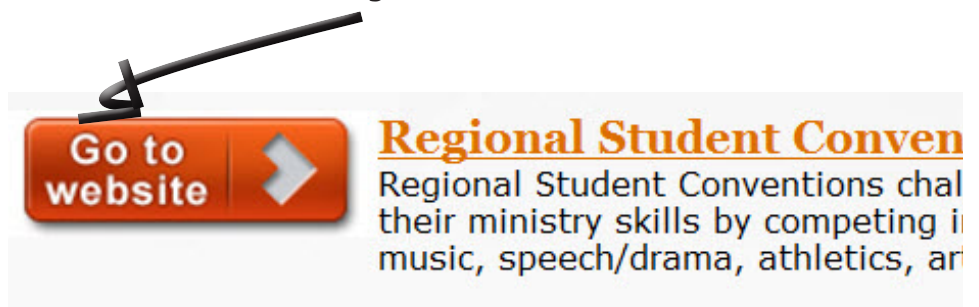
Online Student Convention Registration Help File

How to Register

Begin by typing www.schooloftomorrow.com into your internet browser. Once you arrive to this page, look on the left side of your screen and click on Student Convention and Programs.



A window will be displayed.
Click on
Go to Website
under Regional Student Convention



Click on
Register Now!

This will take you to the Logon page.

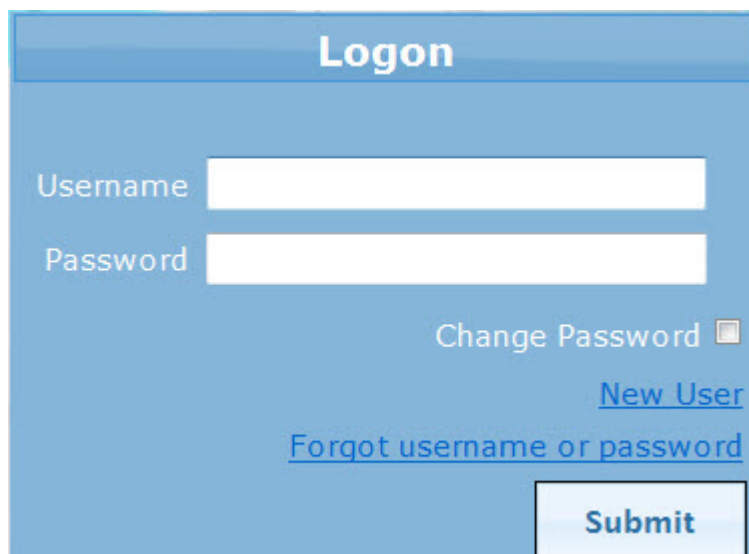
2011 Regional Schedule U.S.A.

Register Now!

Once the Logon page appears,
click **New User**

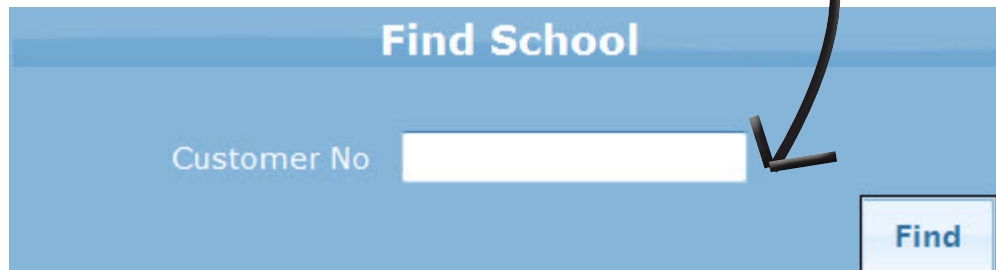


The screenshot shows the 'Online Student Convention Registration' page. At the top left is the ACE logo. The title 'Online Student Convention Registration' is centered in a large white font. To the right is an image of a computer monitor displaying the website. Below the title is a 'Logon' form with fields for 'Username' and 'Password'. To the right of the password field is a 'Change Password' link with a small square icon. Below these are two links: 'New User' and 'Forgot username or password'. At the bottom right of the form is a 'Submit' button. A black arrow points from the 'New User' link to the larger screenshot below.



This is a close-up of the 'Logon' form. It features a blue header with the word 'Logon' in white. Below the header are two white input fields labeled 'Username' and 'Password'. To the right of the password field is a 'Change Password' link with a small square icon. Below these are two links: 'New User' and 'Forgot username or password'. At the bottom right is a 'Submit' button. A black arrow points from the 'New User' link in the previous screenshot to this one.

This will take you to the screen requesting your School of Tomorrow Customer Number.
Enter your Customer Number.

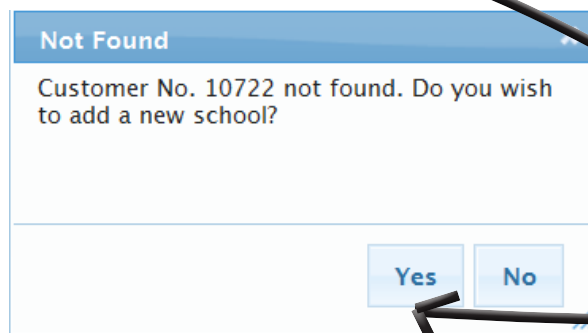


The image shows a web form titled "Find School" with a blue header. Below the header, there is a label "Customer No" followed by a white text input field. To the right of the input field is a blue button with the text "Find". A black curved arrow points from the text "Enter your Customer Number." to the input field.

