

Key Leader Registration Guide



Created by Mark Ubongen
Kiwaniis Family and Foundation Committee

CALI-NEV-HA KEY CLUB

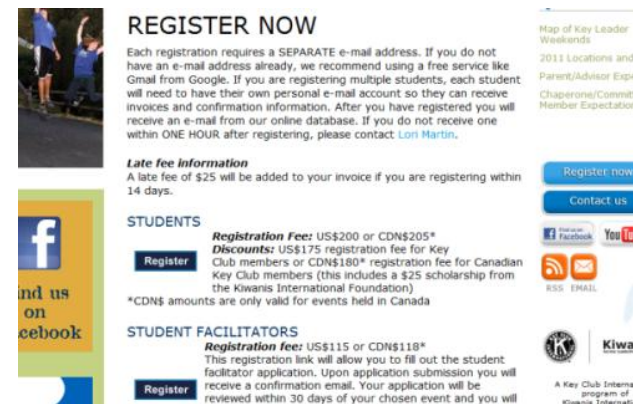
Welcome!

- This is a step by step tutorial on how to register for Key Leader as:
 - Student Participants
 - Student Facilitators
- Follow this quick tutorial and you will be registered for your upcoming Key Leader in no time! 😊

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Where to start?

- When applying for both, please visit www.key-leader.org and click on register on the right hand side of the screen.
- It should bring you to a screen with information on registering as a student and student facilitator.



Registering as a Student Participant

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Student Participant

- This log-in screen will appear when the “Register Now” button is selected by the student option on the previous screen.
- If a student has attended before and set up their own account, they will be able to log into the registration system as a “Returning User”.
- If a student does not know the information or is a new registration, they will need to log-in as a “First-Time User”. At the end of their registration, they will then be able to set up their account to use again for another Key Leader weekend.

Register

home > register

KEY LEADER

Key Leader Login

RETURNING USERS - Register quickly using information from my existing account

Email

Password

Login

Unsure if you have an account? [Click here](#) Don't know your password? [Click here](#)

FIRST-TIME USERS - Register online as a new user

This is the first time I have registered online. Allow me to create an account upon checkout.

New User

Stuck? Have a question? E-mail our leader staff at lmartin@kiwanis.org.

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Student Participant

- If this is your first time signing up for Key Leader and you click First Time User, this screen will pop up.
- Click the box that you are applying as a student participant, then click continue.

