**Participant Registration Template for a Real-Time STEM + Families Science Festival**

Your PTA should set up registration for families planning to participate in this 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, including determining if you might choose to distribute activity supplies to families. 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
* Experiment Supplies [**NOTE:** Only include this option if your PTA plans to offer experiment supplies to at least some families. Customize this if you’re only sending this to families who *need* the experiment supplies, not just those who want them. You can also customize if you’re only offering to provide certain materials to families and want them to check which specific materials 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)) the PTA.
	+ My family can provide our own experiment supplies.
* Experiment Supplies [**NOTE:** Only use this option if your PTA asks all families to get their own experiment supplies.]
	+ 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 activities on my own.
* Home address (if you want activity supplies sent to your home) [**NOTE:** Only include this if your PTA plans to offer materials to at least some families.]
* Technology [**NOTE:** This model requires families to use technology. This is helpful information 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 actually complete the media release form, meaning your PTA can share the photos with National PTA. Here is the form: Media Release Form. 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/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 where a media release form isn’t required. (This does not require you to share pictures, it is just a requirement if you choose to do so.)