**Participant Registration Template for a Real-Time Smart Talk Conversation Event**

Your PTA should set up registration for families planning to participate in this virtual event. Most online meeting or webinar platforms–like those that you would use to host this virtual event–have registration capabilities. You can use their registration system to collect the information you need to make this event a success. If your platform doesn’t have this capability, you can create an online survey 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 any print materials to families.]
* Technology [**NOTE:** This model requires families to use technology. This is helpful to collect to ensure that families are prepared and understand what this event 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 to use during the event.
	+ I do not have access to technology to use during the event.
* 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 of my child/ren and me posted from this event. By selecting this, I commit to submitting a [media release form](https://www.pta.org/docs/default-source/files/programs/pta-connected/2021/real-time/media-release-form.docx) if I send any photos of my family from this event. Alternatively, I will share photos via social media where a media release form isn’t required. This does not require you to share pictures, it is just a requirement if you do choose to.