

Directions for 2018 HSTA Summer Camp Online Application

1. Parents and Students must fill out the application together. Parent signatures are required.
2. Copy and Paste the link:
<https://redcap.wvctsi.org/redcap/surveys/?s=KCMAKYNWJ7>
 - a. Or Scan the QR Code to access the application.
3. Make sure to read the directions and fill out all the required fields by typing in information and/or selecting information.
4. If it asks for a signature, make sure to read the all the information and click on the Add Signature to sign with your mouse or finger. Then type the First and Last Name in the box provided.

A screenshot of the 'Student Signature' section of the application. It contains a green box with text: 'I further understand, if I commit any one of the above infractions, I may be sent home immediately and may not be allowed to participate in future HSTA campus programs.' followed by 'By signing below, I understand that the primary purpose of the summer HSTA program is educational and that I share in the responsibility of achieving the goals of the program. I agree to put forth my best effort at all times.' and 'I agree to conduct my transaction by using an electronic signature.' Below this is a red asterisk '* must provide value'. To the right of the text is a green button with a plus icon and the text 'Add signature', which is circled in red. At the bottom of the section is a text input field labeled 'Print Student First and Last Name.' with a red asterisk '* must provide value' below it.

5. Student and Parent signatures are required. Please read all information carefully.
6. Common Errors

a.

A screenshot of a form with four input fields: 'Student First Name' (containing 'Summer'), 'Student Last Name' (containing 'Kuhn'), 'Region', and 'What grade are you currently in?'. Each field has a red asterisk '* must provide value' below it. A yellow error dialog box is open over the 'Student Last Name' field, containing the text: 'This field's value contains extra spaces at the beginning or end. Would you like to remove them?' with 'Yes' and 'Cancel' buttons. The dialog box has a close button 'x' in the top right corner.

- i. You have an extra space, click yes.

b.

A screenshot of a grey notification box with a close button 'x' in the top right corner. The text inside reads: 'NOTE: Some fields are required!' followed by 'Your data was successfully saved, but you did not provide a value for some fields that require a value. Please enter a value for the fields on this page that are listed below.' Below this is the text 'Provide a value for...' followed by a bulleted list: '• Region' and '• I, [student_first_name] [student_last_name], and my parent/guardian understand that applying to HSTA Summer Camp does not guarantee that I will attend. We understand that it is a first come first serve for Fun with Science and Forensics Camp. We understand that for Biomed'.

- i. You have left something blank. Please go back and enter missing information.

7. After the last Signature you will select Submit.
8. It will directly take you to the Health History Form where you will be asked to fill in student information, parent information, emergency contact information, medical information: insurance, allergies, medicines and general health information. Please be prepared for these types of questions.