

ESC Registration Checklist

Use the following checklist to ensure that you have completed the necessary steps to register for ESC.

☐ Step 1 - Register Delegates & Events Online

at www.christian.education/esc

Click on 'Register' to be taken to the registration site. An instructional video on this process is available on the registration site.

☐ Step 2 - Pay Your Deposit

1. Payments are taken through the above site.
2. You can pay a 20% deposit or make payment in full when registering.
3. Full final payments must be made by 9th May.

☐ Step 3 - Complete and Submit Forms

Once you have registered, you will receive an email with a link to the forms that need to be completed. These are completed and submitted online.

*Schools, you can send the link to parents to complete the forms initially. Ask them to save their progress and send you the 'save' link. You can then access the form for checking and submit when you are happy with it.

The forms are listed below:

Required

- ☐ 4. CF5&7 - Sponsor Affidavit & Permission Form (one per sponsor)
- ☐ 5. CF6 - Student Permission & Release Form (one per student or on-campus minor guest)
- ☐ 6. CF7 - Adult Guest/Judge/Volunteer Permission (one per adult guest/judge/volunteer)
- ☐ 7. CF16 - Screening Form (one per school) * Not applicable to home schools unless sponsoring students other than your own children.
- ☐ 8. CF3 - Combined Events Form (one per event) * Only required for events where you are joining up with another school/home school to form a group/team.

As you will be managing your own events from the online registration programme, you will not receive an event confirmation from our office on registration. A final list will be sent for checking following the final event registration deadline on 2nd May.

Events changes may also be done through the booking system, but please refer to guidance on this **before** attempting it. A wrong move could cancel your booking.

Reminder! In order to qualify for the Early Bird Registration, ALL of the above steps must be completed by the Early Bird Registration date. Payment alone does not qualify you for the Early Bird booking.

Should you have any queries or require any assistance, please do not hesitate to contact the ESC office.