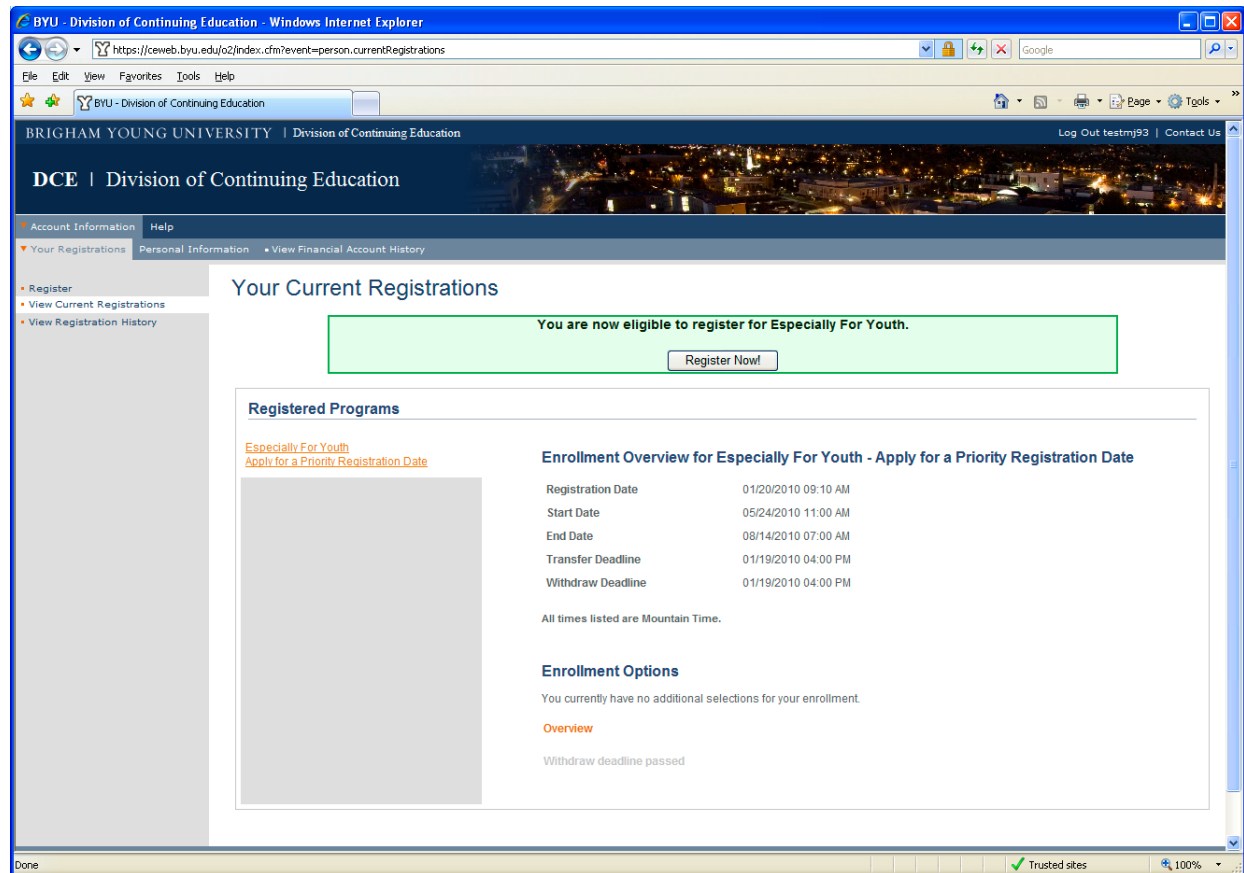


# Step-by-Step Priority Registration Process

Priority Registration begins January 14 - (9 am), 2011 through Feb. 15 - (10 am), 2011

Applicants will be selected at random and assigned a date and time to login and select an EFY session of their choice.

