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Students
Schools
Parents
Alumni
Volunteers
Support HOBY



Schools

Selecting a Student

Questions

R

Frequently Asked

Link to Seminar Calendar

Register Online

Home > Schools > Register Online

Register Student Online

Thank you for supporting Hugh O'Brian Youth Leadership and for giving your student an opportunity to attend the HOBY Leadership Seminar.

Our convenient online system will allow you to register your selected student and pay online or pay at a later date. Before proceeding, please make sure you have the HOBY Registration Worksheet completed by your student so you can easily enter the information online. *Please note that only school personnel or authorized HOBY volunteers may enter registrations in the system.*

You may begin the registration process by entering your HOBY school ID and password which appears on the HOBY Registration Worksheet

School ID: Password: Reset Login

If you do not have your school ID and password, please click here.



Main

→ School Information →

Register Student

Payment

School History

Logout

You are logged in as: HOBY High School

School ID: 12345
Password: mnbgtrew

Your school is in the California Los Angeles Seminar **Seminar Location:** Loyola Marymount University

Seminar Location: Loyola Marymount University
Seminar Dates: June 6, 2008 – June 9, 2008

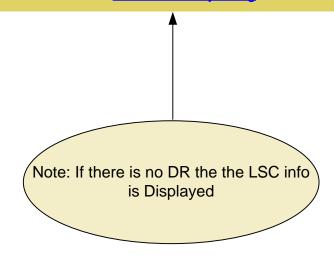
Seminar Contact Name: DR Name

Seminar Contact Email: dremail@hobyla.org

This is your first login.

You need to:

- 1. Verify your school's information
- 2. Register a student
- 3. Pay the registration fee



Get Started

Takes the user to the School Information Page, Page (2)



Main → School Information

Register Student

Payment

School History

Logout

You are logged in as: HOBY High School

School ID: 12345
Password: mnbgtrew

Your school is in the California Los Angeles Seminar **Seminar Location:** Loyola Marymount University

Seminar Location: Loyola Marymount University **Seminar Dates:** June 6, 2008 – June 9, 2008

Seminar Contact Name: DR Name

Takes the user to the Edit

Seminar Contact Email: dremail@hobyla.org

School Information:

*School Name: HOBY High School

*Address 1: 1234 Main Street

Address 2:

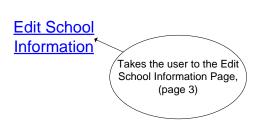
*City: Los Angeles

*State: CA *Zip: 90001 *County:

School District:

*General Phone: 310-555-1212 *General Fax: 310-555-1234 Website: www.hobyhigh.edu

Step X of Y



School Contact Information:

*Contact: John Doe

*Title: Sophomore Counselor

***Phone:** 310-555-1313

*Email: johndoe@hobyhigh.edu

Principal: Jane Doe Phone: 310-555-1313

Email: janedoe@hobyhigh.edu

Information Contact Information Page, (page 4)

Edit Contact

Edit Principal Information

Takes the user to the Edit Principal Information Page, (page 5)

Newspaper Information:

Local Newspaper: The Paper

Phone: Email:

Website: www.thepaper.com

Edit Newspaper Information Takes the user to the Edit Newspaper Information Page, (page 6)

Note: Fields marked with an * are required

☑ I confirm that all the above school and newspaper information is correct

Continue Registration

Takes user to Registration Screen 1 (page 7)



School ID: 12345

Password: mnbgtrew

2008 Leadership Seminar Registration

Main → School Information → Register Student → Payment School History

Your school is in the California Los Angeles Seminar

Seminar Location: Loyola Marymount University **Seminar Dates:** June 6, 2008 – June 9, 2008

Seminar Contact Name: DR Name

Seminar Contact Email: dremail@hobyla.org

Edit School Information:

You are logged in as: HOBY High School

Step X of Y

Logout

School Name:	HOBY High School			
Address 1:	1234 Main Street			
Address 2:				
City:	Los Angeles State: CA Zip Code: 90001-9999			
County:	School District:			
General Phone:	310-555-1212			
General Fax:	310-555-1234			
Website:	www.hobyhigh.edu			
	Save and Continue Reset Cancel Edit Undo All Edits Save changes and return to School Information screen (page 2)			



