

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 christian.education.

Instructions for this process will be available to view on the booking site by the end of January 2020.

Step 2 - Make Payment Online

1. Payment is made at the end of step 1 above.
2. You have the option to make a partial payment, but the minimum amount payable per person is the 20% deposit required to secure your booking.
3. Final payments must be made by 20th May.

Step 3 - Complete and Submit Forms

The following forms should be completed in full and submitted to the ESC Office by post or email. NB! Please be sure to use the 2020 updated forms available for download at christian.education and not forms used for previous conventions.

Required

- 1. CF5 - Sponsor Registration Form (one per sponsor)
- 2. CF6 - Permission Form for Minors (one per student or on-campus minor guest)
- 3. CF7 - Adult Medical Treatment Permission (one per sponsor, guest or on-campus guest)
- 4. CF16 - Screening Form (one per school) * Not applicable to home schools unless sponsoring students other than your own children.

If needed

- 5. 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 or if a school has more than one team.
- 6. Judges' Application (one per judge) - at least one per school (*Judges' applications are made online and a paper form does not need to be submitted.)

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 after the event registration deadline on 20th May.

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.