

## PLEASE PRINT OUT THIS GUIDE TO USE WHEN YOU APPLY ONLINE

**NOTE: >>> A MINOR TEEN DOES NOT FILL OUT ANY OF THE ADULT FORMS IN THE APPLICATION PROCESS**

>>>**Moms/Dads** – pick one or the other of you to be the point of contact for all steps in the registration for your Teen Minor, including the name on the credit card info. Please do not alternate between your names when filling out the forms.

### Overview Instructions/Information You Will Need:

- **The Adult Student or Parent/Guardian of a minor applicant (those under 18 yrs. of age in Wyoming) must complete this Solid Rock Outdoor Ministries ("SROM") online registration process.** In this process, you will be asked to complete and sign (either electronically or in print) several important forms. Please have your minor teen present as you complete this process so that he or she can provide input on course choices, medical information, and other pertinent information.
- If the student is a minor, he or she will receive an e-mail following SROM's receipt of this completed registration and initial forms asking the minor student to sign certain forms (including the Minor-Terms of Agreement and Conditions and Minor-Risk Acknowledgment.) Please follow-up with your minor teen and ensure that they read and sign these forms.
- If you are having issues with your web browser, please check that you have the most recent version, and retry your registration.
- **You cannot save a partially completed registration form and come back to it later.** If you close a form before completing, you can come back to the form but you will return to a blank form. When our Customer Support team receives a completed form, we will be sure to follow up with you regarding other forms required for your desired course.
- Please collect the following information as it relates to the participant before beginning the registration process. Again, once you start the online application process, all steps must be fully completed, including application payment at the end:
  - List of Medications including dosage, side effects, restrictions, schedule, and for what condition.
  - Immunization Records including year.
  - Dates of Significant Injuries and Illnesses.
  - Primary Physician Contact Information.
  - Health Insurance Information (Policy number, Group number, etc.)
  - Credit or Debit Card to pay online registration fee.

**(If the student does not have a primary physician or health insurance, you may continue without this information.)**

PLEASE NOTE: An applicant is considered preliminarily enrolled in their course once ALL 5 steps have been completed. The SROM admissions process also requires the applicant and Parent/Guardian of a minor applicant to complete and sign additional forms (either online or in print). As a result, the participant's final acceptance, enrollment, and participation in a SROM course is contingent on SROM's receipt and review of all completed and signed forms.

## REGISTRATION PROCESS – Adult participant or Parent/Guardian of a minor participant

**A TEEN MINOR CANNOT FILL OUT ANY FORMS IN THE REGISTRATION PROCESS – ONE PARENT/ONE NAME to have as point of contact as you are filling out the forms and credit card information.**

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### STEP 1 – Participant Information

- Adult Student or Parent/Guardian of a Minor student must complete this step.
  - **Teens – your Parent/Guardian must complete all five steps**
- **Parents/Guardians** – pick **one** parent or guardian to be the point of contact for all steps in the registration for your Teen Minor, including the name on the credit card info. Please do not alternate between names or emails when filling out the forms.
  - Enter the birthdate of the Student Participant on this page. If the date of birth calculates that the participant's age is under 18, the form will expand for you to input Parent/Guardian info and Teen info.

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### STEP 2 - Medical Form

- **Parents/Guardians** – pick **one** parent or guardian to be the point of contact for all steps in the registration for your Teen Minor. Please do not alternate between names or emails when filling out the forms.
- The Medical Form is the most extensive of all of the online registration forms. Please complete all of the information to the best of your knowledge, and explain any items as necessary in the provided spaces.
- **Please use the exact same name and email** of Adult Participant or Parent/Guardian of a minor student who completes the registration process.

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### STEP 3 - Adult Terms of Agreement

- **Parents/Guardians** – pick **one** parent or guardian to be the point of contact for all steps in the registration for your Teen Minor. Please do not alternate between names or emails when filling out the forms.
- **Please use the exact same name and email** of Adult Participant or Parent/Guardian of a minor student who completes the registration process.



- Before moving on to Step 4 you will see the message below:



### Email Verification Required


We've sent a confirmation email to [support@srom.org](mailto:support@srom.org) with a link to confirm and submit this Online Form. Once verified, your document will be submitted.

If you have any issues receiving and confirming your email, please contact [support@rightsignature.com](mailto:support@rightsignature.com) for assistance.

- After you have completed this form, the Adult participant or Parent/Guardian of a minor participant will receive a Signature Validation email from RightSignature. **Please continue on to Step 4.**
  - When you have completed all of the steps of your application, please check your email right away! RightSignature has sent you confirmation links to your application paperwork, and **you will need to click on the confirmation links before your paperwork is fully processed.** (If you cannot find the confirmation emails in your inbox, please check your spam folder.)
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#### **STEP 4 – Adult Risk Acknowledgment**

- **Please use the exact same name and email** of Adult Participant or Parent/Guardian of a minor student who completes the registration process.
- Before moving on to Step 5 you will see the message below:



### **Email Verification Required**

We've sent a confirmation email to [support@srom.org](mailto:support@srom.org) with a link to confirm and submit this Online Form. Once verified, your document will be submitted.

If you have any issues receiving and confirming your email, please contact [support@rightsignature.com](mailto:support@rightsignature.com) for assistance.

- After you have completed this form, the Adult participant or Parent/Guardian of a minor participant will receive a Signature Validation email from RightSignature. **Please continue on to Step 5.**
- When you have completed all of the steps of your application, please check your email right away! RightSignature has sent you confirmation links to your application paperwork, and **you will need to click on the confirmation links before your paperwork is fully processed.** (If you cannot find the confirmation emails in your inbox, please check your spam folder.)

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#### **STEP 5 - Confirmation and Application Fee Payment Page**

- On this page you will need to enter in your credit or debit card number, the card expiration date (MM/YY), and the card CCV code in order to pay the application fee.
  - **Your application is not complete until you submit payment for the application fee!** If you do not submit your payment, your application information will not be processed.
  - After entering in your application fee payment information, you will be taken to a page that confirms you have completed the application process. You will receive an email that contains a link to download your Course Information Packet (CIP) which contains the details of your course. If you do not receive a follow up email from SROM, please contact **support@srom.org**
  - Additionally, you will need to click on the confirmation links in the emails from RightSignature in order to submit your paperwork for processing by SROM. Please check your email for these confirmation messages. If you cannot find the confirmation emails in your inbox, please check your spam folder.
  - >>> Parent/Guardian of a teen minor student: your teen will be receiving an email with additional forms for them to sign and fill out. **Please check in with your minor teen and make sure they complete their forms.**
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