Main → School Information → Register Student

Payment

School History

Logout

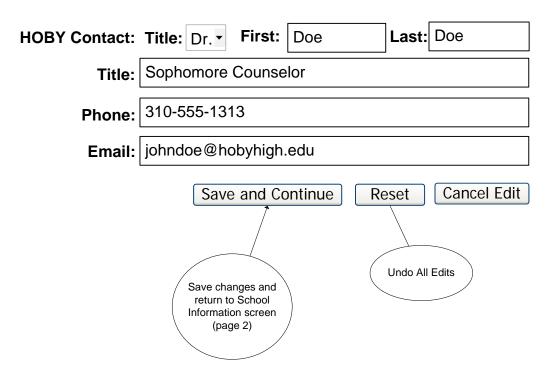
You are logged in as: HOBY High School

School ID: 12345 Password: mnbgtrew Your school is in the California Los Angeles Seminar **Seminar Location:** Loyola Marymount University

Seminar Dates: June 6, 2008 – June 9, 2008 Seminar Contact Name: DR Name

Seminar Contact Email: dremail@hobyla.org

Edit School Counselor Information:





Main → School Information →

Register Student

Payment

School History

Logout

You are logged in as: HOBY High School

School ID: 12345
Password: mnbgtrew

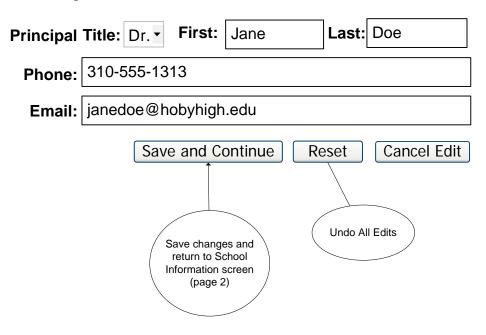
Your school is in the California Los Angeles Seminar **Seminar Location:** Loyola Marymount University

Seminar Dates: June 6, 2008 – June 9, 2008

Seminar Contact Name: DR Name

Seminar Contact Email: dremail@hobyla.org

Edit School Principal Information:





Main → School Information →

Register Student

Payment

School History

Logout

You are logged in as: HOBY High School

School ID: 12345
Password: mnbgtrew

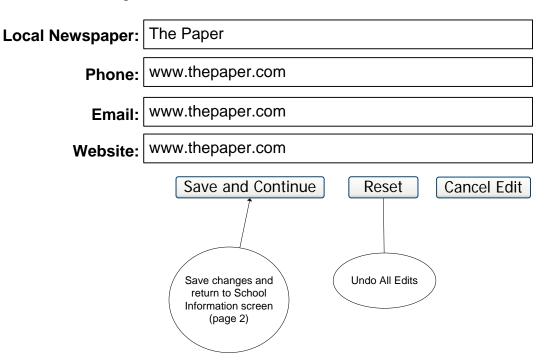
Your school is in the California Los Angeles Seminar **Seminar Location:** Loyola Marymount University

Seminar Dates: June 6, 2008 – June 9, 2008

Seminar Contact Name: DR Name

Seminar Contact Email: dremail@hobyla.org

Edit School Principal Information:





Main → School Information →

Register Student

Payment

School History

Logout

You are logged in as: HOBY High School

School ID: 12345
Password: mnbgtrew

Your school is in the California Los Angeles Seminar **Seminar Location:** Loyola Marymount University

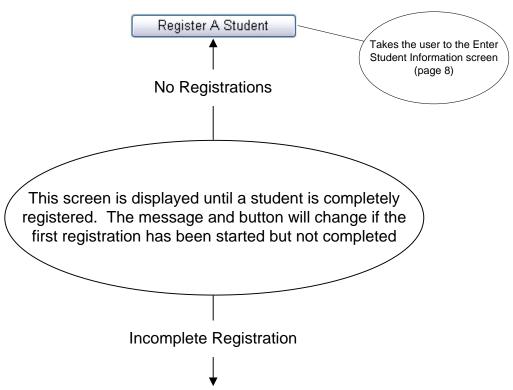
Seminar Dates: June 6, 2008 – June 9, 2008

Seminar Contact Name: DR Name

Seminar Contact Email: dremail@hobyla.org

Step X of Y

You Have Not Yet Registered a Student



You Have an Incomplete Registered a Student

Complete Registration

Takes the user to the Enter Student Information screen with previous saved information prepopulated in the form (page 9)



Register Student School History Main \rightarrow School Information \rightarrow **Payment** Logout You are logged in as: HOBY High School Your school is in the California Los Angeles Seminar Seminar Location: Loyola Marymount University **School ID:** 12345 **Seminar Dates:** June 6, 2008 – June 9, 2008 Password: mnbgtrew Seminar Contact Name: DR Name Seminar Contact Email: dremail@hobyla.org **Enter Student Information:** Step X of Y (Bold Fields are Required) Gender:

