

2020 YSP Registration Guide

Contents

Initial note on registration	2
Step-by-step registration guide	2
Overview	2
Step 1: Click the link provided to access the registration system	3
Step 2: Select the module(s) that you are interested in attending and “ADD” them to your selections .	4
Step 3A: Once you have selected your module(s) of interest, then “CONTINUE”	4
Step 3B: Create/Sign into your account	5
Step 3C: Identify who you are registering, if it’s more than one person.	6
Step 3D: Complete required Registration form questions.....	7
Step 3E: Check out.....	8
Step 3F: Payment	8
Step 3G: Confirmation.....	8
Step 4: Supplemental information	8
Step 5: Attendance at program.....	9
Common FAQ.....	9
Can I create an account before registration opens up?.....	9
The module I want is full, is there a waitlist?.....	9
How long to I have to complete the initial registration via Active.com?	9
How do I sign back into my account?.....	10
Why can’t I sign back into my account?	10
What emails should I expect to receive?	10
Why do you ask for a photo in your supplemental application?	11
When is the supplemental information due?	11
I am no longer able to attend Med YSP, what is your cancellation policy?	11
I still need help. Who do I contact?.....	11

Initial note on registration

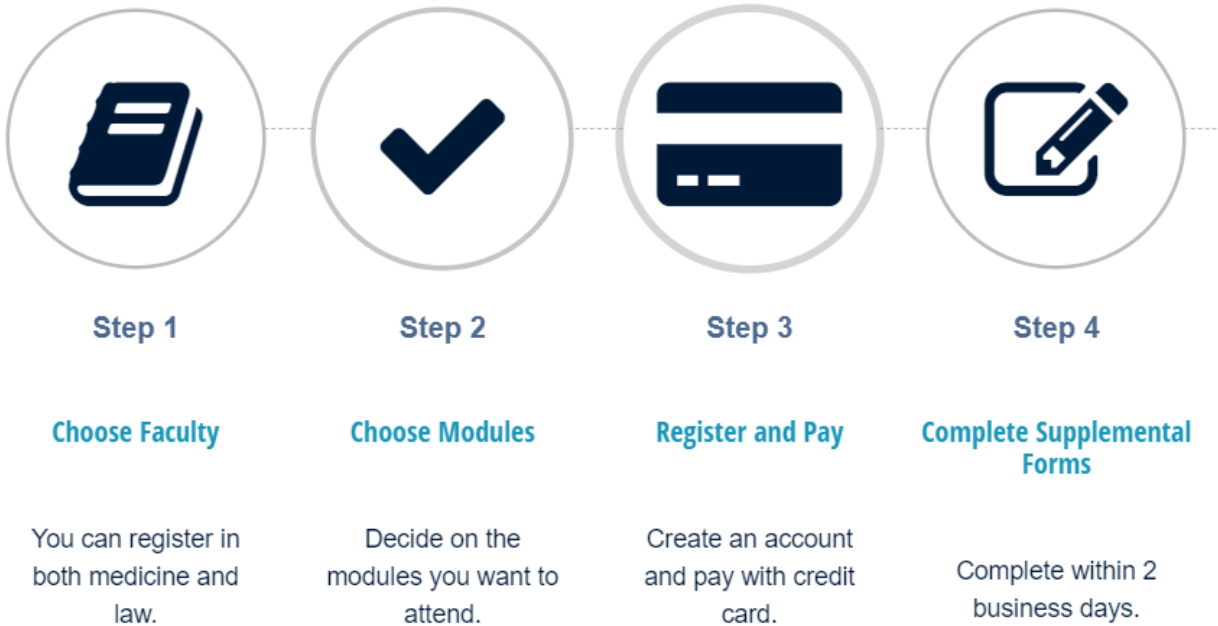
We have implemented a new online registration system and this guide will help walk you through the process. We have also included an FAQ section of common questions at the end of this document. If you have any questions please read through this guide and the FAQ section before contacting us. If you cannot find the answer to your question, then please allow for 2-3 business days for us to answer your queries.

We do not condone misspelled email addresses! Please make sure that throughout the process you ensure that your email is spelled correctly before submitting. Once you submit your email, your account login is set and cannot be changed! We implore you to please double check your email.

Med & Law YSP Staff

Step-by-step registration guide

Overview



Step 1: Click the link provided to access the registration system

<https://campscui.active.com/orgs/UniversityofTorontoYSP>

Please note that you can only access the registration system when applications have been opened on the specified date and time.

Decide whether registering for Med or Law YSP modules. In this example, we will be going through registration for Med YSP.