IMPORTANT NOTE: If this is your first time registering your school *online* for Regional Student Convention, the program will NOT automatically recognize your Customer Number. You **MUST** enter it in the pop-up window below.

Online Student Convention Registration has the capability to show each RCS your school has registered for online beginning in the 2010-11 school year. Once you register for the first time, the program will track each RCS you register for and will recognize your school's Customer Number.

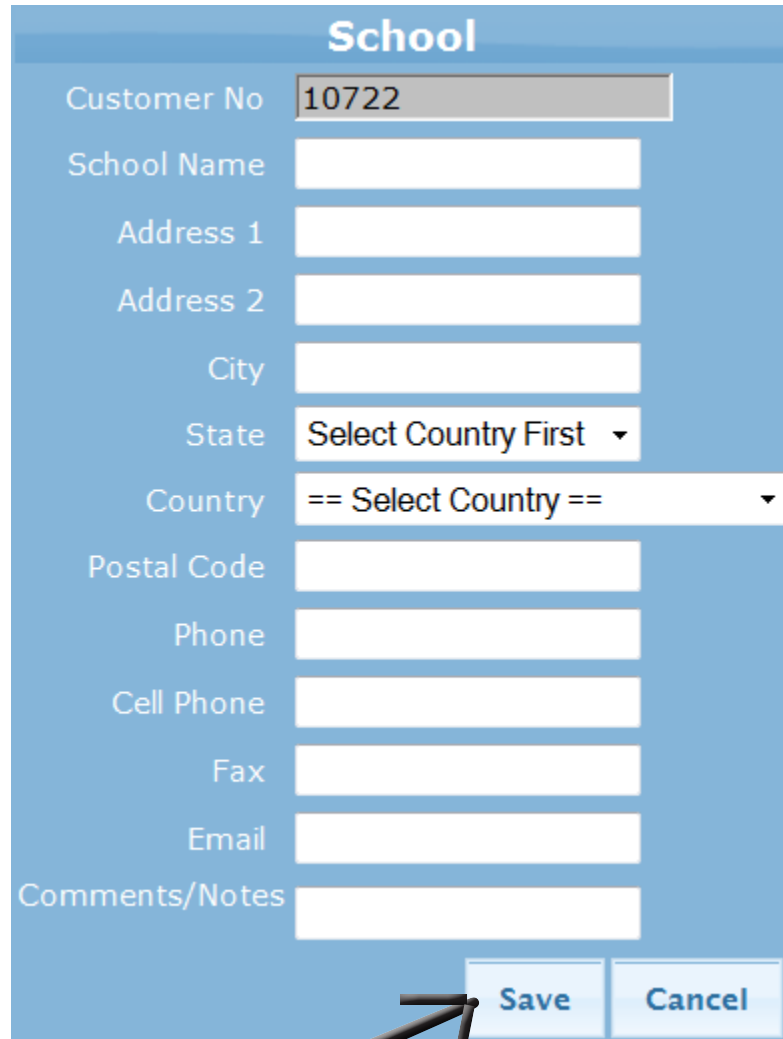
A pop-up window will be displayed asking if you wish to add a new school. If this is your first time registering for Regional Student Convention online
Click **Yes**



The image shows a pop-up window titled "Not Found" with a blue header. The main text inside the window reads: "Customer No. 10722 not found. Do you wish to add a new school?". At the bottom right of the window, there are two buttons: "Yes" and "No". A black curved arrow points from the text "Click Yes" to the "Yes" button.

A new window will be displayed asking for your school information.

**Fill in all your school's information completely.
You must select your country FIRST ... then select your state if applicable.**