Male

Female Name: First: Middle: Last: Preferred Name: Address: Zip Code: City: State: Home Phone: ex. 555-555-1212 Student's Email: Date of Birth: ○ XXXL T-shirt Size: OS OM OL OXL OXXL Social Security Number (Last four digits only): Ethnicity: O African American O Asian Caucasian Latino Middle Eastern O Pacific Islander O Native American O Other Student understands he/she must be able to attend the assigned seminar for the entire weekend, including overnight. Please keep me off the list to receive outstanding offers from HOBY approved scholarships, educational opportunities, partners, affiliates and companies. Save and Continue

Saves Student
Information and takes
the user to the Enter
Parent Information
Screen (page 10)



Main \rightarrow School Information \rightarrow

2008 Leadership Seminar Registration

→ Payment

School History

Parent Information Screen (page 10) Logout

Password: mnbgtrew	OBY High School	Seminar Lo Seminar Do Seminar Co	ocation: Loyola Marymour ates: June 6, 2008 – June ontact Name: DR Name ontact Email: dremail@ho	of University 9, 2008
Enter Student I (Bold Fields are Requi	0	ploto Pogistration wit	h Saved Student Info	Step X of
•	○ Male ⊙ Female	piete registration wit	III Saved Student IIIIO	
Name:	First: Jane	Middle: C	Last: Hoby	
Preferred Name:	Janie			
Address:	1234 Main St.			
City:	Los Angeles	State: CA 🔽	Zip Code: 90001	
Home Phone:	310-111-4444	ex. 555-555-1212		
Student's Email:	janechoby@yahoo.com			
Date of Birth:	2 🕶 / 2 🕶 / 1988 🕶			
T-shirt Size:	OS ⊙M OL OX	L OXXL OXXXI	L	
Social Security Nun	nber (Last four digits	only): 0000		
Ethnicity:	African AmericanMiddle Eastern		Caucasian ○ Latino Native American ⊙ Other	
	✓ Student understar for the entire weeker		able to attend the assign ght.	ed seminar
	•		tstanding offers from HOB artners, affiliates and comp	
		Save and Continue		
			Saves Student Information and takes the user to the Enter	

Register Student



Main → School Information → Register Student → Payment School History Logout

You are logged in as: HOBY High School

School ID: 12345
Password: mnbgtrew

Your school is in the California Los Angeles Seminar Seminar Location: Loyola Marymount University Seminar Dates: June 6, 2008 – June 9, 2008

Seminar Contact Name: DR Name

Seminar Contact Email: dremail@hobyla.org

Enter Parent Information:

(At least one parent or guardian na	me and phone number	is required.)	
	■ Mother information is	not available	
Mother or Guardian's Name: First:	L	_ast:	
Phone: (H)		(W)	Ext.
Cell: [Email:	
Job Title:			
Employer:			
	□Father information is n	not available	
Father or Guardian's Name: First:		Last:	
Phone: (H)		(W)	Ext.
Cell: [Email:	
Job Title: [
Employer:			
	Save and Continue	Saves Parent Information, sets th registration as Comp Unpaid, and takes th user to the Main Registration Scree (page 11)	lete ne



Main \rightarrow School Information \rightarrow

Register Student

Payment

School History

Logout

You are logged in as: HOBY High School

School ID: 12345 Password: mnbgtrew Your school is in the California Los Angeles Seminar

Seminar Location: Loyola Marymount University **Seminar Dates:** June 6, 2008 – June 9, 2008

Seminar Contact Name: DR Name

Seminar Contact Email: dremail@hobyla.org

You Have Registered X Student(s)

Step X of Y

Student Information

Name: Mr. Jane C. Hoby Mailing Address: 1234 Main St.

City: Los Angeles State: CA **Zip Code:** 90001

Home Phone: 310-555-1212 Email: janechoby@yahoo.com

Date of Birth: 3/3/1988 Preferred Name: Jane T-Shirt Size :M

Social Security Number (last four digits only):

000-00-1212

Ethnicity: Caucasian

Edit Student <u>Information</u>

Takes the user to the Edit Student Information screen with previous saved information prepopulated in the form (page 12), **Parent or Guardian Information**

Mother or Guardian's Name Janie Hoby

Phone (H): 310-555-1212 (W) 310-666-1212 **Cell:** 310-777-1212

Email: janiehoby@yahoo.com

Title: Project Manager **Employer:** Google Inc.