1. Applicants will be notified by email a few days prior to their registration date and time. Priority groups are scheduled approximately every weekday.
2. Return to <http://efy.byu.edu> and click on the "Register for EFY" button. When prompted, enter your BYU Net ID and password.
3. As the applicant's turn to register approaches, you may see one or more of the following messages appear on the "Your Current Registrations" web page:
  - If the applicant has not yet been scheduled - "You have not yet been scheduled for enrollment. Please check back."
  - When the applicant has been scheduled - Example: "You have been scheduled to enroll on January 26, 2011 at 10:00 A.M. "
  - When the scheduled date/time arrives – "You are now eligible to register for Especially For Youth". Click "Register Now!".



The screenshot shows a web browser window displaying the 'Your Current Registrations' page for the Division of Continuing Education at Brigham Young University. A prominent green message box states: "You are now eligible to register for Especially For Youth." with a "Register Now!" button. Below this, the "Registered Programs" section lists "Especially For Youth" with the following details:

Enrollment Overview for Especially For Youth - Apply for a Priority Registration Date	
Registration Date	01/20/2010 09:10 AM
Start Date	05/24/2010 11:00 AM
End Date	08/14/2010 07:00 AM
Transfer Deadline	01/19/2010 04:00 PM
Withdraw Deadline	01/19/2010 04:00 PM

All times listed are Mountain Time.

**Enrollment Options**  
You currently have no additional selections for your enrollment.

**Overview**  
Withdraw deadline passed

4. To register in a session, click the session's "Add to Cart" button

## Registration

You are required to complete a few items of information before you can proceed to checkout. Please complete the corresponding registration information for each item in your cart. After completing all required information, you will then be redirected to pay for your selections.

Section List Cart Total: \$0.00

### Available Sections for Joan Jensen

Section Title	Begin Date	Price	Available Spaces	Select
EFY UT Provo 01A -Brigham Young University (Capacity: 972)	05/24/2010	\$415.00	613	<a href="#">Add to Cart</a>
EFY TX Denton -North Texas University (Capacity: 300)	06/14/2010	\$415.00	147	<a href="#">Add to Cart</a>

[Previous](#) [Continue](#)

## 5. Verify your Cart (Session) Selection and click "Continue"

## Registration

You are required to complete a few items of information before you can proceed to checkout. Please complete the corresponding registration information for each item in your cart. After completing all required information, you will then be redirected to pay for your selections.

Section List Cart Total: \$415.00

### Available Sections for Joan Jensen

Section Title	Begin Date	Price	Available Spaces	Select
EFY UT Provo 01A -Brigham Young University (Capacity: 972)	05/24/2010	\$415.00	613	<a href="#">Remove</a>
EFY TX Denton -North Texas University (Capacity: 300)	06/14/2010	\$415.00	147	<a href="#">Add to Cart</a>

[Previous](#) [Continue](#)

## 6. Review the Registration Options and click "Continue".

- If you desire to request a roommate, enter a Roommate Link Number. (A 10-digit number, usually a phone number, which links you to a roommate.) A screen will then appear for you to enter your roommate choice's First and Middle Names and Last Name. **Be sure to list the roommate's name exactly as she/he listed it for registration. This person must be of your same age and gender.** Click "Continue".

## Registration for EFY UT Provo 01A

You are required to complete a few items of information before you can proceed to checkout. Please complete the corresponding registration information for each item in your cart. After completing all required information, you will then be redirected to pay for your selections.

Section List [Options](#) [Housing](#) [Parental Release](#) [Dress Standards](#) [Verify Person Info](#) [Payment Summary](#) Cart Total: \$415.00

\* All colored fields are required.

### Housing Information for Joan Jensen

This program allows up to 2 people to be linked together as a group. Efforts will be made to house group members together. You may also choose someone in your group as a roommate.

To request a group, complete the group link field below. All members of your group must use the same number.

To request a roommate, complete the group link field and then the roommate name fields when they appear below. You must spell your roommate's name exactly as he or she spelled it during registration.

Requesting a roommate does not enroll that person in the program. The roommate you request also needs to register. Your roommate must use the same group link number that you use and must request you as his or her roommate.

Every effort is made in honoring group and roommate requests; however, they are not guaranteed.