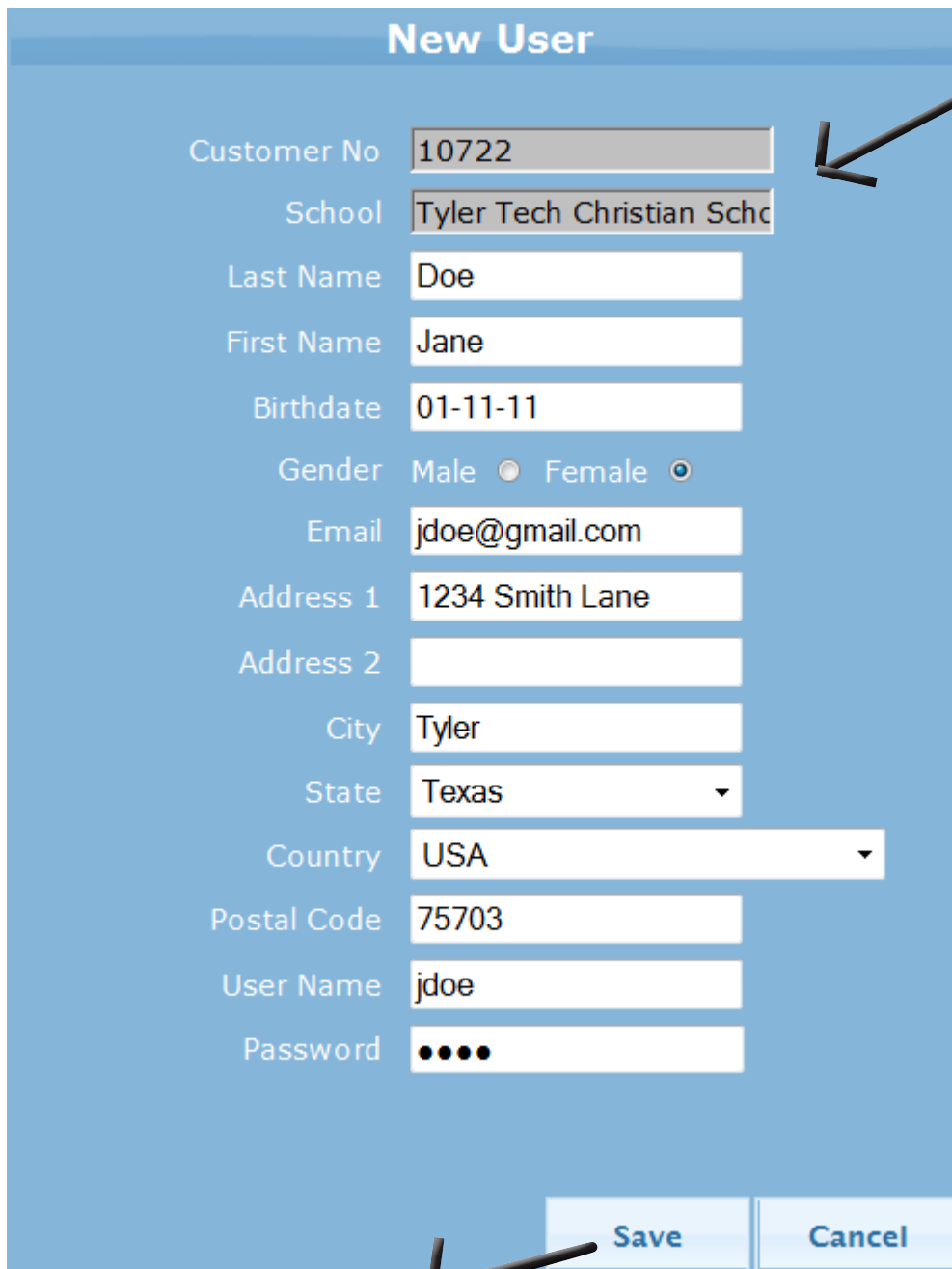


The image shows a web form titled "School" with a blue header. The form contains several input fields: "Customer No" (with the value "10722"), "School Name", "Address 1", "Address 2", "City", "State" (a dropdown menu showing "Select Country First"), "Country" (a dropdown menu showing "== Select Country =="), "Postal Code", "Phone", "Cell Phone", "Fax", "Email", and "Comments/Notes". At the bottom right, there are two buttons: "Save" and "Cancel". A black arrow points to the "Save" button.

Click Save when all information is complete

A new window will be displayed requesting New User information.

You may add more than one user.



The screenshot shows a 'New User' form with the following fields and values:

Field	Value
Customer No	10722
School	Tyler Tech Christian Scho
Last Name	Doe
First Name	Jane
Birthdate	01-11-11
Gender	Male <input type="radio"/> Female <input checked="" type="radio"/>
Email	jdoe@gmail.com
Address 1	1234 Smith Lane
Address 2	
City	Tyler
State	Texas
Country	USA
Postal Code	75703
User Name	jdoe
Password	••••

Annotations:

- An arrow points to the 'Customer No' and 'School' fields with the text: 'In this window your Customer Number and School name will be displayed at the top of the page.'
- An arrow points to the 'Save' button with the text: 'Click Save when all information is complete'.

In this window your Customer Number and School name will be displayed at the top of the page.

Fill out all personal information completely.

Make sure and enter the birthdate in a two digit format such as 01-11-11

Your must select your country FIRST ... then select your state if applicable..

The program will generate a user name for you based on your first and last name. You can keep that user name or create a new one. *You will* need to create a password. Make sure that you secure your user name and password as you will need these to log into the program.

Once you click Save, your information will appear.

Click [Manage Convention Registration](#)

School

Customer No

School Name

Address 1

Address 2

City

State

Country

Postal Code

Phone

Cell Phone

Fax

Email

Comments/Notes

[Students](#)
[Sponsors](#)
[Guests](#)
[Manage Convention Registrations](#)

[Students](#)
[Sponsors](#)
[Guests](#)
[Manage Convention Registrations](#)

Once you click [Manage Convention Registration](#), you will see this box.

You will only have to do this the first time you register.