Father's Name: Jimmy Hoby Phone (H): 310-555-1212

(W) 310-666-1212 Cell: 310-777-1212

Email: jimmyhoby@yahoo.com

Title: Grunt

Employer: Yahoo Inc.

Edit Parent <u>Information</u>

Takes the user to the Edit Parent Information screen with previous saved information pre-populated in the form (page 13)

> Generate Printable Invoice (Ben to design)

* Student not officially registered until the entire fee is received.

Payment Amount Paid Amount Due: Record \$75.00

\$75.00

Take user to main

payment page specifying

student being paid for.

(page 21)

Save and Make a Payment

Save and Generate Invoice

HOBY highly recommends selecting an alternate student in case one of the originally selected student is unable to attend. Entering alternate information will not automatically replace the an original student.

Save and Submit an Alternate

Take the user to the Alternate Student entry form (page 14)

Your seminar has allowed your school to register X additional Students

Save and Register an Additional Student

Takes the user to the Enter Student Information screen (Same as entering first student see page 8)



Main → School In	nformation →	Register Student	→ P	ayment	School Histo	ory Logout
You are logged in as: School ID: 12345 Password: mnbgtrew	: HOBY High Sc	Se Se	eminar eminar eminar	Location: Dates: Jur Contact N	California Los A Loyola Marymone 6, 2008 – Jun ame: DR Name mail: dremail@l	ne 9, 2008
Edit Student (Bold Fields are Red		n:				Step X of Y
Gender:	○ Male ⊙ Fema	ale				
Name:	First: Jane	Middle: C		Last: Ho	by	
Preferred Name:	Janie					
Address:	1234 Main St.					
City:	Los Angeles	State: CA	~	Zip Code:	90001	
Home Phone:	310-111-4444	ex. 555-555-1	212			
Student's Email:	janechoby@yahoo	.com				
Date of Birth:	2 🕶/ 2 🕶/ 1	988 💌				
T-shirt Size:	OS ⊙M OL	OXL OXXL	IXXX	L		
Social Security Nur	nber (Last four	digits only): 0000				
Ethnicity:	African AmerMiddle Easte			Caucasian Native Amer	○ Latino rican ⊙ Other	
		lerstands he/she m reekend, including o			end the assigne	d seminar
		me off the list to rec ducational opportuni		_		• •
		Save and Con	inue		Saves Student Information and tak the user to the Registration Screer (page 11)	



Register Student School History Main \rightarrow School Information \rightarrow **Payment** Logout

You are logged in as: HOBY High School

School ID: 12345 Password: mnbgtrew Your school is in the California Los Angeles Seminar **Seminar Location:** Loyola Marymount University **Seminar Dates:** June 6, 2008 – June 9, 2008

Seminar Contact Name: DR Name

Seminar Contact Email: dremail@hobyla.org

Edit Parent Information	· -	ou io uo acciuo d \	Olop A c
(At least one parent or guardian na	■ Mother information	•	
Mother or Guardian's Name: First:	Janie	Last: Hoby	
Phone: (H)	310-555-1212	(W) 310-666-1212	Ext.
Cell:	310-777-1212	Email: janiehoby@google.con	1
Job Title:	Project Manager		
Employer:	Google Inc.		
	☐ Father information i	s not available	
Father or Guardian's Name: First:	Jimmy	Last: Hoby	
Phone: (H)	310-555-1212	(W) 310-666-1212	Ext.
Cell:	310-777-1212	Email: jimmyhoby@yahoo.co	m
Job Title:	Grunt		
Employer:	Yahoo Inc.		
	Save and Continue	Saves Parent Information, sets the registration as Complete Unpaid, and takes the user to the Main Registration Screen (page 11)	



Saves Alternate
Student Information
and takes the user to
the Enter Parent
Information Screen
(page 15)

Main \rightarrow School Information \rightarrow **Register Student Payment School History** Logout You are logged in as: HOBY High School Your school is in the California Los Angeles Seminar **Seminar Location:** Loyola Marymount University **School ID:** 12345 Seminar Dates: June 6, 2008 – June 9, 2008 Password: mnbgtrew Seminar Contact Name: DR Name Seminar Contact Email: dremail@hobyla.org **Enter Alternate Student Information:** Step X of Y (Bold Fields are Required) Gender: O Male O Female Name: First: Middle: Last: Preferred Name: Address: State: Zip Code: City: Home Phone: ex. 555-555-1212 Student's Email: Date of Birth: T-shirt Size: OS OM OL OXL OXXL \bigcirc XXXL Social Security Number (Last four digits only): Ethnicity: O African American O Asian Caucasian Latino O Pacific Islander O Native American O Other Middle Eastern ☐ Student understands he/she must be able to attend the assigned seminar for the entire weekend, including overnight. ☐ Please keep me off the list to receive outstanding offers from HOBY approved scholarships, educational opportunities, partners, affiliates and companies. Save and Continue



