

# Public Registration for Other Programs Registration

Updated Jul 16, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

## Overview

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If the school allows registrants who are not current students at the school, the school will need to use a public person registration form. This is necessary so the school can collect general information about the family and registrants in order to create person and household records as well as a user account so they can login to the registration page. The registration form is launched from the Public Landing Page.



## Summer Courses

Welcome to the Veracross Academy registration system for Academic programs. Start by reviewing our course catalog. When you're ready, click **Register** to create an account in our registration system. When signup is complete, you'll be ready to start registering for our academic programs. If you're already registered, [sign in now](#).

<b>Browse the program catalog</b> If you would like to review the available programs before signing-up, you can <a href="#">browse the program catalog</a> .	<b>Register</b> If you don't yet have a username and password, you need to <a href="#">register</a> before starting program selection.	<b>Login</b> Already have a username and password? You can <a href="#">login</a> .
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There are two default web registration forms available for public signup, one is household centric and the other is person centric.

*Note: Any additions or changes to the default forms are subject to extra cost. Additional forms must have the words "Program Registration" in the title to display in the Public Registration Form option drop-down menu.*

## Person Registration Form

The person registration form is one page and includes sections regarding the registrant's demographic information, contact information as well as their current school. User accounts will be created based on the email address that is entered. Registrants are able to indicate what their password will be when accessing online registration. After submitting this registration form, a confirmation email will be sent with the assigned username and instructions for accessing the login page for class signups (described below).

To view and complete an example form, please click [here](#).



Registration Review Finished

## Participant Information

First Name	<input type="text"/>	*
Middle Name	<input type="text"/>	
Last Name	<input type="text"/>	*
Email	<input type="text"/> <small>This will also be used as your username</small>	*
Gender	<input type="radio"/> Male <input type="radio"/> Female	*
Current Grade	None <input type="text"/>	

## Contact Info

Address	<input type="text"/>	*
City	<input type="text"/>	*
State/Province/Region	<input type="text"/>	
Zip/Postal Code	<input type="text"/>	*
Country	<None Specified> <input type="text"/>	*
Mobile Phone Number	<input type="text"/>	*

## Current School

School Name	<input type="text"/>	*
Position	<input type="text"/>	*
Type of School	<None Specified> <input type="text"/>	*

## Account

Password	<input type="text"/>	*
Password Confirmation	<input type="text"/>	*

Save and Continue

[Privacy Policy](#)

## Household Registration Form

The household registration form includes multiple pages for household information, program registrant information (with ability to add multiple registrants), parent information (with ability to add multiple parents) and optionally, emergency contact information.

**Welcome to the Program Registration Signup**

Family Name	<input type="text"/>	*
Address 1	<input type="text"/>	*
Address 2	<input type="text"/>	
City	<input type="text"/>	*
State/Province	<input type="text"/>	
Postal Code	<input type="text"/>	
Country	<None Specified> <input type="button" value="v"/>	*
Phone	<input type="text"/>	

[Save and Continue](#)

*Note: When using the household registration form, schools should include a note on the form encouraging parents to enter all of their children at once, even if they're unsure whether each child will signup for a program at this time. To keep data clean and allow flexibility for parents to register additional children in the future, it will be easier if they add them all initially.*

On the Review page under the Account section, users are able to indicate which Parent the user account should be created for along with the password that they will use when accessing online registration. The user account will be the email address that was entered for that Parent. After submitting this registration form, a confirmation email will be sent with the assigned parent username and instructions for accessing the login page for class signups (described below).

City	test
Postal Code	
State/Province	
Country	United States

## Emergency Contacts

**Account**

A User Account can be created for one parent to login and register for program classes. Please select the parent whom you want the account created for and enter a password. Once you Save and Continue, the account will be created and you can login to the program registration page.

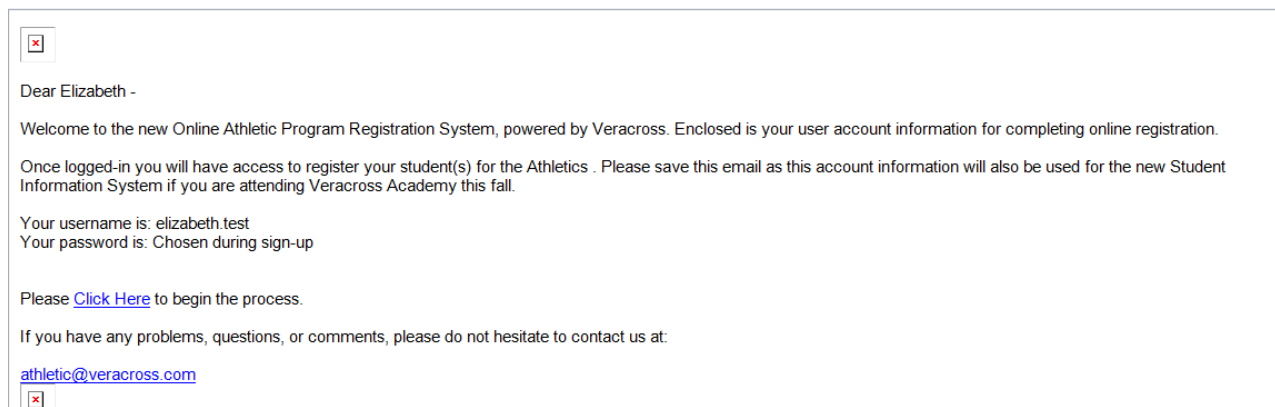
<b>Parent</b>	<input type="text" value=" &lt;Select One&gt;"/>	*
<b>Password</b>	<input type="password"/>	*
<b>Password Confirmation</b>	<input type="password"/>	*

To view and complete an example form, please [click here](#).

## Registration Confirmation Email

After submitting the registration information, the registrant will receive a confirmation email. This email will contain their assigned Username and a link to the login page for class signups. The registrant will click on the appropriate link for the login page and proceed to enter in the Username (received in the confirmation email) and the Password (chosen during the registration process). Once they are signed into the Other Programs page, they can proceed to sign up for classes.

This confirmation email is based on the email template called 'Program\_Initial\_Registration'. Schools will want to edit the text along with adding in the appropriate household landing links to the other programs login page.



## Public Registration-Specific Considerations

If a non-student has signed up for a program through public registration, the Future Program Student role is removed after the record is thirty (30) days old and they have no upcoming program classes.

Additionally, the following clean-up scripts run:

- clear the Current Grade, Grade Applying For, and Year Applying For if the person has no other roles
  - remove their parents' Parent of Future Program Student roles as long as they have no other children that are Future Program Students
  - **user accounts are left in place**, however, the presence of a user account and lack of appropriate role may cause the program registration interface to not display eligible children
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