Current Conventions Registered For

Register For New Convention

Click the down arrow and choose the Regional Convention you will be attending

CANADA - Maritime-2011-03-30

CANADA - Ontario/Quebec -2011-05-09

CANADA - Prairie-2011-05-04

Carolinas-2011-03-28

Coastal Plains-2011-03-07

Cumberland Valley-2011-03-07

Deep South-2011-03-29

Frontier-2011-03-14

Great Lakes-2011-05-03

Heartland-2011-03-08

Mid-Atlantic-2011-04-11

Mid-South-2011-03-28

NON USA - Mexico-2011-03-01

Northeast-2011-04-25

Northwest-2011-03-22

Ozark-2011-03-22

Pacific Coast-2011-03-14

Prairie States-2011-03-15

Southern Plains-2011-04-04

Sun Coast-2011-04-18

Test Convention-2011-03-01

Upper Mid-West-2011-04-13

Virginias-2011-04-12

Wisconsin-2011-03-22

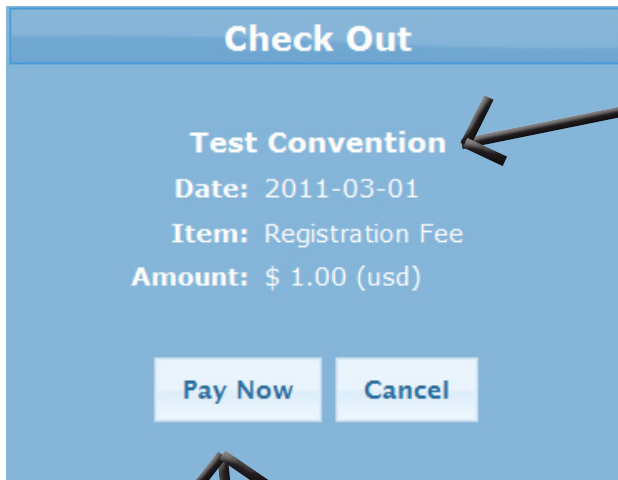
CANADA - Maritime-2011-03-30

Select

When your choice is complete-
Click **Select**

**Have a credit card ready to process the Regional Student Convention fee
for your Regional Student Convention.**

A pop-up window will be displayed.



Check Out

Test Convention

Date: 2011-03-01

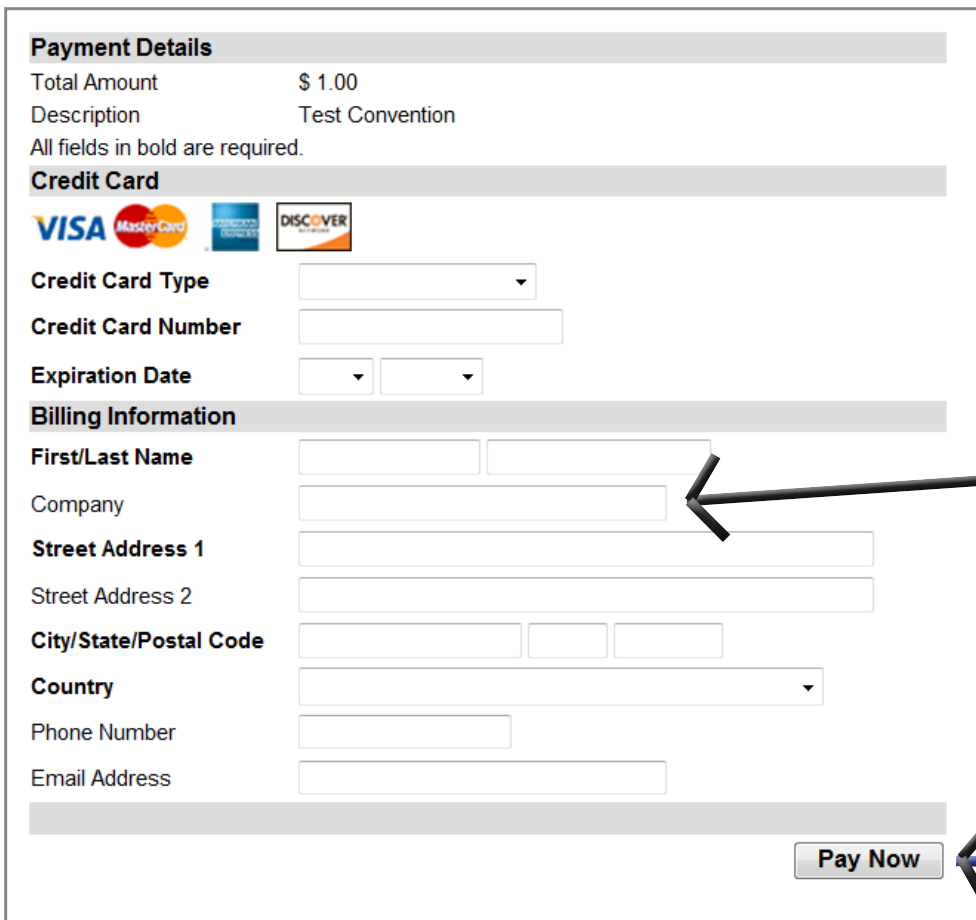
Item: Registration Fee

Amount: \$ 1.00 (usd)

Pay Now **Cancel**

Make sure the correct
Regional Student Convention
is displayed.

Click
Pay Now







Payment Details

Total Amount \$ 1.00

Description Test Convention

All fields in bold are required.

Credit Card

Credit Card Type

Credit Card Number

Expiration Date

Billing Information

First/Last Name

Company

Street Address 1

Street Address 2

City/State/Postal Code

Country

Phone Number

Email Address

Pay Now

Enter in your credit card
information.

In the Company field
enter the name of your
school.

When you have entered
all of your information,
click **Pay Now**

Make sure to print your receipt.

Transaction Receipt

Purchase Description

Test Convention - Registration Fee

Payment Details

Order Number: MISC10722

Total: 1.00

Order Details

Card Description: Visa #####9393

Billing Address

Tyler Tech Christian School

1811 Wendover Pl

Tyler, TX us 75703

[Print Receipt](#)