**Group Link**

Group Link Number

**Other Group Link Members**

- None

**Roommate Information**

Roommate's First and Middle Names


Roommate's Last Name

[Previous](#) [Continue](#)

8. Complete the Parental Release Form, including emergency phone numbers, physician's name and phone number, and insurance company name and policy number, etc. Here is where you list approved medications and any special medical needs. Click "Continue".

### Registration for EFY UT Provo 01A

You are required to complete a few items of information before you can proceed to checkout. Please complete the corresponding registration information for each item in your cart. After completing all required information, you will then be redirected to pay for your selections.

Section List Options Housing Parental Release Dress Standards Verify Person Info Payment Summary  Cart Total: \$415.00

#### Parental Release Form for Joan Jensen

\* All colored fields are required.

To be completed by the parent or legal guardian.

**Information**

Parent/Legal Guardian First and Last Names

Parent/Legal Guardian Email Address

Emergency Telephone Number(s)  
(Where parents can be located)

Primary

Secondary

Name of Child's Personal Physician

Physician's Telephone Number

Personal Health/Accident Insurance Company


Policy Number

**Medication**

I give my consent for my child to receive, if needed, the following over-the-counter medications, or their generic equivalent, according to the recommended dosage listed on the medication.

Select All  Select None

Tylenol  Advil  Pepto-Bismol  Antihistamine  Antacid  Laxative  Teen Midol  Cold Tablet

List any medical conditions or medications that our health counselors and/or other medical personnel may need to know about when treating your child. If none, leave blank: 


By submitting this form I certify as follows:

1. I approve of my child's attendance at a BYU youth program and certify that he/she is in good health and able to participate in the program activities. I give my consent for my son/daughter to receive the medical attention that may be required in the event of illness or accident while attending the program and I agree to be responsible for any expenses incurred for such treatment.
2. I authorize BYU to use, with discretion, my child's image for promotional purposes in print, web, and video productions without any expectation of compensation.

9. Carefully read and discuss the Dress Standards screen, as they will be enforced. Click "I Agree," then "Continue." You can always review the Dress & Appearance Expectations at the EFY website (<http://efy.byu.edu>).

### Registration for EFY UT Provo 01A

You are required to complete a few items of information before you can proceed to checkout. Please complete the corresponding registration information for each item in your cart. After completing all required information, you will then be redirected to pay for your selections.

Section List Options Housing Parental Release Dress Standards Verify Person Info Payment Summary  Cart Total: \$415.00

#### Dress and Grooming Standards Agreement for Joan Jensen

"When you are well groomed and modestly dressed, you invite the companionship of the Spirit and can exercise a good influence on those around you. . . . Always be neat and clean and avoid being sloppy or inappropriately casual in dress, grooming, and manner" (*For the Strength of Youth*, pp. 15-16).

Please read the standards below and come appropriately dressed as follows:

**Young Women**

A clean and well-cared-for appearance should be maintained. Clothing is inappropriate when it is sleeveless, strapless, backless, revealing, or form-fitting. Dresses, skirts, and shorts must be knee length or longer. Slits in dresses and skirts must also begin below the knee. Shirts and blouses should be long enough to cover the stomach and lower back, especially when bending over or raising the arms. Sleeves should cover the shoulders. Clothing should not be form fitting. Additionally, other inappropriate clothing includes long-johns or underwear styles; "sloppy" or "grubby" styles, such as patched, faded, or torn clothing; sweat suits; and any clothing with suggestive or vulgar wording or pictures. Hats are approved for outside wear only. In addition, the following should not be worn on the BYU Idaho campus: flip-flops, bib overalls (all styles), and shorts of any length.

Hairstyles should be clean and neat, avoiding extremes in styles and unnatural colors. Excessive ear piercing (more than one per ear) and all other body piercing are not acceptable.

Footwear should be worn in all public areas.

You will not be allowed to participate until you are in compliance with these standards.

I Agree  I Do Not Agree

10. Verify your account Personal Information. Click "Continue".
11. Review your Payment Summary. Click "Make Changes", if any changes are needed. Otherwise, click "Continue".