Youth Summer Programs (YSP), University of Toronto

Programmes

LAW March Break Program 2020

Sessions available from 16/03/2020 - 20/03/2020

VIEW

SECURE ONLINE REGISTRATION

MED YSP 2020

Sessions available from 06/07/2020 - 31/07/2020

VIEW

HAVE QUESTIONS?

Agency primary contact

+1-647-554-3977

med.ysp@utoronto.ca

Step 2: Select the module(s) that you are interested in attending and “ADD” them to your selections

You can register more than one student for the program at a time. To do so, change the “Quantity” for the selected module(s).

Youth Summer Programs
Faculty of Medicine
Email: med.ysp@utoronto.ca Tel: +1.647.554.3977

Session Selection

SELECT ONE OR MORE SESSIONS BELOW. YOU CAN REGISTER MULTIPLE PEOPLE AT THE SAME TIME.

FILTER BY

SESSION LIST

YOUR SHOPPING CART

You have no sessions selected. Get started by adding a session on the left.

LOCATION
All locations

DATES
Starts after DD/MM/YYYY
Ends before DD/MM/YYYY

Module 1 - Human Physiology: How the Body Works
View more details
06/07/2020 - 10/07/2020 M - F, 8:45 AM - 5:00 PM
Medical Sciences Building - University of Toronto
Ages 15-19 | Grades 10th to 12th

Module fee 2020 CAD 1,488.00

ADD TO CART

CONTINUE

Step 3A: Once you have selected your module(s) of interest, then “CONTINUE”

Youth Summer Programs
Faculty of Medicine
Email: med.ysp@utoronto.ca Tel: +1.647.554.3977

Session Selection

SELECT ONE OR MORE SESSIONS BELOW. YOU CAN REGISTER MULTIPLE PEOPLE AT THE SAME TIME.

FILTER BY

SESSION LIST

YOUR SHOPPING CART

Module 1 - Human Physiology: How the Body Works ×
06/07/2020 - 10/07/2020
Module fee 2020
Quantity 1

Session 1
Total: CAD 1,488.00

CONTINUE

You can see which modules you have selected in the “Your Selections” section on the right hand side. In this example Modules 1 and 2 have been selected.

Step 3B: Create/Sign into your account

- a) Add your email address to create/sign into your account.

If you already have an account then please sign-in with that account information. If you do not have an account, you can create one with your email address.

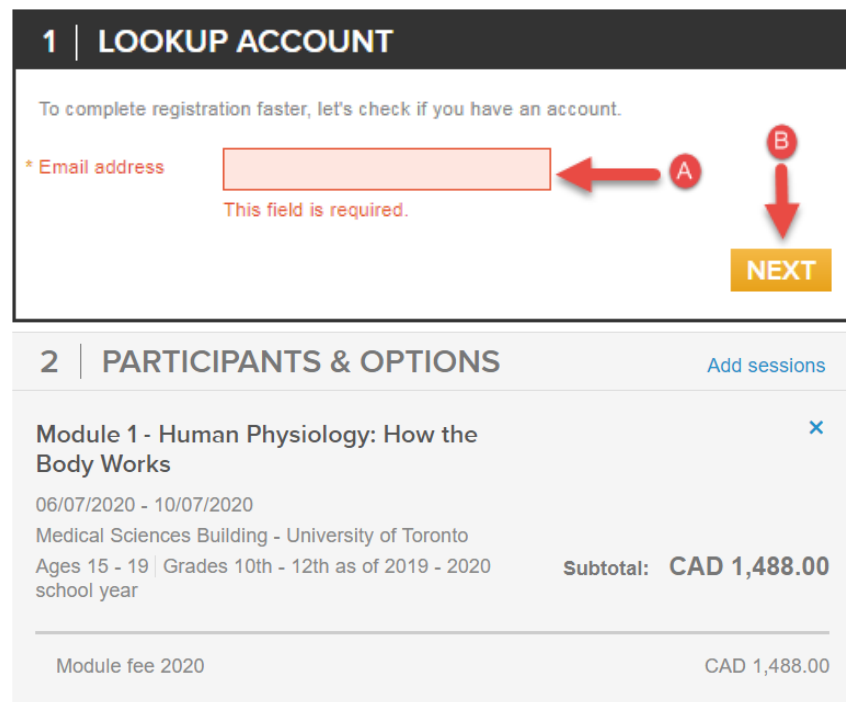
N.B. Make sure to be careful when typing your email address, as once it is submitted this becomes your username, typo and all. This can be an issue if you try to sign back into the system.

