**Participant Registration Template for an At Your Own Pace Smart Talk Conversation Program**

Your PTA should set up a registration form for families planning to participate in this program, even though they’re doing so at their own pace. When you do this, you can send interested families all the information and/or supplies they need to participate at home, remind them to participate, and provide support to them as they do so. Having contact information for interested families also means you can follow-up with them towards the end of your time period for participation and ask them to complete the participant survey (which you can incentivize them to complete via giveaways).

You can create an online registration via a platform like Google Forms, SurveyMonkey or another platform.

Consider using the following fields:

Your Name

Your Email Address

Number of children participating [**NOTE:** The age and grade level can help your PTA plan more specifically for who the participants will be—you may or may not want to collect this information.]

* + Child 1
    - Age, Grade
  + Child 2
    - Age, Grade
  + Child 3
    - Age, Grade
  + Child 4
    - Age, Grade
  + Child 5
    - Age, Grade
* Home address [**NOTE:** Only include this if your PTA plans to offer prizes or giveaways or plans to distribute print materials.]
* Technology [**NOTE:** It’shelpful to collect this information to ensure that families are prepared and understand what this program requires. If someone says “I do not have access…”, you can reach out directly to them using the email provided to explain.]
  + I confirm that I have access to technology and will use it to participate with my family at our own pace.
  + I do not have access to technology to use to participate.
* Photo consent [**NOTE:** This helps your PTA get participants to complete the media release form, allowing your PTA to share the photos with National PTA. This also covers your PTA for posting photos taken during the event.]
  + I agree to have pictures that I share with my PTA of my child/ren and me posted publicly. By selecting this, I commit to submitting a [media release form](https://www.pta.org/docs/default-source/files/programs/pta-connected/2021/at-your-own-pace/media-release-form.docx) if I send any photos of my family from this event. Alternatively, I will share photos via social media and tag my PTA where a media release form isn’t required. This doesn’t require you to share pictures, it is just a requirement if you do choose to.