Main → School Information → Register Student → Payment School History Logout

You are logged in as: HOBY High School

School ID: 12345
Password: mnbgtrew

Your school is in the California Los Angeles Seminar Seminar Location: Loyola Marymount University Seminar Dates: June 6, 2008 – June 9, 2008

Seminar Contact Name: DR Name

Seminar Contact Email: dremail@hobyla.org

Enter Alternate Parent Information:

(At least one parent or guardian name and pl	hone number is required.)	
☐ Mother i	nformation is not available	
Mother or Guardian's Name: First:	Last:	
Phone: (H)	(W)	Ext.
Cell:	Email:	
Job Title:		
Employer:		
□ Father in	nformation is not available	
Father or Guardian's Name: First:	Last:	
Phone: (H)	(W)	Ext.
Cell:	Email:	
Job Title:		
Employer:		
Save	Saves Alternate F Information, set registration as Co Unpaid, and takes th the Main Registratio (page 16)	s the mplete ne user to



Register Student Main \rightarrow School Information \rightarrow **Payment School History** Logout You are logged in as: HOBY High School Your school is in the California Los Angeles Seminar Seminar Location: Loyola Marymount University **School ID:** 12345 Seminar Dates: June 6, 2008 – June 9, 2008 Password: mnbgtrew Seminar Contact Name: DR Name Seminar Contact Email: dremail@hobyla.org You Have Registered X Student(s) Step X of Y **Student Information Edit Student Parent or Guardian Information Edit Parent Information Information** Name: Mr. Jane C Hoby Mother or Guardian's Name Janie Hoby Mailing Address: 1234 Main St. Phone (H): 310-555-1212 City: Los Angeles **(W)** 310-666-1212 Takes the user to the Edit State: CA Cell: 310-777-1212 Takes the user to the Edit Parent Information screen with **Zip Code:** 90001 Student Information screen with **Email:** janiehoby@yahoo.com previous saved information Home Phone: 310-555-1212 previous saved information prepre-populated in the form

Preferred Name: Jane T-Shirt Size :M Social Security Number (last four digits only):

000-00-1212

Email: janechoby@yahoo.com

Date of Birth: 3/3/1988

Ethnicity: Caucasian

Take user to main payment page specifying student being paid for.

populated in the form (page 12)

(page 21)

Title: Project Manager Employer: Google Inc.

Father's Name: Jimmy Hoby **Phone (H):** 310-555-1212 (W) 310-666-1212 Cell: 310-777-1212

Parent or Guardian Information

Phone (H): 310-555-1212

Email: janiehoby@yahoo.com

Father's Name: Jimmy Hoby

Phone (H): 310-555-1212

(W) 310-666-1212

Cell: 310-777-1212

Title: Programmer I

Employer: Google Inc.

Mother or Guardian's Name Janie Hoby

Email: jimmyhoby@yahoo.com

Title: Grunt

Employer: Yahoo Inc.

* Student not officially registered until the entire fee is received.

Payment Amount Paid Amount Due: Record

\$75.00

\$75.00

Save and Make a Payment

Save and Generate Invoice

You Have Submitted X Alternate(s)

Alternate Student Information

Name: Mr. John D Hoby Mailing Address: 1234 Main St.

City: Los Angeles State: CA **Zip Code:** 90001

Home Phone: 310-555-1212 Email: johndhoby@yahoo.com **Date of Birth: 3/3/1988** Preferred Name: Johnny

T-Shirt Size :M

Social Security Number (last four digits only):

000-00-1212

Ethnicity: Caucasian

Edit Alternate Student

Information

Takes the user to the Edit Alternate Student Information screen with previous saved

information pre-populated in the form (same as Edit Student)

(W) 310-666-1212

Cell: 310-777-1212

Email: jimmyhoby@yahoo.com Title: Manager

Employer: Yahoo Inc.