- b) Click “NEXT” once you have ensured your email address is correct.

Once you have created your account, your spot in the program has been temporarily reserved. This means you will not lose the module(s) that you have placed in “Your Selections” for at least 15 minutes. If you do not complete the registration information in less than 15 minutes, you may have lost your spot. However, you are not registered for the program until you complete the registration forms and pay the program fee.

Registration Information

COMPLETE THE FOLLOWING INFORMATION TO REGISTER



The screenshot shows a registration form with two main sections. The first section, titled '1 | LOOKUP ACCOUNT', contains a text input field for an email address. A red arrow labeled 'A' points to the input field, and another red arrow labeled 'B' points to a yellow 'NEXT' button. Below the input field is the text '* Email address' and 'This field is required.' The second section, titled '2 | PARTICIPANTS & OPTIONS', lists a selected module: 'Module 1 - Human Physiology: How the Body Works'. It includes the dates '06/07/2020 - 10/07/2020', the location 'Medical Sciences Building - University of Toronto', and the eligibility 'Ages 15 - 19 | Grades 10th - 12th as of 2019 - 2020 school year'. The subtotal for this module is 'CAD 1,488.00'. At the bottom, a summary row shows 'Module fee 2020' for 'CAD 1,488.00'.

You will notice that under “Lookup Account”, it will list the email address provided. Again, please ensure that this email address is correct. Be sure to remember this information as it is important for signing back into your account at a later time to fill out supplemental forms.

If you leave your registration in an incomplete state you will receive an email from ACTIVE asking you to finish set up of your new account.

Step 3C: Identify who you are registering, if it's more than one person.

Fill out the corresponding information for the student registering in the program. Please ensure that a parent/guardian fills out the registration form. Once you have filled out the student information "CONTINUE".

The screenshot shows a registration form titled "2 | PARTICIPANTS & OPTIONS" with a sub-header "Add sessions". The main heading is "Module 1 - Human Physiology: How the Body Works" with a close button (X). Below this, the dates "06/07/2020 - 10/07/2020" and location "Medical Sciences Building - University of Toronto" are listed. The age and grade range is "Ages 15 - 19 | Grades 10th - 12th as of 2019 - 2020 school year", with a "Subtotal: CAD 1,488.00". A summary row shows "Module fee 2020" for "CAD 1,488.00".

The section "Who are you registering?" contains the following fields:

- * Name: Two input boxes, one containing "Example" and the other "Test".
- * Date of birth: A date picker showing "05/02/2003" and a link "Why do we ask this?".
- * Gender: Radio buttons for "Male" (unselected) and "Female" (selected).
- * Grade: A dropdown menu showing "10th".

A checkbox is checked and labeled "* You are this person's parent or legal guardian". Below it, a note states: "You must be the parent or legal guardian to register someone under 18 years old." A red arrow points down to a yellow "CONTINUE" button.

If you are registering the same student for multiple modules, select the student that will be attending from the drop down menu. For example our student is called New User. Please select the name of your student and it will automatically use the information previously provided.

If you are registering multiple students, then select "register a new person" and follow the same protocol as before.

Once complete, select "CONTINUE"

Repeat this process as necessary.

Who are you registering?

* Person ▼

This field is required.

select participants name.

CONTINUE

Step 3D: Complete required Registration form questions

As you can see under “Participants & Options”, the student registered for the module is listed above each module. In our case the student is called New User. You can still edit this information if you notice an error.

At this point “Registration Forms” have opened up. Please fill out the required information under “Registration Forms” before proceeding to “Checkout”.

3 | REGISTRATION FORMS

Example Test

[Update basic information](#)

* First name

Middle name

* Last name

Step 3E: Check out

Once you have completed the information provided under Registration Forms, select “CONTINUE TO CART”.

By signing my name below, I acknowledge that I have read and agree to all the waivers and agreements that I have selected above.

[Clear](#)

Type your signature



Step 3F: Payment

You will have been redirected to a new page to complete check-out. Fees include the module fee(s) and a **non-refundable \$98 registration fee**. You will only be charged the \$98 registration fee once per student being registered per Faculty, even if they are being registered for multiple modules.

Step 3G: Confirmation

You should receive an email that you have paid for the program (i.e. your receipt) as well as another email confirming your registration in the program.

Congratulations have officially completed the first steps to registering for the program!

Your confirmation email contains information about supplemental forms as well as an Information Package for Students, Parents, and Guardians with further information about the program.

Step 4: Supplemental information

Please keep in mind, there is still supplemental information to fill out. Please check your confirmation email or our website for more information on when these forms are due.

