

## SCRAM 2019 – Registration Instructions

1. The sponsor/teacher registers the school for **SCRAM 2019** by going to CJCL’s online database:
  - a. <https://n344.fmphost.com/fmi/webd#CJCL-Database>
  - b. Enter Account Name ..... CAJCL
  - c. Enter Password ..... 44BC
  - 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](mailto: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 Sage Hill School ([felandj@sagehillschool.org](mailto:felandj@sagehillschool.org)) with an attached Excel Workbook and instructions for Student Registration, which is not online.
  - a. Students will use an Activities Sheet (sent by Sage Hill School) to record their information and to select academic tests and contests. Students return their Student Activity Sheet, Sage Hill Waiver, and CJCL Waiver and Permission sent by Sage Hill 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 [felandj@sagehillschool.org](mailto:felandj@sagehillschool.org) on/before **October 15, 2019**.

**Event Fees:** Registration fee is \$25 per student.\*

\*An adult sponsor or school employee must attend with the students. One adult sponsor/chaperone is required for every 12 students. If there is more than one adult sponsor/chaperone per 12 students, the cost for each additional adult is \$15.

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 **October 31**; please contact Jeffrey Feland ([felandj@sagehillschool.org](mailto:felandj@sagehillschool.org)).

On/before **October 15**, mail a packet with the following items:

- ✓ A printed list of your student delegates.
- ✓ Sage Hill Waiver and CJCL Waiver and Permission for all students.
- ✓ ONE CHECK payable to: **Sage Hill School**
- ✓ Mail to: **Jeffrey Feland**  
**Sage Hill School**  
**20402 Newport Coast Drive**  
**Newport Coast, CA 92657**