Edit Alternate

Parent

(page 13)

Generate Printable

Invoice

(Ben to design)

Information

Takes the user to the Edit Alternate Parent Information screen with previous saved information pre-populated in the form (same as Edit Parent)

Your seminar has allowed your school to register X additional Students

(other language regarding fees and conditions to go here)

Alternate Attending as an Additional Student

Attending as an Additional Student

Alternate

John D. Hoby Jane C Hoby Joe B. Student

Is attending in place of

John D. Hoby Jane C Hoby Joe B. Student

Confirm Alternate is Attending in Place of Registered Student

Take user to Alternate Replacing Primary Confirmation Page (page 19)

Take user to Alternate

Confirmation Page (page 17)

Your seminar has allowed your school to register X additional Students

(other language regarding fees and conditions to go here)

Save and Register an Additional Student

Takes the user to the Enter Student Information screen (Same as entering first student see page 8)



Main → School Information →

Register Student

Payment

School History

Logout

You are logged in as: HOBY High School

School ID: 12345
Password: mnbgtrew

Your school is in the California Los Angeles Seminar

Seminar Location: Loyola Marymount University **Seminar Dates:** June 6, 2008 – June 9, 2008

Seminar Contact Name: DR Name

Seminar Contact Email: dremail@hobyla.org

Alternate Student Attending as an Student

Step X of Y

Please confirm that **John D. Hoby** is attending as an additional student. Note an additional Registration fee of \$XXX.00 is required for **John D. Hoby** to attend.

☑ Check here and click the Confirm Additional Student button below to complete the replacement

Confirm Additional Student

Add the Alternate Student as an Additional Student. Return user to Main Registration Screen. Alternate will now be displayed as Additional Student (see page 18)



Payment

You are logged in as: HOBY High School

Main \rightarrow School Information \rightarrow

School ID: 12345 Password: mnbgtrew Your school is in the California Los Angeles Seminar Seminar Location: Loyola Marymount University Seminar Dates: June 6, 2008 – June 9, 2008

School History

Seminar Contact Name: DR Name

Seminar Contact Email: dremail@hobyla.org

You Have Registered X Student(s)

Step X of Y

Logout

Student Information

Name: Mr. Jane C Hoby Mailing Address: 1234 Main St.

City: Los Angeles State: CA **Zip Code:** 90001

Home Phone: 310-555-1212 **Email:** janechoby@yahoo.com **Date of Birth: 3/3/1988** Preferred Name: Jane T-Shirt Size :M

Social Security Number (last four digits only):

000-00-1212

Ethnicity: Caucasian

Edit Student Information

Register Student

Takes the user to the Edit Student Information screen with previous saved information prepopulated in the form (page 12)

Take user to main payment page specifying student being paid for. (page 21)

Parent or Guardian Information

Mother or Guardian's Name Janie Hoby

Phone (H): 310-555-1212 **(W)** 310-666-1212 Cell: 310-777-1212

Email: janiehoby@yahoo.com Title: Project Manager Employer: Google Inc.

Father's Name: Jimmy Hoby Phone (H): 310-555-1212 **(W)** 310-666-1212 Cell: 310-777-1212

Email: jimmyhoby@yahoo.com

Title: Grunt

Employer: Yahoo Inc.

Edit Parent

Information

Takes the user to the Edit

Parent Information screen with

previous saved information

pre-populated in the form

(page 13)

Generate Printable Invoice (Ben to design)

* Student not officially registered until the entire fee is received.

Payment Amount Paid Amount Due:

Record

\$75.00

\$75.00

Save and Make a Payment

Save and Generate Invoice

Alternate Student Information

Name: Mr. John D Hoby Mailing Address: 1234 Main St.

City: Los Angeles State: CA **Zip Code:** 90001

Home Phone: 310-555-1212 Email: johndhoby@yahoo.com

Date of Birth: 3/3/1988 Preferred Name: Johnny

T-Shirt Size :M

Social Security Number (last four digits only):

000-00-1212

Ethnicity: Caucasian

Edit Student <u>Information</u>

Student Information screen with previous saved information precopulated in the form (page 12)

Take user to main

payment page specifying student being paid for.

(page 21)

Cell: 310-777-1212 Email: janiehoby@yahoo.com **Title:** Programmer I

Employer: Google Inc. Father's Name: Jimmy Hoby Phone (H): 310-555-1212

Parent or Guardian Information

Phone (H): 310-555-1212

(W) 310-666-1212

Mother or Guardian's Name Janie Hoby

(W) 310-666-1212 Cell: 310-777-1212

Email: jimmyhoby@yahoo.com

Title: Manager **Employer:** Yahoo Inc.

Takes the user to the Edit Parent Information screen with previous saved information pre-populated in the form (page 13)

Edit Parent

<u>Information</u>

Generate Printable (Ben to design)

* Student not officially registered until the entire fee is received.

