



SAT Registration Guide

Step 1: From the GenJ website home page, go to “Experience,” in the main menu bar.

- There will be a drop down menu. Hover over “Student Action Teams.”
- There is another pop-up menu. Click “Join the Student Action Teams.”

Step 2: You will arrive on a new page (or if you followed a link from an email, you will start here).

- Click “enroll” under the Student Action Team you will be attending. If you are attending both, you can click “enroll” under either option.

Step 3: On this new page, you will click the link to create a new account.

- Fill out all the mandatory fields. *Important note: This is the information of the parent or guardian of the students that will be participating on the Student Action Team (SAT). This form creates the account administrator. It is not a registration for the SAT.
- When you have finished filling out the fields, click Sign up.

Step 4: This is a new page is where you add the information for anyone who is going to participate on the Student Action Team. *Important Note: If the parent or guardian who is listed as the Primary account holder is going to participate as a parent chaperone, you do NOT need to add their information again.

- Click the “Add Participant” button to add a student. If an adult is registering to come as a chaperone, click the “Add Parent” button.
- You do not need to upload the “2014 Fall Agreement.”
- Click “Add.”
- You should now be back on the page listing all participants. Repeat this process until everyone participating is listed on this page.

Step 5: Now you must enroll your participants on an SAT.

- Click the “Enroll” button next to “Add Participant.”
- You should now be on a page with a series of drop down menu fields.
- Click the drop down menu for the “Enrollee” field.
- Select a participant from the list.
- Select the Student Action Team you would like to enroll this participant for under the “Program” option.
- Click “Add Enrollment”
- Repeat this process until all participants have been enrolled. *Important Note: If you would like to sign up your participants for both the October SAT and the November SAT, then you must enroll that participant separately for each event.
- When you have completed the enrollment process, click “Proceed to Checkout.”

Step 6: You should now be on a new page that asks for program specific information.

- Fill out the information for all the mandatory fields, and click next. *Important Note: If you have just recently become a Generation Joshua member and have not received your membership number, enter your temporary member code in the Member number field.
- Read the Terms and Conditions, then check the agreement box on the bottom of the page.
- Click next.
- Repeat this process for each participant.
- When you are done with all of the enrollments, click done.

Step 7: You’re done!!! (Well, almost anyway.) The primary account holder’s email should be receiving a confirmation email very shortly. If you do not receive it, make sure that you check your spam and junk mail folders, as these emails are occasionally marked as spam. Please read the information on the last page. You will notice that you are required to fill out health insurance forms in order to take part in the SATs. You can find those forms [here](#). Once these have been filled out, just email them to generationjshuasats@hsllda.org

Thanks for signing up! We look forward to working with you.

If you still have any questions, please contact our office at 540-338-8608 or generationjoshua@hsllda.org.