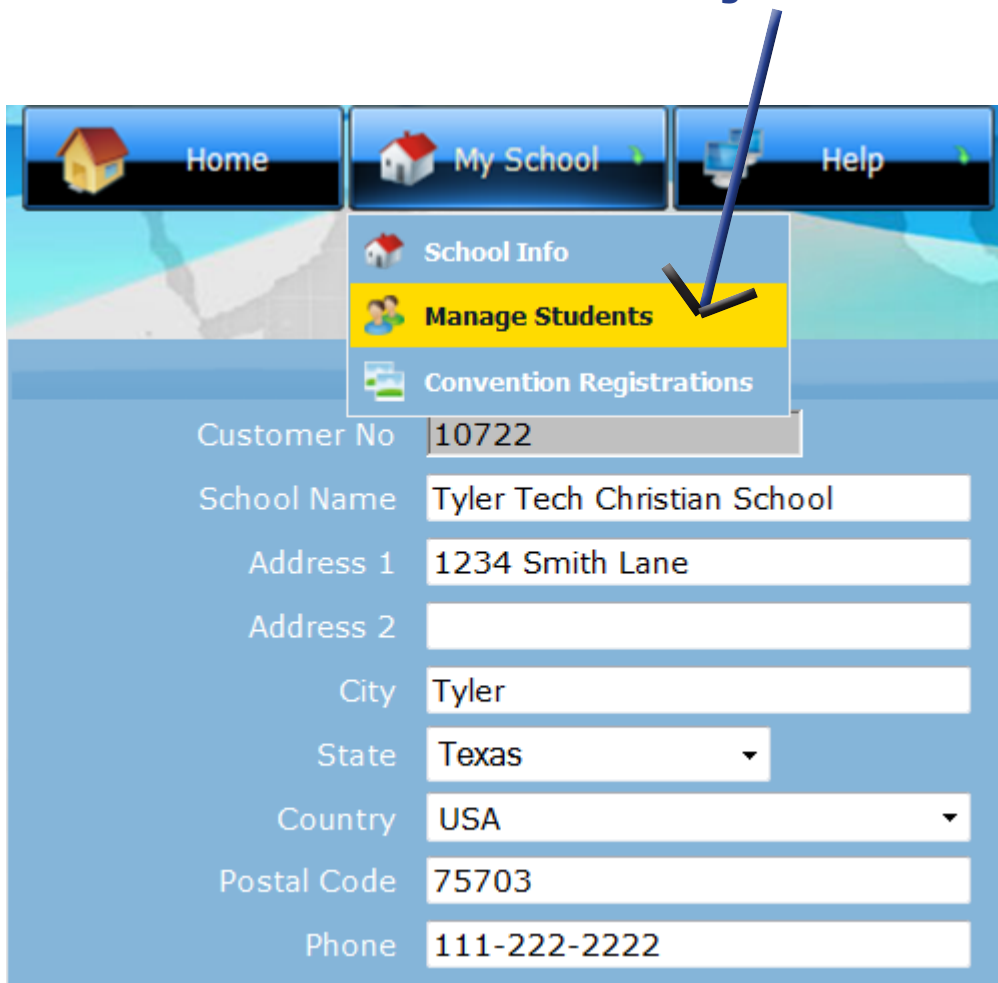
[Continue](#)

Adding Students, Sponsors and Guests

Once you have registered your school and paid your fees, it is time to add all of your students, sponsors and guests.

Make sure you are on your school's information page.

Select **Manage Students**



The screenshot shows a web application interface. At the top, there is a navigation bar with three buttons: 'Home' (with a house icon), 'My School' (with a house icon and a green arrow), and 'Help' (with a computer icon and a green arrow). Below the 'My School' button, a dropdown menu is open, showing three options: 'School Info' (with a house icon), 'Manage Students' (with a group of people icon and highlighted in yellow), and 'Convention Registrations' (with a calendar icon). A blue arrow points from the text 'Select Manage Students' to the 'Manage Students' option in the dropdown menu. Below the navigation bar, there is a form for entering school information. The form has the following fields: 'Customer No' (with the value '10722'), 'School Name' (with the value 'Tyler Tech Christian School'), 'Address 1' (with the value '1234 Smith Lane'), 'Address 2' (empty), 'City' (with the value 'Tyler'), 'State' (with a dropdown menu showing 'Texas'), 'Country' (with a dropdown menu showing 'USA'), 'Postal Code' (with the value '75703'), and 'Phone' (with the value '111-222-2222').

After registering students, sponsors, and guests, the program will keep track of those students for future Regional Student Conventions. You will not have to enter that person again each year.

To add students, click the **Students** button.
The Students button will appear in orange lettering when selected.

*This is how you can determine if you are adding Students, Sponsors, or Guests.
The selected button will appear in orange lettering.*

School: 10722 - Tyler Tech Christian School

Last Name: Barber

First Name: Curtis

Male ☒ Female ☐

Birthdate: 05-05-1996

Address 1: 1234 Smith

Address 2:

City: Tyler

State: Texas

Country: USA

Postal Code: 75703

Email:

Barber, Curtis
Barber, Sandy
Jackson, Jerry
Jackson, Suzy
Johnson, Cindy
Johnson, Jimmy
Smith, Johnny
Smith, Sally
Taylor, Candy
Taylor, Cole