12. Review the Payment Information and the Terms and Conditions on the Checkout page. Click "Continue".
13. Enter your Credit Card Information and click "Process Payment Now."
14. Your Confirmation Receipt page will appear. Review and verify this information. Click "Print Receipt". Keep the printed receipt in a file so that you can have it for reference, if needed. This will be the confirmation number you will now reference if you need further assistance or have any questions. You can discard the prior confirmation number you received during the first Application Phase. Mark your EFY session on your calendar. Go back in to your account in a week or two and be sure that your session (and roommate choice) is listed just as you requested. If any changes need to be made, earlier is always better.

### Confirmation Receipt

Your transaction is now complete. Your confirmation number is 14714422.

We may send program information to you via e-mail. To prevent these emails from being caught by your e-mail's spam filter, please add [noreply@cemail.byu.edu](mailto:noreply@cemail.byu.edu) to your address book.

Registration Date and Time: January 21, 2010 4:37 PM

Payment Information		Charge	
Charge Description			
Joan Jensen			
2010 Especially for Youth - EFY UT Provo 01A		Order# 10112230	
1 Enrollment in EFY UT Provo 01A		\$415.00	
1 Enrollment in EFY UT Provo 01A, Female Housing		\$0.00	
<b>Subtotal</b>		<b>\$415.00</b>	
<b>Total Charges:</b>		<b>\$415.00</b>	
Payment By	Payment Description	Payment Date	Amount
Joan Jensen			
Joan Jensen	Bankcard Payment (Visa #####1111) on order 10112230	Jan 21, 2010	-\$415.00
<b>Total:</b>			<b>-\$415.00</b>

Bankcard payments will appear as 'BYU Continuing Education' on your credit card statement.

Current Registration Information--Joan Jensen (testsw47)						
Enrollment	Enrollment Options	Confirmation No.	Begin Date	End Date	Group Link	Other Group Members
2010 Especially for Youth EFY UT Provo 01A	EFY UT Provo 01A, Female Housing	14714422	May 24, 2010	May 29, 2010	9581234567	None
Friends:		You may now select other applicants for early registration.		<input type="button" value="Select Friends"/>		

Call (801) 422-8925 with any questions about your registration.

If you are at a public computer and are concerned about the information that we displayed, then you may want to delete all the files cached by your browser and close the browser completely to protect your personal information.

- 

If you need assistance during registration, please call (801) 422-8925.  
 Customer service hours are weekdays: 8:00 a.m. to 5:00 p.m. Mountain Time.  
 Copyright © 2008 Brigham Young University. All Rights Reserved. Icons

15. If desired, you may select up to three additional friends who will be allowed to login and register now. Click "Select Friends". On the "Edit Registration for ..." page, click "Friends" on the left hand side. Enter the Application confirmation number for each friend. Their name(s) will appear. Click "Save Changes". Notify these friends that you have entered them so that they can now go in and register.

- Overview
- Housing
- Friends
- Parental Release
- Transfer
- Withdraw

### Edit Registration for EFY UT Provo 01A

The information below reflects your current choices. You may review and make any changes needed to your registration. After completing your edits, you will need to checkout to complete the process.

#### 2010 Especially for Youth friends for Joan Jensen

You can refer up to 3 friends who will be able to register with you. Your friends must have applied for 2010 Especially for Youth, but not yet registered for a specific section. You must have your friends' Confirmation Numbers they were given when they applied for 2010 Especially for Youth.

Confirmation Number	Name	
<input type="text" value="14714416"/>	Jane Johnson	<input type="button" value="Clear"/>
<input type="text" value="15265466"/>	Amy Wright	<input type="button" value="Clear"/>
<input type="text" value="23567871"/>	Alice Roberts	<input type="button" value="Clear"/>

Return to your registrations

Save Changes

Logout & Register Another Person ?

- Each friend must have completed the Information Application Phase previously.
- You must obtain and enter each friend's Information Application Phase confirmation number.
- You must notify each friend that you have entered their confirmation number and they are now authorized to login and register for a session of their choice.
- When these friends enroll in a session, they can no longer be in any other priority group.
- The original friend can remove his friends' confirmation numbers from his registration if they are unhappy with their group for any reason; the separated friends can then enroll during their own enrollment times and choose to sign up with different friends.