



2022 SUPER SUMMER  
REGISTRATION GUIDE

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# REGISTRATION DATES, RATES, & DEADLINES

	<b>Super Early*</b> January 10 - February 27, 2022	<b>Early*</b> February 28 - April 17, 2022	<b>Regular</b> April 17, 2022 - session close deadline
<b>ENROLLMENT FEE</b>	\$75	\$75	\$75
<i>Non-refundable</i>			
<b>PROGRAM FEE</b>	\$135	\$185	\$235
<i>Refundable with 2022 qualifying cancellations</i>			
<b>CAMPUS FEE</b>	\$129	\$129	\$129
<i>Refundable until check-in on site</i>			
<b>TOTAL Payment Due</b>	<b>\$339</b>	<b>\$389</b>	<b>\$439</b>
<i>Due in full at time of registration</i>			

\* **NOTE:** Super Early and Early registrations guarantee receipt of curriculum and registration shirt.

Registration closes two weeks prior to each event in order to ensure that background checks and Sexual Abuse Awareness Training are completed in a timely manner.

Session 1: **Howard Payne University** - Registration Deadline – **Monday, May 23, 2022**

Session 2: **Dallas Baptist University** - Registration Deadline – **Monday, June 6, 2022**

Session 3: **Dallas Baptist University** - Registration Deadline – **Monday, June 13, 2022**

Session 4: **Wayland Baptist University** - Registration Deadline – **Monday, June 27, 2022**

# PAYMENT METHOD

All registrations must be paid for, in full, at the time of registration using an **electronic check**.

Have the following information handy when you register attendees:

- Account type (checking/savings)
- Bank name
- Routing #
- Account #
- Billing name
- Billing address

# DISCOUNT CODES

Discount codes are given to those attendees who are children/spouses of 2022 Super Summer Executive Staff (see Exec Staff Application Information Document for code) and to those attendees who are participants in a 2022 Super Summer Global trip to Honduras (email [registration@supersummer.com](mailto:registration@supersummer.com) for code). Discount codes should be applied at the time of registration.

**Important:** Attendees with discount codes must be registered in a **separate transaction** from those without discount codes. **Register non-discount holders first**, pay the registration fees, and then go through the registration process again for each attendee with a separate discount code. All of the registrations (both discount and non-discount) will be combined on the same itinerary for easy management.

# CANCELLATION/TRANSFER POLICY

A **cancellation** occurs when an attendee can no longer attend and no other attendees from the same group are available to take over the registration. A **transfer** occurs when one attendee cancels and a new attendee is able to take the cancelled attendee's registration.

All registration cancellations/transfers must be reported to the Super Summer Registration Navigator [registration@supersummer.com](mailto:registration@supersummer.com).

# 2022 REFUND POLICY

**Program Fees** are refundable for the following 2022 qualifying cancellation reasons:

- Injury or illness of the attendee
- Death in the family of the attendee
- Attendee exposed to COVID-19 or under COVID-19 quarantine
- Event Cancellation

**Campus Fees** are refundable until check-in on site.

Refund requests must be submitted in writing to [registration@supersummer.com](mailto:registration@supersummer.com). Refunds will be issued at the end of the event season. **Enrollment Fees** are non refundable in all circumstances.

## ACCOUNT MANAGEMENT

- Manage Roster
  - View list of attendees in your group
  - View/Print Registration Information Status
  - View/Print list of Medical Forms
  - Send Request Codes
- View Statement
  - View/Print financial statement for your records

# REGISTRATION CHECKLIST

## **DETERMINE** who will attend Super Summer with the group

*NOTE:* Keep the new **Team Leader Requirement** (1 male Team Leader per 1-7 male students. 1 female Team Leader per 1-7 female students.) in mind when determining who to invite! Student registrations will not be processed without meeting the Team Leader Requirement.

## **COLLECT** adult attendee (18 and older) and parent/guardian (minors) email addresses

*NOTE:* Personal email addresses work best with the registration system. Try to avoid obtaining work-related email addresses as they often block the registration emails!

## **REQUEST** financial account information

- All registrations must be paid for in full at the time of registration using an electronic check.
- Have the following information handy: account type (checking/savings), bank name, routing number, account number, billing name, and billing address.

## **CREATE** an account ([supersummer.com](http://supersummer.com) > Login) or log in to an existing account

*NOTE:* When creating a new registration group please use the name of the church/organization and city instead of the name of a student ministry. This is helpful during on site check-in!

- ✓ FBC Cityplace
- x Breakaway Ministries

## **LOGIN** to **SELECT** and purchase the registrations for the group

Attendees with discount codes (Children/Spouses of Executive Staff, SS Global participants, etc.) must be registered in a separate transaction from those without discount codes. Register non-discount holders first, pay for the registrations, and then go through the registration process again for each attendee with a separate discount code. All registrations (both discount and non-discount) will be combined on the same itinerary for easy management.

## **SEND REQUEST CODES** to attendees in the group

1. Navigate to the **Group Roster** (View and Manage Registrations > Manage Roster) and select **"invite"** next to the appropriate registration.
2. Select **"Send Request Code"**.
3. Enter the following information and click **"Send Request"**.
  - **Email Address** - Enter the email address of the parent/guardian (minors) OR the attendee (18 and older).
  - **Attendee Name** - The name of the person attending the event.
  - **Attendee Status** - Choose either "Minor" (under 18) or "Adult".
  - **Guardian Name** - Only required when "Minor" is selected.