Students
Sponsors
Guests

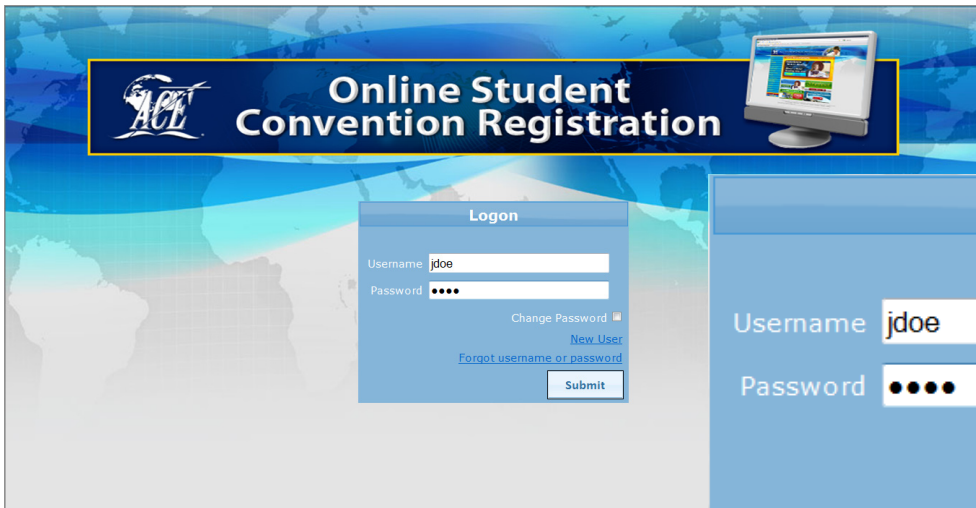
Manage Convention Registrations

Add New Delete Save

Once the **Students** button is selected, click **Add New**
Enter the student's information and when complete, click **Save**.
Your student will appear in the box to the right
Repeat this process until all of your students have been entered.

To add sponsors, make sure you click on the **Sponsors** button. The Sponsors button will appear in orange lettering. Once you have clicked the Sponsors button, repeat the same process as above to add all of your sponsors.

To add guests, make sure you click on the **Guests** button. The Guests button will appear in orange lettering. Repeat the same process as above.



Login

Username

Password

[Change Password](#) ☐

[New User](#)

[Forgot username or password](#)

The following will be true once: (1) You have registered your school and entered people for the first time (2) You will be able to add students, sponsors, guests, or manage convention registration straight from this screen.

School

Customer No

School Name

Address 1

Address 2

City

State

Country

Postal Code

Phone

Cell Phone

Fax

Email

Comments/Notes

[Students](#)

[Sponsors](#)

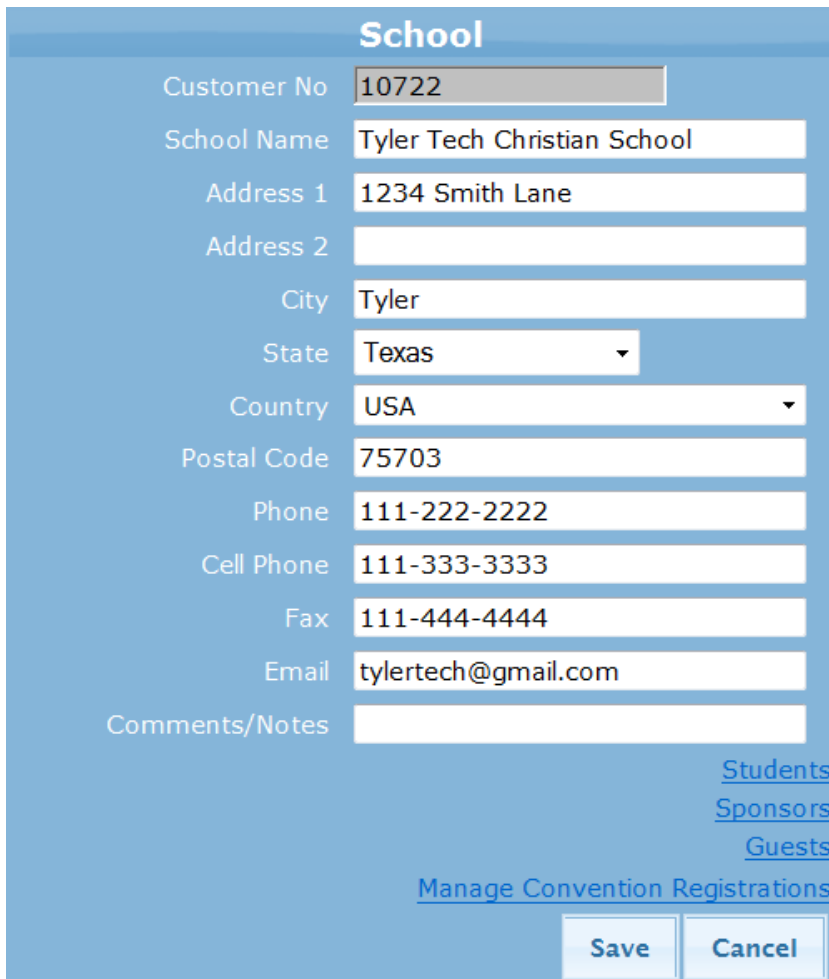
[Guests](#)

[Manage Convention Registrations](#)



Managing Students, Sponsors and Guests

Once you have entered all of your students, sponsors and guests into the program, it is time to enter your students into their respect events.



School

Customer No

School Name

Address 1

Address 2

City

State

Country

Postal Code

Phone

Cell Phone

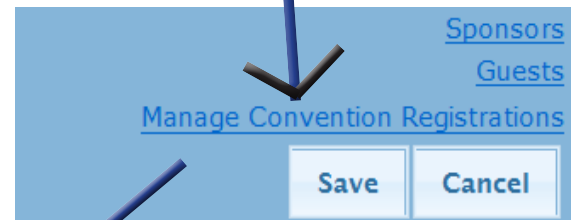
Fax

Email

Comments/Notes

[Students](#)
[Sponsors](#)
[Guests](#)
[Manage Convention Registrations](#)

Click on
Manage Convention Registration



[Sponsors](#)
[Guests](#)
[Manage Convention Registrations](#)

A new window is displayed.

