SCRAM Registration Instructions

1. The sponsor/teacher registers the school for **SCRAM 2020** by going to CAJCL's online database:

   § https://n344.fmphost.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.

      ○ *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 'SCRAM Registration' button.

2. Enter the information and click on the 'Submit Registration' button. You will receive an auto email confirming your event registration. (The system will also notify University High School that your school has registered for the event)

3. You will then receive a separate email from University High School with detailed information about SCRAM, a Google form link, and instructions for student registration.

4. Students and sponsors attending the event will complete the google form by November 14, 2020 (**one week** before SCRAM).

5. The cost of the event is $5.00 per student and is free for sponsors.

   a. Attendees must register on the form no later than the 14th of November.

   b. An invoice will be sent to schools no later than the 16th of November.

   c. Checks from each school can be made out to **University High JCL**, sent to the address below, and must be received before November 21, 2020.

   University High School
   4771 Campus Drive
   Irvine, CA 92612