**ONLINE REGISTRATION FOR RYLA PARTICIPANTS**

RYLA Online Registration Instructions
Log in to the District Website. Under Events click on RYLA then the Teen Application under Online Registration.

1.    Do not sign-in to your ClubRunner account to register a student.

2.    Under **Your information** - Fill in the Student information.

       Under **Club Name**: Pull down to the sponsoring club.

Under **Group**: Choose category of registration (Teen Applicant, Chaperone, Alumni).

**Select Options**

3.    **Select Options**: Check your package (Teen, Chaperone, Alumni)
4.    **Answer Questions**:

       Tee Shirt Size, Gender, Food Allergies, Medications

**You Continue to Payment Selection**

5.    You may pay by either credit card or check.

6.    Make sure to print out a copy for your records and one to send with the check, if needed.

7.    A copy of the receipt should also be sent in with all paperwork related to the student or alumni registration.