

# MARKETPLACE FOR KIDS REGISTRATION TUTORIAL

*A Step-by-Step Tutorial to  
Help You Register for  
Your Education Day!*



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# REGISTRATION TUTORIAL

- In this tutorial, you will be taken step-by-step through the registration process.

If you have any problems or questions, please feel free to contact: Renee Kipp at [renee.kipp@marketplacend.org](mailto:renee.kipp@marketplacend.org), or 888-384-8410.

## STEP 1:

- Visit: [www.MarketplaceForKids.org](http://www.MarketplaceForKids.org)
- Click on the “Teachers & Parents” Link.
- Select the Education Day you are attending from the navigation bar.
- Print the list of classes/activities for your Education Day.

## STEP 2:

- Split your students into groups of 8 or less.
  - Be sure to keep groups of students with projects separate from groups of students without projects!
    - Project students will be scheduled time at their project.
    - Each student group will have a different schedule.
  - **We recommend having one chaperone for each student group of 8 or less!**

# NOTES:

- Please keep students that are working on the same PROJECT in the same GROUP.
- If two or more teachers are working together with their students on projects, please consider registering your classrooms as ONE classroom. (i.e., Roosevelt Elementary School, Ms. Johnson/Mr. Clark, 58 students total)

## STEP 3:

- Have each group of students choose and rank their top 6 class choices.
- Also, for **EACH** project we will need: the name of the project, a short description, name(s) of students involved, and any special needs they have for their project (i.e., extra table space, electricity, a table row end because their project is large, etc.).
- Please have all information at your fingertips before starting the registration process.

## STEP 4:

- Now, you are ready to register!
- Go to [www.MarketplaceForKids.org](http://www.MarketplaceForKids.org).
- Click on “Teachers & Parents” Link.
- Select “Registration” from the navigation bar.
- Select the Education Day you will be attending.
- If you prefer to fax or mail your registration forms, you can print them from our website, or call Renee at 888-384-8410 to request forms.
- Our fax number is 701-663-1032.

# Here is the first screen of the registration software!

## Teachers/Advisors

[Click Here](#) to enter class **registration** information for your student groups! You can also enter project information through this link!

## Students

[Click Here](#) to register your project!

Click the link that is right for you!

# TEACHERS/ADVISORS CLASS REGISTRATION

- Be sure to fill in your information in all of the following fields:
  - Complete Name of the School
  - Grade of Student(s) Registering
  - School Mailing Address
    - (This is where packets will be sent)
  - City, State, Zip
  - Title (Miss, Mrs., Ms., Mr.)
  - Teacher/Advisor Name
    - This is who the packets will be sent to!
  - Phone Number (Day and evening)
  - Email Address (Education Day Information will be sent to this address)
  - Name of Person Completing Form
  - Relationship to Classroom
    - If you're an assistant, helper, parent, etc., please specify in this field!
  - Person to Call to Verify Information on Registration Forms
  - Telephone Number and Best Time to Call

- Be sure to fill in your information in all of the following fields (cont.):
  - Total Number of Registrants
    - Include all the students, teachers/advisors, and chaperones who will be attending Marketplace for Kids!
    - How many of these are students?
    - How many of these are advisors/teachers and chaperones?
  - Please let us know, this indicates how many name badges and chaperone kits we need to send!
- **PLEASE PROVIDE COMPLETE INFORMATION. IT IS IMPORTANT FOR PROCESSING YOUR REGISTRATION CORRECTLY!**

- Lunch Information:

- The next part of the form is for lunch information.
- Please let us know if you will be bringing your own lunch, or if you are purchasing lunch at Marketplace for Kids.

(Note: Not all Education Day locations have lunch available for purchase.)

- Each region's lunch information will be different. See your Education Day at [www.MarketplaceforKids.org](http://www.MarketplaceforKids.org) for more information!

# Class Registration

- This part of the form is where you let us know how you have grouped your students, and what class choices each group would like.
  - Be sure to SEPERATE project students and non-project students! We can not schedule these students together, because of the project showcasing time.
  - Please Note: Project and Non-Project Students will be eating lunch at DIFFERENT times!
  - Each student group will have their own schedule.  
**We recommend ONE chaperone for EACH student group!**

- After each group you enter, you will be asked if this group has projects. Check yes or no after each group, and then let us know how many *projects* are in that group.
- You will enter project information on the next step of the registration process!
- **NOTE:** The project registration is a great project for students to complete as part of their computer lab time. See Slide #17 for more information.

- Please rank each group's class/activity choices in order of interest. Enter the class letter as shown in the example below:

### **Top Six Class/Activity Choices for Group 1:**

1. A
2. C
3. F
4. L
5. M
6. B

- We will try our best to give your students their top class/activity choices, but this is not always possible.
- Please be sure to register early in order to get top class/activity choices for your student groups! The earlier you register, the more likely you will be to get each group's top class choices!
- Make sure your registration is complete. If we receive incomplete information, staff will call you. Registrations will not be processed until they are complete!

- This is the end of Step 1!  
Click Next!
- From here you will have the following options:
  - Submit your registration(s)
  - Register additional student groups
  - Move on to student project registration

# PROJECT REGISTRATION

- This is where you will enter your project information.
- Be sure to include:
  - Name of Project
  - Description of Project
  - Name(s) of Students that created the Project
  - Any ADA Needs or other Special Needs (i.e., table space, electricity, etc.)
  - *How you enter your title and description on this form is exactly how it will appear in the Education Day Guide!*
- ***TEACHERS: This is a great project for the computer lab. Have students for EACH PROJECT log on to [www.MarketplaceForKids.org](http://www.MarketplaceForKids.org) and walk them through each step to register their project.***

- Be sure to enter all the students who are working on the project. If there are students from different classrooms working on the same project, please be sure to let us know!
- Note: If electricity is required, you will need to bring a 25 foot extension cord!
- All food booths are display only. Sampling is not permitted!
- Projects related to any type of weapon is not permitted!
- If your project includes live animals, for their safety we recommend that they are on display only during project showcase times.
- Click Submit Project! If you have other projects to register, you can go back to the project registration form from this page. Otherwise, you can return to the Marketplace for Kids website!

- That's it! You have now successfully registered for your Marketplace for Kids Education Day!
- If you have any problems or questions, please feel free to contact: Renee Kipp at 701-663-0150 or 888-384-8410 or via email at [renee.kipp@marketplacend.org](mailto:renee.kipp@marketplacend.org)

**Thank you ~  
See you at Marketplace for Kids!**