

Programs for Minors CircuiTree Guide

Verify Completed Participant Paperwork in CircuiTree

In-Person PACE for Minors:

- Prior to the first day of the PACE for minors, camp directors must verify that all required medical and legal forms have been signed online by a parent or legal guardian.
- To verify all participants have signed required documents follow these steps:
 1. Login to the [CircuiTree Admin](#) site.
 2. Click on the three bold lines in the upper left corner of the screen.
 3. Select "Reports" from the menu.
 4. Select "Queries."
 5. Select "Registration" from the category dropdown menu.
 6. Select "All" from the dropdown menu.
 7. Click "Find" on the bottom left corner of the screen.
 8. Queries are listed in alphabetical order.
 9. To ensure all participants have a signed medical release on file, locate the "Signed Medical Forms" query: Identifies participants with a signed medical form on file.
 - Event Year: Current calendar year.
 - Event Location: Area hosting PACE for Minors (i.e. Computer Science, Chess, Soccer).
 - Event (optional): Can be used to further narrow down a specific event if a location has several PACE for Minors registered.
 10. Missing Legal Terms query: Identifies participants that have missing signed legal terms (Talent Release, Pick Up Auth, Release and Indemnification, Cancellation Policy).
 - Event Year: Current calendar year.
 - Event Location: Area hosting PACE for Minors (i.e. Computer Science, Chess, Soccer).
 - Event (optional): Can be used to further narrow down a specific event if a location has several PACE for Minors registered.

Virtual PACE for Minors:

- Prior to the first day of the PACE for minors, camp directors must verify that all required legal forms have been signed online by a parent or legal guardian when registering the participant in the CircuiTree camp management software.
- To verify all participants have signed required documents in place, follow these steps:
 1. Login to the [CircuiTree Admin](#) site.
 2. Click on the three bold lines in the upper left corner of the screen.
 3. Select "Reports" from the menu.
 4. Select "Queries."
 5. Select "Registration" from the category dropdown menu.
 6. Select "All" from the dropdown menu.
 7. Click "Find" on the bottom left corner of the screen.
 8. The queries are listed in alphabetical order.

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9. Missing Legal Terms: Identifies participants that have missing signed legal terms (Talent Release, Pick Up Auth, Release and Indemnification, Cancellation Policy).
 - Event Year: Current calendar year.
 - Event Location: Area hosting PACE for Minors (i.e. Computer Science, Chess, Soccer).
 - Event (optional): Can be used to further narrow down a specific event if a location has several PACE for minors registered in CircuiTree.