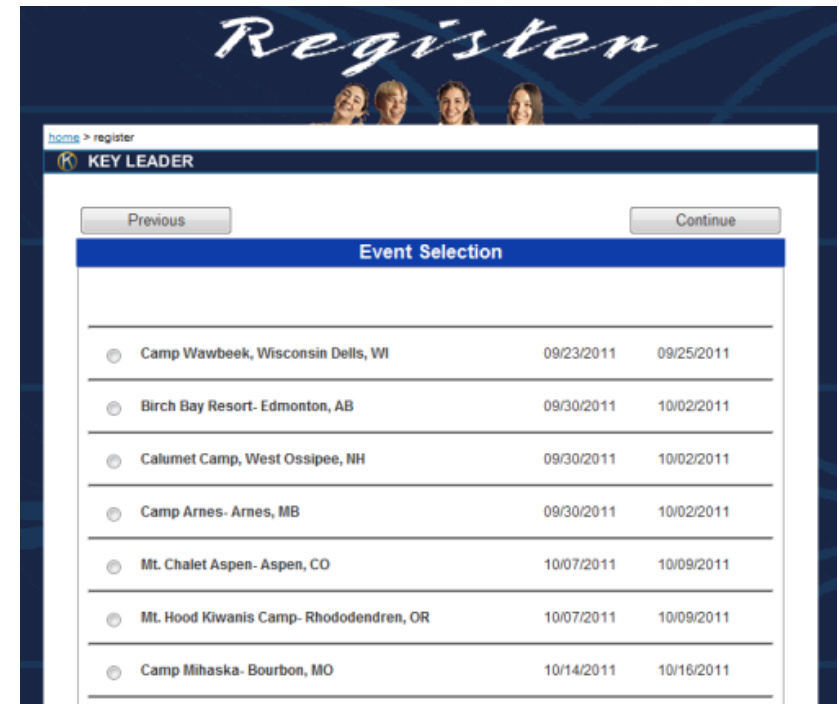


The screenshot shows a web browser window with the URL "home > register". The page title is "KEY LEADER". At the top, there is a "Register" banner with a photo of four people. Below the banner, there are two "Previous" and "Continue" buttons. The main content area is titled "Choose Student Registration" and contains a "Student Registration" section with a checkbox labeled "I am registering as a Student Participant". Below the checkbox, it says "If you are applying as a Student facilitator, please visit the application website [here](#)." At the bottom of the form, there are two "Previous" and "Continue" buttons. A footer note says "Stuck? Have a question? E-mail the Key Leader staff at lmartin@kiwanis.org".

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Student Participant

- This screen will list all of the scheduled camps for the year (will be in date order). If a camp is not on the list, it probably means that the maximum registration number has been hit for online registrations and the Key Leader staff will check out the registrations to see if it is actually at capacity or if the online number can be bumped up.



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Student Participant

- Once your selected camp is chosen, you will be brought to this student information screen where you are to fill out the required forms.
- This is the main registration page. Most boxes are marked with an “*” which means it is a required field.

The screenshot shows a web browser window with the title 'Register' and a navigation bar containing 'home > register' and 'KEY LEADER'. Below the navigation bar are 'Previous' and 'Continue' buttons. The main content area is titled 'Student Information' and contains the following fields:

- *First Name (or nickname for nametag)
- *Last Name
- *Address
- *City
- *State/Province (Canadian Provinces are at end of list)
- *Zip/Postal Code
- *Phone (xxx-xxx-xxxx)
- Cell Phone (xxx-xxx-xxxx)
- *Name of School
- *Year in School

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Student Participant

- Once completed the forms, it will give you a brief overview of what you have ordered the sub-total before fully registering.
- Enter any coupons you may have on this page in the Coupon Code box.
- If you are satisfied with your order, press continue.

home > register

KEY LEADER

Continue

Select Another Participant to Register

Mark Ubongen [Edit](#) [Remove](#) [Add New Event](#)

Camp Cedar Glen- Julian, CA [Remove](#) [Edit Options](#)

Financial Option	Quantity	Amount
Participant Registration	1	\$200.00
<i>Kiwanis International Foundation Scholarship</i> 1		(\$25.00)
Amount		\$175.00

Participant Subtotal \$175.00

Grand Total \$175.00

Enter Coupon Code:

If you would like to use a coupon please enter the code in the area provided and click the Redeem button .
Any discounts that your coupon code activates will appear in your cart.

[Processing Fee Legal Description](#)

Continue

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Student Participant

- They should then bring you back to the registration page and this time, asking you to make an on-line account.
- At the bottom of the same page, it should ask you how you will be paying for this Key Leader.
- There are two options:
 - Paying with a Credit Card or Echeck
 - “Pay Nothing Now” and the invoice will be emailed to the student and the sponsor email address that is provided.

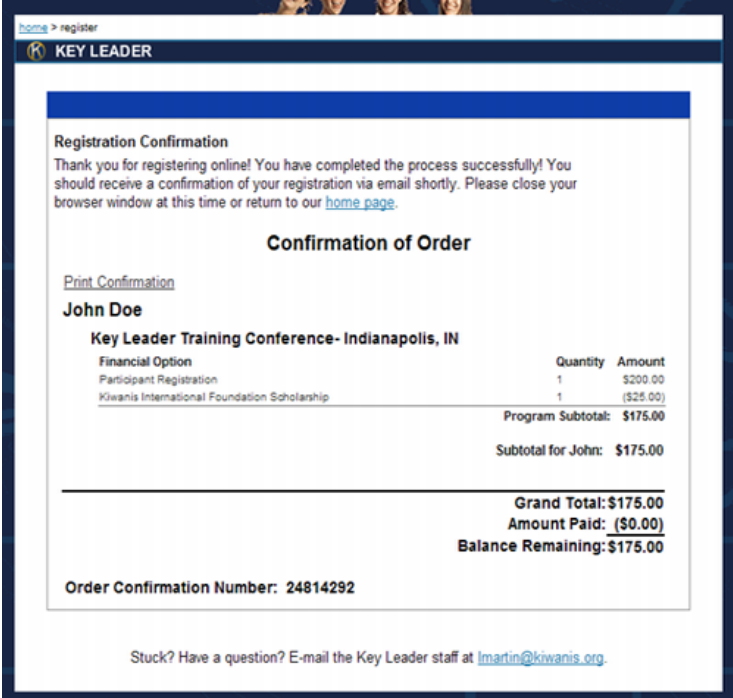
The screenshot displays the 'KEY LEADER' registration interface. The top section, titled 'Create My Account', includes a 'Previous' button on the left and a 'Continue' button on the right. Below the title, there are three input fields: 'Email Address' (containing 'jekeyleader@hotmail.com'), 'Password', and 'Confirm Password', each with a red asterisk indicating a required field. The bottom section, titled 'Payment Information', features a 'Previous' button on the left and a 'Continue' button on the right. It contains two radio button options for 'Select an Amount to Pay': 'Pay in Full' (selected) for '\$175.00' and 'Pay nothing now- an invoice will be emailed to you and to the sponsor email that was provided. Payment can then be made from the invoice.' Below this, there are two radio button options for 'Select the payment method below': 'ECheck' and 'Credit Card'. At the bottom of the page, it states 'Powered by active.com' and provides links for 'Terms of Use' and 'Privacy Policy'.