4. An automated invitation email will go to the requested individual and the request will be added to the Group Roster.

*TROUBLESHOOTING* request code emails:

If a parent/guardian (minors) or attendee (18 or over) does not receive the initial request code email, double check the accuracy of the email address provided and then take one of the following steps:

1. If the email provided is correct > select “**Re-Send Request Code**” to send the Request Code email again.
2. If the email address provided is incorrect > select “**Remove Attendee**” and then proceed to re-invite the attendee using the correct email address.
3. If steps 1 and 2 do not resolve the issue, email [registration@supersummer.com](mailto:registration@supersummer.com) for help!

**NOTIFY PARENTS/GUARDIANS** of attendees under the age of 18 Parents/Guardians will receive an automated email with instructions to accept the registration invitation and to complete the **additional questions, health form, and terms and conditions** for their attendee's registration within two weeks of the initial invitation and no later than the session-specific registration deadline.

**NOTIFY ATTENDEES 18** years and older

Attendees 18 years and older will receive an automated email with instructions to accept the registration invitation and to complete the **additional questions, health form, and terms and conditions** for their registration within two weeks of the initial invitation and no later than the session-specific registration deadline.

**Group leaders are responsible for ensuring that all attendee additional questions, health forms, and terms and conditions are complete by the session-specific registration deadline.**

## TEAM LEADER REQUIREMENT

**NEW!** Super Summer requires 1 male Team Leader per 1-7 male students and 1 female Team Leader per 1-7 female students. It is the responsibility of the group to recruit and register qualified Team Leaders. The Team Leader qualifications are outlined at [supersummer.com/serve](https://supersummer.com/serve).

**Example:** FBC is bringing 4 female students and 8 male students. They will need to provide 1 female Team Leader and 2 male Team Leaders.

## TEAM LEADER ASSIGNMENTS

Team Leader assignments will be released via email 1 to 2 weeks prior to each session. Assignments are given when **all** registration components are completed: [Additional Questions](#), [Health Form](#), [Terms and Conditions](#), [MinistrySafe: Sexual Abuse Awareness Training](#), [MinistrySafe: Background Questionnaire \(with results\)](#), and [Reference Forms](#).

## TEAM LEADER TRAINING WEEKEND

Team Leader Training Weekend is required for all Team Leaders. Check-in is at 3:30 PM on the Saturday of each training weekend.

Session 1: **Howard Payne University** | Saturday, June 4 – Monday, June 6, 2022

Session 2: **Dallas Baptist University** | Saturday, June 18 – Monday, June 20, 2022

Session 3: **Dallas Baptist University** | Saturday, June 25 – Monday, June 27, 2022

Session 4: **Wayland Baptist University** | Saturday, July 9 – Monday, July 11, 2022



# REGISTRATION 18 YEARS AND OLDER

## MinistrySafe: Sexual Abuse Awareness Training

Attendee will receive an email from MinistrySafe (manual process)

Upon receipt of the completed registration components and reference forms, attendees will receive an email from MinistrySafe (Super Summer in subject) that contains a link to the MinistrySafe Sexual Abuse Awareness Training videos and quiz. The training videos total about 2 hours and the quiz takes about 15 minutes to complete. Sexual Abuse Awareness Training certificates are valid for two years.

If the attendee previously completed MinistrySafe Sexual Abuse Awareness Training with another organization they may submit a current and valid MinistrySafe Certificate of Completion that meets each of the following criteria:

- Training Code #YC 060034
- Score of 70% or higher
- Completion date within one year of the day following your upcoming Super Summer session
- Submit the certificate of completion to [volunteer@supersummer.com](mailto:volunteer@supersummer.com) within two weeks of registering

## MinistrySafe: Background Questionnaire (19 years and older ONLY)

Attendee will receive an email from MinistrySafe (manual process)

Upon receipt of the completed registration components and reference forms, attendees will receive an email from [automation@instascreen.net](mailto:automation@instascreen.net) (manual process) that contains a link to a criminal background questionnaire. Background checks are run annually.

- Attendees should add [automation@instascreen.net](mailto:automation@instascreen.net) to their email safe list so that the email does not go to spam/junk folders.
- The background questionnaire link is only active for 14 days. Questionnaires must be completed within the given timeframe.
- Attendees should be prepared to provide their full name, address, and social security number through the secure, encrypted site. All of the information provided will only be used for the purpose of conducting a background check.
- Though attendees will be required to acknowledge their rights protected by the Fair Credit Reporting Act (FCRA), their credit report is NOT accessed. The FCRA notice and acknowledgement only serves to provide attendees with information on their legal rights as a consumer: the right to privacy and security of their background check results and any possible adverse actions.

## Reference Forms (Purple School and Team Leaders ONLY)

Accessible through [supersummer.com](https://supersummer.com) > Login > View and Manage Applications/References

> Apply Now > 2021 Purple School or 2021 Team Leader

PURPLE SCHOOL - One reference from each of the following people is required.

- Pastor
- Student Minister
- Sunday School/Small Group Leader

TEAM LEADERS - One reference from each of the following people is required. At least one reference from an male and at least one reference from a female is required. At least one of the references should know the attendee in relation to serving children and/or students. All references must have known the attendee for at least six months.

- Personal
- Professional (familiar with attendee's quality of work)
- Family member

# REGISTRATION ROSTER


**Super Summer Registration Roster**

Church use ONLY - Do NOT submit to Super Summer Registration Office

	Email Address	Attendee Name	Attendee Status	Parent/Guardian Name	Child/Spouse of 2022 SS Executive Staff?	2022 SS Biblical Participant?	Attendee Sex
	Parent/Guardian email address if attendee is under 18 OR Attendee email address if attendee is 18 and older	First and Last	Minor - under 18 Adult - 18 and older	First and Last	Yes or No	Yes or No	Male or Female
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