Record

\$0.00

Payment Amount Paid Amount Due: \$325.00

Save and Make a Payment

Save and Generate Invoice

HOBY highly recommends selecting an alternate student in case one of the originally selected student is unable to attend. Entering alternate information will not automatically replace the an original student.

Save and Submit an Alternate

Take the user to the Alternate Student entry form (page 14)



Main → School Information →

Register Student

Payment

School History

Logout

You are logged in as: HOBY High School

School ID: 12345
Password: mnbgtrew

Your school is in the California Los Angeles Seminar

Seminar Location: Loyola Marymount University Seminar Dates: June 6, 2008 – June 9, 2008

Seminar Contact Name: DR Name

Seminar Contact Email: dremail@hobyla.org

Alternate Student Replacing Currently Registered Student

Step X of Y

Please confirm that **John D. Hoby** is replacing **Jane C. Hoby** as the registered student. This will completely remove **Jane C. Hoby** from our system.

□ Check her and click the Confirm Replacement button below to complete the replacement

Confirm Replacement

Replace Primary Student with Alternate Return user to Main Registration Screen. Alternate will now be displayed as the primary student (see page 20)



Main \rightarrow School Information \rightarrow

Register Student

Payment

School History

Logout

You are logged in as: HOBY High School

School ID: 12345 Password: mnbgtrew Your school is in the California Los Angeles Seminar **Seminar Location:** Loyola Marymount University

Seminar Dates: June 6, 2008 – June 9, 2008

Seminar Contact Name: DR Name

Seminar Contact Email: dremail@hobyla.org

You Have Registered X Student(s)

Step X of Y

Student Information

Name: Mr. John D. Hoby Mailing Address: 1234 Main St.

City: Los Angeles State: CA **Zip Code:** 90001

Home Phone: 310-555-1212 Email: johndhoby@yahoo.com

Date of Birth: 3/3/1988 Preferred Name: Jonny

T-Shirt Size :M

Social Security Number (last four digits only):

000-00-1212

Ethnicity: Caucasian

Edit Student Information

Takes the user to the Edit Student Information screen with previous saved information prepopulated in the form (page 12),

Take user to main

payment page specifying

student being paid for.

(page 21)

Parent or Guardian Information

Mother or Guardian's Name Janie Hoby

Phone (H): 310-555-1212 (W) 310-666-1212

Cell: 310-777-1212 **Email:** janiehoby@yahoo.com

Title: Project Manager **Employer:** Google Inc.

Father's Name: Jimmy Hoby Phone (H): 310-555-1212

(W) 310-666-1212 Cell: 310-777-1212

Email: jimmyhoby@yahoo.com

Title: Grunt

Employer: Yahoo Inc.

Edit Parent Information

Takes the user to the Edit Parent Information screen with previous saved information pre-populated in the form (page 13)

> Generate Printable Invoice (Ben to design)

* Student not officially registered until the entire fee is received.

Record

\$75.00

Payment Amount Paid Amount Due: \$75.00

Save and Make a Payment

Save and Generate Invoice

HOBY highly recommends selecting an alternate student in case one of the originally selected student is unable to attend. Entering alternate information will not automatically replace the an original student.

Save and Submit an Alternate

Take the user to the Alternate Student entry form (page 14)

Your seminar has allowed your school to register X additional Students

Save and Register an Additional Student

Takes the user to the Enter Student Information screen (Same as entering first student see page 8)



Main → School Information → Register Student → Payment School History Logout

You are logged in as: HOBY High School

School ID: 12345
Password: mnbgtrew

Your school is in the California Los Angeles Seminar **Seminar Location:** Loyola Marymount University

Seminar Dates: June 6, 2008 – June 9, 2008

Seminar Contact Name: DR Name

Seminar Contact Email: dremail@hobyla.org

Step X of Y

Paying Registration Fee For:





Register Student

Payment

School History

Logout

You are logged in as: HOBY High School

Main \rightarrow School Information \rightarrow

School ID: 12345 Password: mnbgtrew Your school is in the California Los Angeles Seminar

Seminar Location: Loyola Marymount University **Seminar Dates:** June 6, 2008 – June 9, 2008

Seminar Contact Name: DR Name

Seminar Contact Email: dremail@hobyla.org

Payment Options:

Step X of Y

Generate Printable Invoice (Ben to design)

*Please note that your student is not officially accepted into the program until the registration fee is received. See below for payment options.