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Student Participant

- This is the final page. If this page does not come up, the registration did not go through. **DO NOT close out of the registration until this page comes up.**
- Check the email for an invoice if you chose the “pay nothing now”, and also for required forms needed to be signed by parents/guardians.

YOU ARE DONE! 😊



The screenshot shows a web browser window with the URL 'home > register' and a 'KEY LEADER' header. The main content is a 'Registration Confirmation' message. Below the message is a 'Confirmation of Order' section for 'John Doe' attending the 'Key Leader Training Conference- Indianapolis, IN'. A table lists the items: 'Participant Registration' for \$200.00 and a 'Kiwaniis International Foundation Scholarship' for -\$25.00. The 'Program Subtotal' is \$175.00, and the 'Subtotal for John' is also \$175.00. At the bottom, it shows a 'Grand Total' of \$175.00, 'Amount Paid' of \$0.00, and a 'Balance Remaining' of \$175.00. An 'Order Confirmation Number' of 24814292 is provided. A footer note asks if the user is stuck and provides an email address: lmartin@kiwanis.org.

home > register
KEY LEADER

Registration Confirmation
Thank you for registering online! You have completed the process successfully! You should receive a confirmation of your registration via email shortly. Please close your browser window at this time or return to our [home page](#).

Confirmation of Order

[Print Confirmation](#)
John Doe
Key Leader Training Conference- Indianapolis, IN

Financial Option	Quantity	Amount
Participant Registration	1	\$200.00
Kiwaniis International Foundation Scholarship	1	(\$25.00)
		Program Subtotal: \$175.00
		Subtotal for John: \$175.00
		Grand Total: \$175.00
		Amount Paid: (\$0.00)
		Balance Remaining: \$175.00

Order Confirmation Number: 24814292

Stuck? Have a question? E-mail the Key Leader staff at lmartin@kiwanis.org.

Registering as a Student Facilitator

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Student Facilitator

- On the Register page, choose to register under the Student Facilitator option.

14 days.

STUDENTS
Registration Fee: US\$200 or CDN\$205*
Discounts: US\$175 registration fee for Key Club members or CDN\$180* registration fee for Canadian Key Club members (this includes a \$25 scholarship from the Kiwanis International Foundation)
*CDN\$ amounts are only valid for events held in Canada
[Register](#)

STUDENT FACILITATORS
Registration fee: US\$115 or CDN\$118*
This registration link will allow you to fill out the student facilitator application. Upon application submission you will receive a confirmation email. Your application will be reviewed within 30 days of your chosen event and you will receive an email from Kiwanis International of your application status. If you are not a student facilitator, you will be placed in the event as a participant. If you have any questions, please contact Lori Martin
*CDN\$ amounts are only valid for events held in Canada
[Register](#)


PARENT/ADVISOR/VOLUNTEER
[Register](#)

