



EnVision Registration Form Walkthrough

Howdy! Welcome to the 2024 EnVision Conference. Today we'll be walking through this year's Conference Registration Form. The conference will be held on October 19, 2024. Please check our website:

<https://sec.tamu.edu/#envision> for specific details about the conference.

Accessing the Registration Link

If you have not received a registration email from our registration team, you can access the registration form from <https://sec.tamu.edu/#envision> then clicking on Register Here, or by clicking the Registration Link from the registration drop down.

Starting the Form

Like last year, we will be utilizing Flywire for the registration and payment process for the 2024 EnVision Conference.

At the bottom of the Flywire form, you will find a brief description of *EnVision* as well as important conference information. Please note the conference location, date, and the \$20 fee. This information will be reiterated through

email updates after your registration has been confirmed, so please be sure that you enter an email address that you frequently monitor.

If payment makes attending EnVision not possible for your student, please reach out to us at envision@sec.tamu.edu to best accommodate your situation.

Attendee Information

As prompted, please fill out the relevant attendee information. The form will also ask you to confirm the identity of the student's parent/guardian as well as the individual who will be responsible for drop-off/pick-up, which may include a teacher, advisor, or legal guardian. Please specify if the individual will be the same for drop-off and pick-up, otherwise include the second individual's contact information.

If your student has special dietary restrictions, medications, or other accommodations, take the opportunity to list them here. Please be as detailed as possible so we can best serve their needs.

Behavior Agreement

As a participant in the EnVision Conference, students will be expected to be respectful towards the Conference staff and other participants. Please carefully read and sign the following form found in the EnVision website. Since the participant is under the age of 18, a legal guardian must sign this form. You may choose to print it out to sign or use your device to sign digitally, after which you will need to email the signed PDF document to register4envision@gmail.com

Talent Release & Media Authorization Agreement

As a participant in the EnVision Conference, students consent to possibly be photographed or recorded for social media purposes. Please carefully read and sign the following form found in the EnVision website. Since the participant is under the age of 18, a legal guardian must sign this form. You may choose to print it out to sign or use your device to sign digitally, after which you will need to email the signed PDF document to register4envision@gmail.com.

Waiver, Indemnification, and Medical Treatment Agreement

As a participant in the EnVision Conference, students will participate in a variety of activities designed to illustrate the field of engineering. Please read and sign the following form found in the EnVision website. Since the participant is under the age of 18, a legal guardian must sign this form. You may choose to print it out to sign or use your device to sign digitally, after which you will need to email the signed PDF document to register4envision@gmail.com.

Confirmation

Once all required fields are filled, please press 'Add to Cart' to continue to the payment portion of the process. **Please note that all transactions are NON-REFUNDABLE and your spot as a participant will not be held until payment is received.** Please do not forget to email a signed PDF copy of the three required forms stated above to register4envision@gmail.com. Once the payment portion is completed, the Flywire form will be submitted and you should receive a confirmation email from Flywire. If you would like to

register another participant, fill out another Flywire registration form, select 'Add to Cart,' and email the required forms once again.

Please remember that **registration will close at 11:59 PM on September 2nd**. If you have any questions, please contact us at envision@sec.tamu.edu, or for registration specific questions, reach us at register4envision@gmail.com. We look forward to seeing you there!

Waitlist

Our team would love for everyone interested to be able to attend EnVision, but unfortunately our capacity is limited. Once we have reached the threshold on attendees, the corresponding Flywire form will close and you will be directed to a waitlist interest form. Here, you can fill out all the information that would be required for regular registration with the exception of payment. Our team is actively monitoring registration and you will be notified as soon as possible if we find a spot opens up for your student!