

SCRAM 2021 Registration Instructions

1. The sponsor/teacher registers the school for **SCRAM 2021** by going to CAJCL's online database:

<https://n344.fmphost.com/fmi/webd#CJCL-Database>

- a. Enter account name: CAJCL
- b. Enter password: see the email from Matt Davis
- c. Click "OK"
- d. Select your school's name from the pull down list.
- e. Enter your school's 3-digit access code.

It was sent to you in early September. If you need the code again, contact

statechair@cajcl.org

- f. Verify your school and sponsor information in the **red box**.
- g. Select the "SCRAM Registration" button.

2. Enter the information and click on the 'Submit Registration' button. You will receive an auto email confirming your event registration.

3. You will then receive a separate email from Willows with detailed information about SCRAM, an Excel document, and Google form links for student registration.

4. Students and sponsors attending the event will complete the Google form by October 22, 2021.

5. The cost of the event is \$10.00 per student and is free for sponsors and SCLers.

- a. Attendees must register on the form no later than October 22.
- b. An invoice will be sent to schools no later than October 15.
- c. Checks from each school can be made out to The Willows Community school, sent to the address below, and must be received before October 22, 2021. See the host for electronic payment.

Kyle Smith-Laird
8509 Higuera Street
Culver City, CA 90232