You must fill out your supplemental information online. Please use your previous login. NOTE: a separate link is used to complete the supplemental documents. You can sign back into your account using this link. <https://campself.active.com/UniversityofTorontoYSP>

There is also an optional supplemental document required for the Anatomy Museum for Med YSP. Only fill this out if the student will be attending Med YSP for 2 or more modules. Please print out the form, sign it, scan it, and upload it to the system. NOTE: We cannot accept digital signatures.

If you do not possess Canadian Health Insurance (e.g. OHIP), then you will be required to upload a form of proof that you have purchased health insurance for the duration of their time in the program.

Step 5: Attendance at program

You should receive an email closer to the module start date with further details about what to expect on your first day of the program.

Common FAQ

Can I create an account before registration opens up?

You cannot create an account before registration opens. Please ensure that registration has opened up before creating an account.

The module I want is full, is there a waitlist?

If the module is full, you can still sign up for our waitlist. Please complete the instructions as previously provided. You should receive an email that you have been added to the waitlist. There is no fee associated with joining the waitlist.

The waitlists are run on a first-come-first served basis. If a spot is to become available we will contact the first person on the waitlist and inform them of a spot opening up. If you end up gaining a spot in the program, you will be required to pay the program fee to maintain your spot.

We sometimes get last minute cancellations due to unforeseen circumstances. As a result, spaces can open up even as late as a few days before a module starts.

How long to I have to complete the initial registration via Active.com?

If you leave the registration page on idle for more than 60 minutes, for security reasons it will sign you out and you will lose all progress made on registration. Please ensure that you fill out the initial registration in one sitting. Additionally if there is high demand for the program you may end up losing your spot if the information is not submitted within 15 minutes.

Registration for the program will remain open from the initial registration date until the program begins. However, spaces in the program tend to fill up very quickly.

How do I sign back into my account?

Please use the following link to sign back into your account.

<https://campsself.active.com/UniversityofTorontoYSP>

You should already be signed in. If not, login with your username (i.e. email) and password.

Why can't I sign back into my account?

Listed are the most common solutions:

- 1) Ensure that you are going to the link to sign back into your account, not the link for registration. You should be using this link: <https://campsself.active.com/UniversityofTorontoYSP>
- 2) Confirm that you are using the correct username. Your user name is the same as the email address you used to create the account. Please ensure that you use the same email address as the one used to register for the program. If you made a typo in your email address when initially signing into the system, you must include the typo in your username.
- 3) Confirm your Online Account Email Address Status. Your status should be listed as "Active". If you get the error message, "This person is not associated with an online account" the status will be "Invited". In this case an invitation has been sent but not accepted or opened. The Invite can be cancelled and re-sent.
- 4) If none of the above helped resolve the issue then, please contact us.

What emails should I expect to receive?

After including your email at the ACTIVE website, see step 3B, if you do not already have an account you'll be sent an email to create a password and confirm your account.

You will receive an email which is your receipt after you have paid for the program.

You will also get a confirmation email once you have successfully registered for the program. You will only receive ONE email for each student regardless of how many modules you have signed up for. This email will provide further information about the program including an Information Package for Students, Parents, and Guardians as well as information about the supplemental forms.

You may receive additional emails if you have left your application in an incomplete state, or reminder emails about completing your supplemental information.

Before your module begins you should receive an email detailing what to expect on the first day.

Why do you ask for a photo in your supplemental application?

This is simply for security reasons. This is especially important for the first day of check in to ensure that we have the correct students checking into the program.

When is the supplemental information due?

The date to hand in supplemental information varies year to year. The date will be provided in your confirmation email and should be updated on our website for more information. Please ensure that you provide this information in a timely manner and within the deadline as it will allow us enough time to prepare for the program itself.

I am no longer able to attend Med YSP, what is your cancellation policy?

Our cancellation policy is as follows. If you are cancelling **BEFORE the cancellation date** then you will receive a full refund minus the non-refundable \$98 registration fee. If you are cancelling **AFTER the cancellation date** then we do not provide a refund. The cancellation date will be specified when registering for the program and on our website.

If you need to cancel, please contact the appropriate faculty and we will get the process started.

I still need help. Who do I contact?

If you could not find the answer to your question in this guide, or on our website (www.ysp.utoronto.ca) you can contact us by email preferably or by phone. Please allow for 2-3 business days for a response.

	Law YSP Contact information	Med YSP Contact Information
Email	ysp.law@utoronto.ca	med.ysp@utoronto.ca
Office	+1-647-649-0829	+1-647-554-3977