This window shows the current conventions your school is registered for.

Click on your [Regional Student Convention](#)

Do not click on the drop down box.

If you have already registered, you do not need to click on the drop down box.



Current Conventions Registered For

[Test Convention-2011-03-01](#)

Register For New Convention

The name of your Regional Student Convention should appear here.
Click this link

To add students, click the **Students** button.
The Students button will appear in orange lettering when selected. After clicking the Students button, click **Add**.

School: 10722 - Tyler Tech Christian School

Financial Details

Registration Fee: \$ 1.00 (usd) Paid

School Balance: \$ -1.00

Barber, Curtis
Barber, Sandy
Jackson, Jerry
Jackson, Suzy
Johnson, Cindy
Johnson, Jimmy
Smith, Johnny
Smith, Sally
Taylor, Candy
Taylor, Cole

Students
Sponsors
Guests

Add Remove

Print
Person List
Student Entries
All Entries
Financial Detail

A new window is displayed.

Available Persons

Barber, Sandy
Jackson, Jerry
Jackson, Suzy
Johnson, Cindy
Johnson, Jimmy
Smith, Johnny
Smith, Sally
Taylor, Candy
Taylor, Cole

Add

☒ **Students**
☐ Sponsors
☐ Guests

Finished

Highlight the students name you wish to add and then click **Add**.
Do this for each student.
The students name should appear in the box on the left as you select them.

To add students, make sure the **Students** button is selected.

When you have all the students you wish to add completed, click **Finished**.

To add sponsors, make sure you click on the **Sponsors** button. The Sponsors button will appear in orange lettering. Once you have clicked the Sponsors button, repeat the same process as previously stated to add all of your sponsors.

To add guests, make sure you click on the **Guests** button. The Guests button will appear in orange lettering. Repeat the same process as previously stated.

Adding Entries

Once you have clicked on the Current Convention you are registered for, the window below will be displayed.

To add an entry to a student, make sure you have the **Students** button selected.
All the students should appear in the list box.

Click the student's name you wish to add events to.

School: 10722 - Tyler Tech Christian School

Financial Details
Registration Fee: \$ 1.00 (usd) Paid
School Balance: \$ -1.00

Barber, Curtis
Barber, Sandy
Jackson, Jerry
Jackson, Suzy
Johnson, Cindy
Johnson, Jimmy
Smith, Johnny
Smith, Sally
Taylor, Candy
Taylor, Cole

Students
Sponsors
Guests

Print
[Person List](#)
[Student Entries](#)
[All Entries](#)
[Financial Detail](#)

Add **Remove**

Student Entries

Event Group

Add Entry

After clicking on the student's name, click **Add Entry**.