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ARMY STRONG

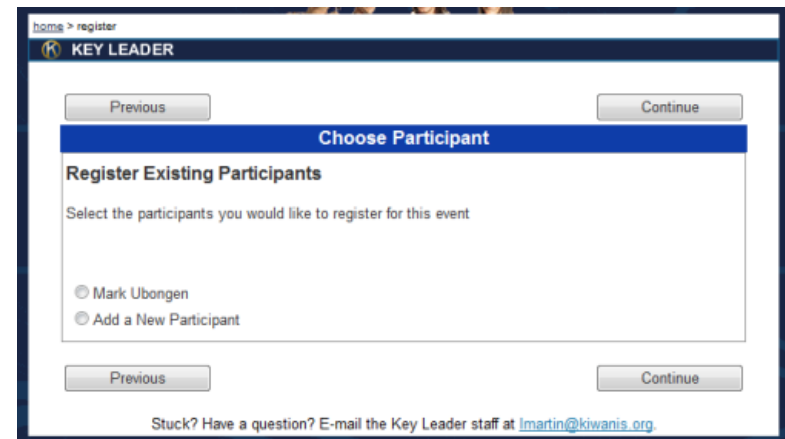
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Student Facilitator

- It will then bring you to the log in screen. If you have been to Key Leader before, use your pre-existing log-in.
- Register yourself as an existing participant, and/or new participant.



The screenshot shows the 'Register' page for Key Leader. At the top, the word 'Register' is written in a cursive font above a photo of four people. Below this is a navigation bar with 'home > register' and a 'KEY LEADER' logo. The main content area is titled 'Key Leader Login' and features a blue header. Underneath, it says 'RETURNING USERS - Register quickly using information from my existing account'. There are two input fields: 'Email' and 'Password'. A 'Login' button is centered below the fields. At the bottom, there are two links: 'Unsure if you have an account? [Click here](#)' and 'Don't know your password? [Click here](#)'.

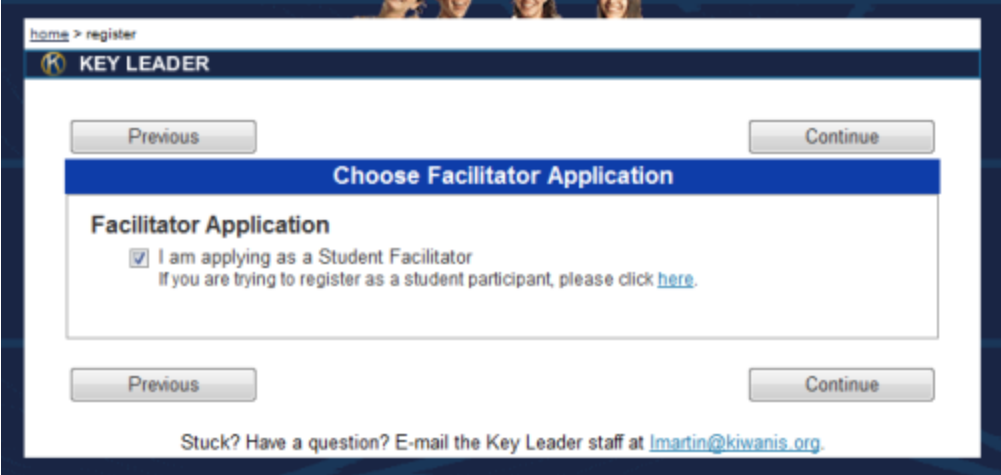


The screenshot shows the 'Choose Participant' screen. It has a navigation bar with 'home > register' and a 'KEY LEADER' logo. The main content area is titled 'Choose Participant' with a blue header. Below the header, it says 'Register Existing Participants' and 'Select the participants you would like to register for this event'. There are two radio button options: 'Mark Ubongen' and 'Add a New Participant'. 'Previous' and 'Continue' buttons are located at the top and bottom of the content area. At the bottom of the page, there is a link: 'Stuck? Have a question? E-mail the Key Leader staff at lmartin@kiwanis.org'.

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Student Facilitator

- Check the box that is asking if you are applying as a student facilitator, then click continue.
- If you think you may have ended up on this page accidentally, then click the link below to apply as a participant.

