

SCRAM 2018 – Registration Instructions

1. The sponsor/teacher registers the school for **SCRAM 2018** by going to CJCL’s online database:
 - a. <https://n344.fmphost.com/fmi/webd#CJCL-Database>
 - b. Enter Account Name CAJCL
 - c. Enter Password 753BC
 - d. Click “OK”
 - e. Select your School Name from the pull-down list.
 - f. Enter your school’s 3-digit access code. *It was sent from CJCL State Chair in early September.* Contact statechair@cajcl.org if you need the code for your school.
 - g. Verify your school and sponsor/teacher information (**red box**).
 - h. Click button to register for **SCRAM REGISTRATION**.
2. After registering your school, you will receive a confirming e-mail with a different link and access codes for online Adult Registration. *Please forward to all other adults attending.*
 - a. All sponsors/teachers and chaperones must register online.
3. After registering your school, you will also receive a separate e-mail from Woodbridge High School (woodbridgehighjcl@gmail.com) with an attached Excel Workbook and instructions for Student Registration, which is not online.
 - a. Students will use an Activities Sheet (sent by Woodbridge High School) to record their information and to select academic tests and contests. Students return their Student Activity Sheet and CJCL Waiver and Permission sent by Woodbridge High School, and payment.
 - b. The Sponsor/Teacher uses the completed Activity Sheets to enter all student (delegate) information and selections for academic tests/contests in the Excel Workbook. *After entry, the completed Activity Sheets should be returned to students so they know what they signed up for.*
 - c. A tab is provided in the Excel Workbook to get a printed list of students.
 - d. Another tab is provided to get an invoice based on the number of students listed.
 - e. All sponsors must check with their respective schools regarding medical information for each student attending. Sponsors please bring medical/emergency information for your students with you to SCRAM.
4. E-mail your completed Excel Workbook to woodbridgehighjcl@gmail.com on/before **November 1, 2018**.

Event Fees

Registration fee is **\$25** per student.

An event of this size requires pre-payments for meals, facilities, security, and other items based on the number of students registered; no refunds will be made if students are unable to attend. “Substitutions” may be made on/before **November 17**; please contact John Conant (johnconant@iusd.org).

On/before **November 1**, mail a packet with the following items:

- ✓ A printed list of your student delegates.
- ✓ CJCL Waiver and Permission for all students.
- ✓ ONE CHECK payable to: **WHS JCL**
- ✓ Mail to: **John Conant**
Woodbridge High School
2 Meadowbrook
Irvine, CA 92604