**Internal Youth Program Registration Website Creation Form**

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| **Website and Program Information** |
|  | Information below will be published on your website for guests to see. |
|  | Current or New Site Name (URL) | (Example: https://uttylerjazzcamp.totalcamps.com/About%20Us) |
|  | Program Name |  |
|  | Contact Name |  |
|  | Contact Phone Number |  |
|  | Contact Email |  |
|  | Program Start Date |  |
|  | Program End Date |  |
|  | UT Tyler Campus Location | Tyler [ ]  | Houston [ ]  | Longview [ ]  | Palestine [ ]  |
|  | UT Tyler Facility Location |  |
|  | Detailed Program Description (for website to recruit registrations) |  |
| **Registration Information** |
|  | Scheduling & Conference Services will receive a fee of $5/attendee.Please build this into the price of your camp. |
|  | Early Registration Type & Price (Optional) | (Example: Commuter $300, Residential $500, Online $75) |
|  | Early Registration Start Date (Optional) |  |
|  | Regular Registration Type & Price |  |
|  | Registration Start Date | (Early registration will end the day before this date) |
|  | Registration End Date |  |
|  | Maximum Attendance |  |
|  | List all items participants will receive as part of their registration (i.e. t-shirt, bag, snacks, lunch, etc.) |  |
|  | Additional Add-Ons for Purchase, include price and number available (i.e. before or after care, meals, housing, etc.) |  |
|  | Is this program restricted or limited in any manner regarding participants (i.e. age, class, size, etc.) | Yes [ ]  | No [ ]  |
|  | Please explain limitations |  |
|  | Are you providing any free or reduced admission to your program (discounts)? | Yes [ ]  | No [ ]  |
|  | Please explain free or reduced fees, include amount and preferred discount code |  |
|  | Please list needed registration questions (standard questions included on all sites: Name, Birthday, Address, Phone Number, Parent/Guardian Information, Emergency Contact, Liability Waiver, Refund Waiver, Photo/Video Release) |  |
|  | Person to receive copies of registrations |  |
|  | **Deposit Information** |  |
|  | Cost Center |  |
|  | Budget Authority |  |
|  | Admin. Assistant for Reconciliation |  |
| **Provide Any Other Relevant Information** |
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