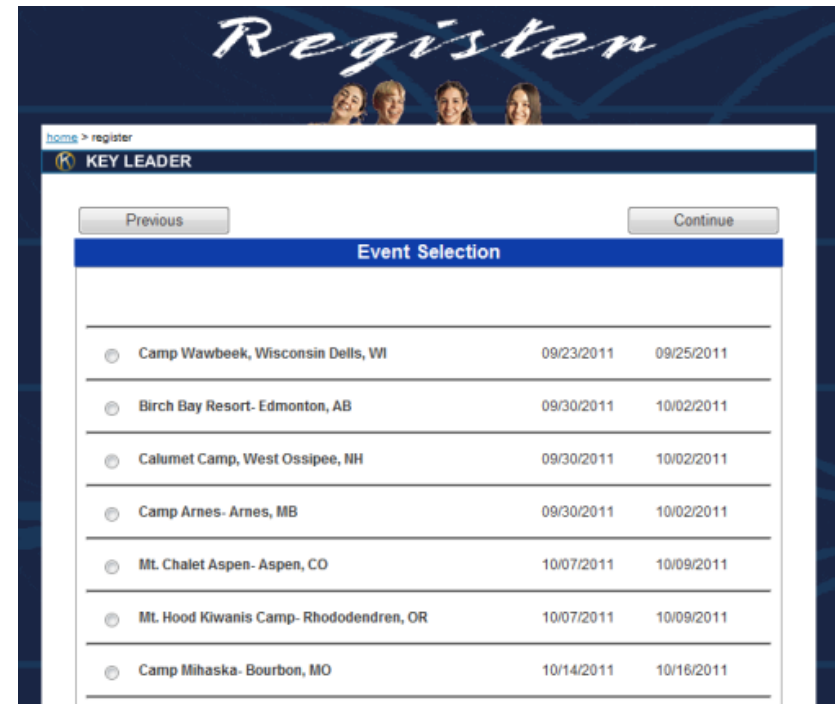


The screenshot shows a web browser window with the URL 'home > register' and the page title 'KEY LEADER'. The main heading is 'Choose Facilitator Application'. Below this, there is a section titled 'Facilitator Application' with a checked checkbox for 'I am applying as a Student Facilitator'. A link is provided: 'If you are trying to register as a student participant, please click [here](#).' There are 'Previous' and 'Continue' buttons at the top and bottom of the form. At the bottom of the page, there is a footer: 'Stuck? Have a question? E-mail the Key Leader staff at lmartin@kiwanis.org'.

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Student Facilitator

- This screen will list all of the scheduled camps for the year (will be in date order). If a camp is not on the list, it probably means that the maximum registration number has been hit for online registrations and the Key Leader staff will check out the registrations to see if it is actually at capacity or if the online number can be bumped up.



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Student Facilitator

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- This is the main registration page. Most boxes are marked with an “*” which means it is a required field.

home > register
KEY LEADER

Previous Continue

Student Information

*First Name (or nickname for nametag)

*Last Name

*Address

*City

*State/Province (Canadian Provinces are at end of list)

*Zip/Postal Code

*Phone
(xxx-xxx-xxxx)

Cell Phone
(xxx-xxx-xxxx)

*Name of School

*Year in School

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Student Facilitator

- Towards the bottom of the screen are the application questions. All questions are mandatory.
- Answer them the best as you can and then proceed with the rest of the registration.
- **READ THE RED TEXT**

Facilitator Questions

Thanks for your interest in becoming a student facilitator. You will not be officially placed as a student facilitator until you have received an e-mail from Kiwanis International confirming your approval into this program. Please hold your payment until you have received notification. If you have any questions, please contact Abby James at ajames@kiwanis.org. If you are not accepted, we will hold a spot for you as a regular participant.

*Please list any Key Leader weekends that you have attended.
(Please include the location and year.)

0/6000

*What did you learn from your participation in previous Key Leader weekends?

0/6000

*Describe your leadership style

0/6000

*What would you hope to gain from the Key Leader student facilitator experience?

