

Event – Registration Instructions

1. The sponsor/teacher registers the school for **LUDI** 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 **LUDI**.
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 the Host School with an attached Excel Workbook and instructions for Student Registration, which is not online.
 - a. Students will use an Activities Sheet (sent by the Host School) to record their information and to select academic tests and contests. Students return their Activities Sheet, other Forms sent by Host 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 Activities 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.
4. E-mail your completed Excel Workbook to the Grace Curcio at gcurcio@siprep.org on/before **October 22nd**.

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 5th**; please contact the Host School Sponsor.

On/before **October 22nd**, mail a packet with the following items:

- ✓ A printed list of your student delegates.
- ✓ Waiver and Other Forms for all students.
- ✓ ONE CHECK payable to: **SI JCL**
- ✓ Mail to:

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