You are Paying for: Jane C. Hoby

Take user to Online Payment Information Screen. (page 23)

1. Pay registration fee online with a credit card

Pay With Credit Card

2. Print a copy of the registration form to send with a check payment

Pay With Check

3. Enter your Purchase Order number and print an invoice.

Enter PO Number:

Pay With PO / Invoice

Generate Printable Invoice with PO Number (Ben to design)



Main → School Information → Register Student → Payment School History Logout

You are logged in as: HOBY High School

School ID: 12345
Password: mnbgtrew

Your school is in the California Los Angeles Seminar **Seminar Location:** Loyola Marymount University

Seminar Dates: June 6, 2008 – June 9, 2008 Seminar Contact Name: DR Name

Seminar Contact Email: dremail@hobyla.org

Enter Credit Card Information:

	Payor Information	on		
First Name:	Last Name:			
Billing Address:				
City:		State:	Zip Code:	
E-mail Address:				
Country:	United States			
Phone Number:		Who is paying:		
	Credit Card Infor	mation	School Cooperating Org.	
Name on card:				
Type of Credit Card:	VISA	~		
Credit Card Number:	Credit Card Number: Default fee will be			
Expiration -	Month: 01 💌 Y		ased on registered student. Fee is	
Registration Fee:				
By clicking Submit, I have Read and Accept the <u>Terms and Conditions</u> of this fee.				
ONLY CLICK THE SUBMIT BUTTON ONCE. DOUBLE CLICKING OR CLICKING TWICE WILL RESULT IN DOUBLE CHARGES.				
Submit Reset				
(Charges will appear as "Hugh O'Brian Youth Leadership")				
Process Online Payment (see page 24)				



Main → School Information → Register Student → Payment School History Logout

You are logged in as: HOBY High School

School ID: 12345
Password: mnbgtrew

Your school is in the California Los Angeles Seminar **Seminar Location:** Loyola Marymount University

Seminar Dates: June 6, 2008 – June 9, 2008

Seminar Contact Name: DR Name

Seminar Contact Email: dremail@hobyla.org

Step X of Y

Items the Occur After CC Payment

- 1. Printable Receipt (Ben to design)
- 2. Receipt from CC Company (Updated by Adam)
- 3. Confirmation Email (Ben to write), will reflect amount paid and amount owed
- 4. Volunteers receive update notification in HOBY Online

Thank You

Click Here to Return to Main Screen

Return to Main Screen and display registered students and other options (page 25)



→ School Information → Main

Register Student \rightarrow **Payment** **School History**

Logout

You are logged in as: HOBY High School

School ID: 12345 Password: mnbgtrew Your school is in the California Los Angeles Seminar

Seminar Location: Loyola Marymount University **Seminar Dates:** June 6, 2008 – June 9, 2008

Seminar Contact Name: DR Name

Seminar Contact Email: dremail@hobyla.org

You Have Registered X Student(s)

Student: John D. Hoby

Payment Record

Amount Paid \$150.00

Amount Due:

\$0.00

Show Receipt

Generate Printable Invoice (Ben to design)

Generate Printable Receipt (Ben to design)

Student: Jane C. Hoby

Payment Record

Amount Paid

\$75.00

Amount Due:

\$75.00

Generate Invoice

Make a Payment

Take user to payment options page specifying student being paid for. (page 22)

HOBY highly recommends selecting an alternate student in case one of the originally selected student is unable to attend. Entering alternate information will not automatically replace the an original student.

Submit an Alternate

Take the user to the Alternate Student entry form (page 14)

Your seminar has allowed your school to register X additional Students

Register an Additional Student

Takes the user to the Enter Student Information screen (Same as entering first student see page 8)

Main Screen displayed after school logs in if 1 or more students are registered



Main → School Information → R

You are logged in as: HOBY High School

School ID: 12345
Password: mnbgtrew

Register Student → **Payment**

School History

Logout

Your school is in the California Los Angeles Seminar

Seminar Location: Loyola Marymount University **Seminar Dates:** June 6, 2008 – June 9, 2008

Seminar Contact Name: DR Name

Seminar Contact Email: dremail@hobyla.org

Previous years HOBY Ambassadors from HOBY High School

<u>Student</u>	<u>Year</u>	<u>Seminar</u>
Jane C. Hoby	2007	California Los Angeles
Jim R. Hoby	2006	California Los Angeles
Robert F. Doe	2004	California Los Angeles
Janet Q. Smith	2003	California Los Angeles

Entire HOBY history for the school may be displayed here only 4 ambassadors are shown for demonstration purposes