

Ludi 2020 Registration

1. The sponsor/teacher registers the school for **Ludi** by going to CAJCL's online database:
 - <https://n344.fmhost.com/fmi/webd#CJCL-Database>
 - Enter Account Name: CAJCL
 - Enter Password: 44BC
 - Click "OK"
 - Select your School Name from the pull-down list
 - Enter your school's 3-digit access code.
 - o *It was sent to you in early September. If you need the code sent again, contact statechair@cajcl.org*
 - Verify your school and sponsor information shown in the **red box**
 - Select the 'Ludi Registration' button.
2. Enter the information and click on the 'Submit Registration' button. You will receive an auto e-mail confirming your event registration. (The system will also notify Miramonte High School that your school has registered for the event.)
3. Once your registration through the database has been completed, you will shortly receive a separate e-mail from Miramonte High School with further details about the event, a Google spreadsheet for your school, and instructions for student and adult registration.
 - a. The sponsor will fill out the Google spreadsheet with the required information for all students and adults attending Ludi from their school. They will determine their own method for collecting this information from their attendees.
4. Sponsors will email Miramonte High School at cajclconreg@auhsdschools.org when their school's Google spreadsheet is complete with all attendees and their information by **November 7th**. Miramonte High School will be able to see updates to the spreadsheet in real time, but will not know that a school's spreadsheet is complete until confirmation.
5. Each student and adult attending Ludi must also sign a copy of the CAJCL waiver and return it to the sponsor, whether in person or via a photo/scan. Sponsors will email the host school at cajclconreg@auhsdschools.org with one PDF/document containing all their attendees' scanned waivers by **November 7th**.
6. **Payment:** The cost of Ludi is \$10 per student and sponsors are free. There are two payment options for schools to pay for Ludi this year.
 - 1) Paying online through Miramonte High School's Webstore:
 - Go to link:
<https://miramonte.revtrak.net/Clubs/academic-latin/#/v/Virtual-LUDI-Novembres-at-Miramonte-2281>
 - Create an account
 - Click on MAKE PAYMENT - You will automatically be assigned 7777777 for the ID NUMBER
 - Enter the total amount for Ludi Fees (\$10.00 x # of Students) and complete all required

boxes on page

- Click “ADD TO CART” and leave the quantity set to the number “1.” The total amount in the Cart should reflect the number of students participating
- Click the “CHECK OUT” button and fill in the CREDIT/DEBIT information and click CONTINUE for verification
- Once you are done checking out, the website will display your order verification and receipt (which will also be sent to your email)
- Online payment must be received by **November 7th**

2) Sending a check to Miramonte JCL

- Make a check payable to: **Miramonte JCL**
- Mail to:
Matt Davis
Miramonte High School
750 Moraga Way
Orinda, CA 94563
- Check must be postmarked by **November 7th**