**Participant Registration Template for an “At Your Own Pace” STEM + Families Science Festival**

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. By doing this, you can send interested families all the information and/or supplies they need to participate at home, remind them to participate and offer support throughout your festival time period. Having contact information for participating families also allows you to follow-up with them towards the end of your time period for participating and ask them to complete the participant survey (which you can incentivize them to complete via giveaways).

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
* Experiment Supplies [**NOTE:** Only include this if your PTA plans to offer experiment supplies to at least some families. Customize this if you’re only sending this to families who needthe supplies, not just those who want them. You can also customize if you’re only offering to provide certain supplies to families and want them to check which specific ones they need.]
  + My family would benefit from being provided with the necessary experiment supplies ([listed here](https://www.pta.org/docs/default-source/files/programs/stem/2021/bayer/real-time/materials-list.docx)) by the PTA.
  + My family can provide our own experiment supplies.
* Experiment Supplies [**NOTE:** Only use this option if your PTA asks all families to supply their own experiment materials.]
  + I understand I will need to gather the supplies my family needs ([listed here](https://www.pta.org/docs/default-source/files/programs/stem/2021/bayer/real-time/materials-list.docx)) to complete these experiments on my own.
* Home address (if you want experiment supplies sent to your home) [**NOTE:** Only include this if your PTA plans to offer supplies to at least some families.]
* Technology [**NOTE:** As opposed to the Tech-Free model, this model requires families to use technology. This is helpful to collect to ensure that families are prepared and understand what this program requires. If someone says, “I do not have access…”, you can contact 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 actually complete the media release form, meaning your PTA can 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/stem/2021/bayer/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 does not require you to share pictures, it is just a requirement if you do choose to.