A pop-up window is displayed

Add Entry

Bible Memory

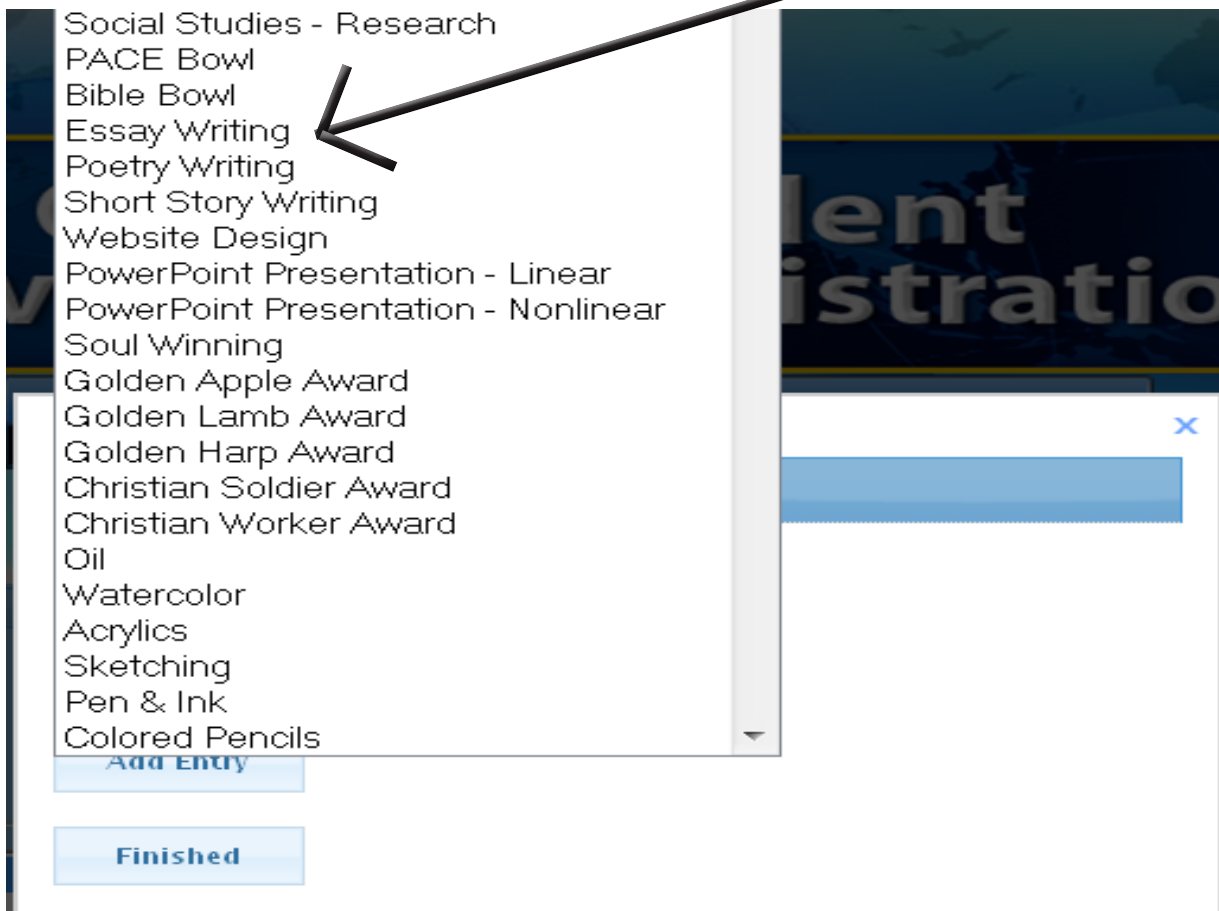
Group A

Add Entry

Finished

Click the drop down arrow to reveal the Entries menu

Choose the event you wish to add.

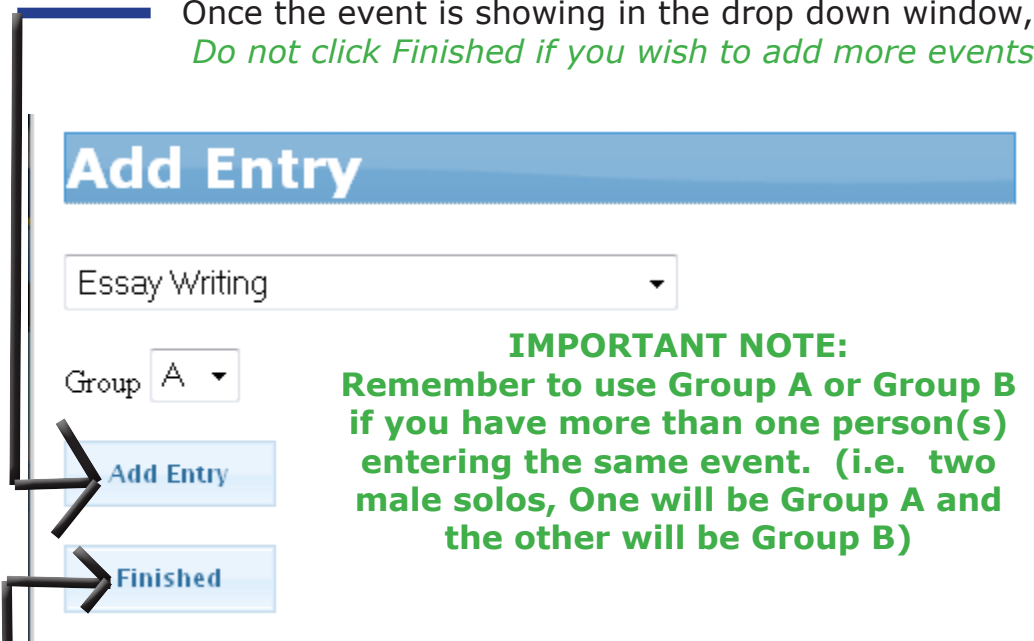


Social Studies - Research
PACE Bowl
Bible Bowl
Essay Writing
Poetry Writing
Short Story Writing
Website Design
PowerPoint Presentation - Linear
PowerPoint Presentation - Nonlinear
Soul Winning
Golden Apple Award
Golden Lamb Award
Golden Harp Award
Christian Soldier Award
Christian Worker Award
Oil
Watercolor
Acrylics
Sketching
Pen & Ink
Colored Pencils

[Add Entry](#)

[Finished](#)

Once the event is showing in the drop down window, click **Add Entry**.
Do not click Finished if you wish to add more events for this student.



Add Entry

Essay Writing

Group A

[Add Entry](#)

[Finished](#)

IMPORTANT NOTE:
Remember to use Group A or Group B if you have more than one person(s) entering the same event. (i.e. two male solos, One will be Group A and the other will be Group B)

You may add all the events for this student by selecting the event and clicking **Add Entry**.

When you are finished adding all events for this student click **Finished**.

As you can see, all the events for this student appear at the bottom of the page.

The screenshot shows the 'Student Entries' interface. On the left, a list of students is displayed with 'Barber, Curtis' selected. Below the list are 'Add' and 'Remove' buttons. In the center, there are three tabs: 'Students' (highlighted), 'Sponsors', and 'Guests'. On the right, there are links for 'Print', 'Person List', 'Student Entries', 'All Entries', and 'Financial Detail'. The main area displays a table of student entries:

Event	Group	
Essay Writing	A	Remove
Watercolor	A	Remove
Color Photography - Plants	A	Remove
Male Duet	A	Remove
Piano Solo - Male	A	Remove

At the bottom right, there is an 'Add Entry' button. A black arrow points from the 'Remove' button in the student list to the 'Remove' link for the 'Essay Writing' event.

If you wish to delete an event, click on **Remove** and a pop-up window will ask for confirmation. Click **Yes** and the event will be removed.

This screenshot shows the same 'Student Entries' interface as the previous one, but with a confirmation dialog box open in the center. The dialog box has a title bar 'Confirmation' and a close button. The text inside reads: 'Are you sure you wish to remove this entry? This cannot be undone.' Below the text are two buttons: 'Yes' and 'No'. A black arrow points from the 'Remove' button in the student list to the 'Yes' button in the confirmation dialog.