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Student Facilitator

- Once completed the forms, it will give you a brief overview of what you have ordered the sub-total before fully registering.
- Enter any coupons you may have on this page in the Coupon Code box.
- If you are satisfied with your order, press continue.

home > register

KEY LEADER

Continue

Select Another Participant to Register Add a New Participant

Mark Ubongen [Edit](#) [Remove](#) [Add New Event](#)

Camp Cedar Glen- Julian, CA [Remove](#) [Edit Options](#)

Financial Option	Quantity	Amount
Participant Registration	1	\$200.00
Kiwanis International Foundation Scholarship 1		(\$25.00)
Amount		\$175.00

Participant Subtotal \$175.00

Grand Total \$175.00

Enter Coupon Code:

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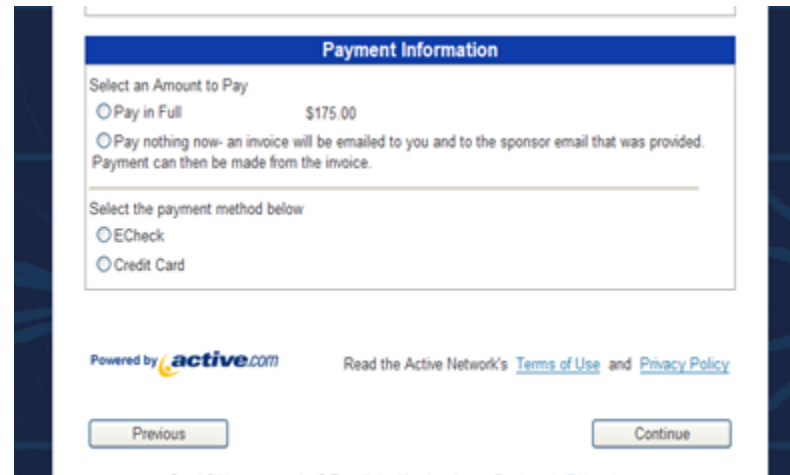
[Processing Fee](#) [Legal Description](#)

Continue

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Student Facilitator

- At the bottom of the page, it should ask you how you will be paying for this Key Leader.
- There are two options:
 - Paying with a Credit Card or Echeck
 - “Pay Nothing Now” and the invoice will be emailed to the student and the sponsor email address that is provided.



The screenshot shows a web form titled "Payment Information". It contains two main sections. The first section, "Select an Amount to Pay", has two radio button options: "Pay in Full" for \$175.00 and "Pay nothing now- an invoice will be emailed to you and to the sponsor email that was provided. Payment can then be made from the invoice." The second section, "Select the payment method below", has two radio button options: "ECheck" and "Credit Card". At the bottom of the form, there are two buttons: "Previous" and "Continue". Below the form, there is a footer that says "Powered by active.com" and "Read the Active Network's Terms of Use and Privacy Policy".

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Student Facilitator

- This is the final page. If this page does not come up, the registration did not go through. **DO NOT close out of the registration until this page comes up.**
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Confirmation of Order

[Print Confirmation](#)
John Doe
Key Leader Training Conference- Indianapolis, IN

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Kiwanis International Foundation Scholarship	1	(\$25.00)
Program Subtotal:		\$175.00
Subtotal for John:		\$175.00
Grand Total:		\$175.00
Amount Paid:		(\$0.00)
Balance Remaining:		\$175.00

Order Confirmation Number: 24814292

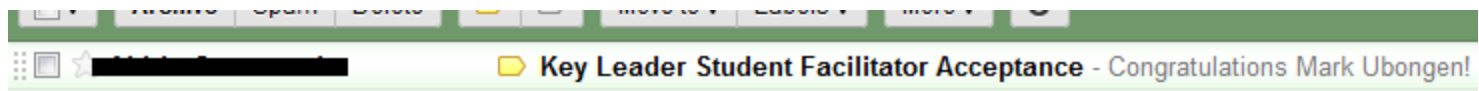
Stuck? Have a question? E-mail the Key Leader staff at lmartin@kiwanis.org.

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Student Facilitator

PLEASE NOTE

- Just because you applied for Student Facilitator **DOES NOT** mean you have automatically been accepted for your application.
- You will have to wait for a confirmation that they will send you through email congratulating you and providing you with resources needed as a new student facilitator.



- If you were not accepted as a Facilitator, they will reserve a spot for you to attend as a participant.

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The End

**Thank you for your interest in attending Key Leader!
I hope this tutorial has helped you register for your exciting
journey ahead.**

Good Luck! 😊

*If you have any further questions, please feel free to
contact the Kiwanis Family and Foundation Committee.*

Mark Ubongen – Kiwanis Family and Foundation Chair

cnhkc.kff1112@gmail.com