

MATH KANGAROO IN USA, NFP INC. REGISTRATION AND USER MANUAL

Introduction

The purpose of this manual is to assist you in completing the registration process and other related tasks correctly since the interface has recently been rewritten. Please read through the following changes and descriptions carefully.

Of the changes made, the most significant changes are:

1. Users must have an existing account or may create a new account in order to complete the registration process. User accounts apply to parent(s)/guardian(s) and should **not** be used for student information.
2. Users must provide a valid e-mail address in order to register students.
3. The organization has updated payment submission methods. Starting in 2016, users will no longer be directed to pay via PayPal website. All payments will be processed on the Math Kangaroo website using the latest PayPal API interface. The payment information that users enter on the Math Kangaroo payment page **WILL NOT** be saved in the system and will **ONLY** be used to process the student registration fee in PayPal.
4. Students will be registered only if the payment has been submitted and received. Any information entered on the screen **before** submitting a payment will be lost if a user leaves the page.
5. In the case of unregistering a student, refunds will be issued automatically by the website when requested prior to the end of registration, listed on the homepage.

Step-by-Step Registration Guide

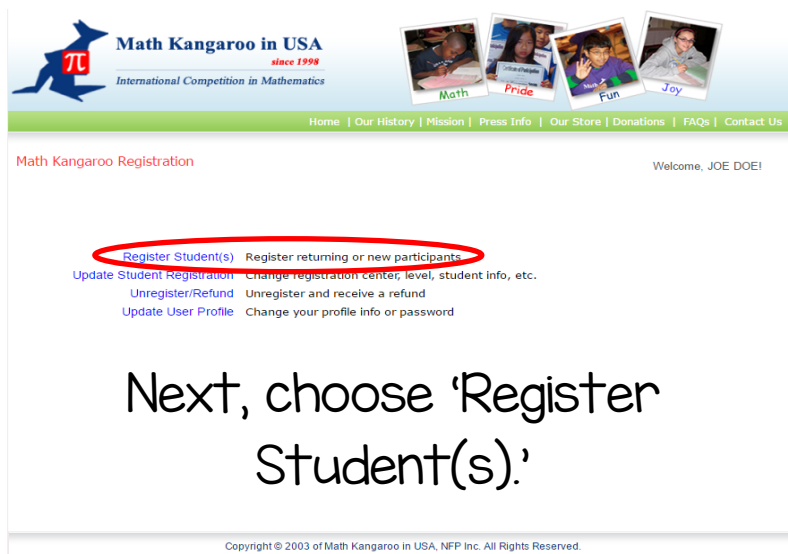
Math Kangaroo in USA
since 1998
International Competition in Mathematics

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Math Kangaroo Registration Welcome, JOE DOE!

Register Student(s)	Register returning or new participants
Update Student Registration	Change registration center, level, student info, etc.
Unregister/Refund	Unregister and receive a refund
Update User Profile	Change your profile info or password

After successfully confirming user e-mail and logging in, you will be directed to the following screen (the registration homepage).



The student registration page is shown below. There are two steps in this registration process.

Step 1: Student Registration tab



This page has multiple sections. There are three data tables to the right: Students to Register, Past Competitors/Unregistered Students, and Students Currently Registered. If there are returning participants/students, they will mostly likely be listed in the table titled 'Past Competitors/Unregistered Students'. In order to register a returning student, click on the student's ID, in blue, in the Past Competitors/Unregistered Students table.

After clicking on the student ID number in blue, the student's information will be listed to the left, under the Student Information section. Verify that the information in this section is correct, entered information in sections marked with an asterisk, select the competition center, and click 'Update This Student.'

Students To Register

Student ID	First	Last	Level	Center
PENDING	HALLE	BERRY	1	ILLINLE0001/SESSION 1 Time: 18:30:00

Past Competitors / Unregistered Students

Student ID	First	Last
305185	JANE	DOE
826773	JOHN	DOE
969331	MARY	SMITH
991399	JANE	SMITH
056364	JASU	KOWALSKI

Students Currently Registered

Student ID	First	Last	Level	Center
184547	KASIA	KOWALSKI	1	ALBERM0001/SESSION 1 Time: 04:00:00
662126	CLINT	EASTWOOD	4	ILLINLE0001/SESSION 2 Time: 15:15:00
055805	JOHN	SMITH	4	ILLINLE0001/SESSION 1 Time: 18:30:00

When entering in a new student, start by entering in the STUDENT'S information in the left-hand section. There is both required and optional information. After entering in a new student's information, click 'Add This Student.' Both new and returning students selected for registration will then be displayed in the 'Students to Register' table.

When finished with entering student data, click on 'Proceed to Payment' in order to get to Step 2.

Step 2: Payment

Student Registration Welcome, JOE DOE!

1. Student Registration 2. Payment

Students to register

First	Last	Level	Center	Session
JANE	SMITH	2	ALBIRMI0001	SESSION 1 Time: 04:00:00

Number of students to register: **1**
Payment Amount: **\$20.00**

Student registration is not yet confirmed. Upon clicking 'Submit Payment' the system will verify the availability within each center that you have selected for your student(s). Some or all of the students may not be able to compete at the center(s) due to all of the seats being filled. The final verification message will inform you of this case.

DISCLAIMER

By entering the Competition, each participant and his or her parent(s) or legal guardian(s), understands, accepts, and adheres to the following terms regarding Math Kangaroo in USA's legal position and policy on organizing, governing, administering, and overseeing this competition:

1. Math Kangaroo in USA, NFP, holds or assumes no responsibility for missing, lost, incomplete, illegible, or unclear Scantron cards, or any other failures associated with answer recording. This includes marking multiple answers for one question, incompletely erasing or smudging answer choices on the Scantron card.

By clicking here, I attest that I have read, understand, and agree to the terms as described above

Submit Payment

NOTE: Payment information is used to process your payment with Paypal only, and is not saved in our system.

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All students that have been selected for registration will be displayed in the table above. In order to enable the 'Submit Payment' option, you must read through, accept, and mark the disclaimer check box.

Enter in the required information in the 'Payment Information' section and click 'Submit Payment.' A confirmation e-mail will be sent to the address in our system. It is recommended to print the confirmation e-mail and bring it to the competition.

Updating Student Registration Information



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[Update Student Registration](#) Change registration center, level, student info, etc.
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In order to update a previous competitor's information, select 'Update Student Registration.'

Student { }

Student Information

Center:

Session:

Available Seats:

[Change Center](#) [Select Private Center](#)

Student First Name: *

Student Middle Initial:

Student Last Name: *

Level (Grade): *

Gender:

T-Shirt Size: *

E-mail: * irekwitek@hotmail.com

Student E-mail (optional):

Phone Number: *

Optional

[+ Parent/Guardian Note](#)

[+ School and Home Address](#)

[+ How did you hear about us?](#)

[Update This Student](#)

[Clear](#)

[Exit](#)

NOTE:

Click on 'Student ID' to update student information. Click the 'Update This Student' button at the bottom of the page to save any changes. If you choose to change the competition center or session, an e-mail will be sent to both centers' managers informing them about your update. You can also unregister your student and receive a refund by clicking the 'X' icon, if this option is available.

Students Currently Registered

Student ID	First	Last	Level	Center	Status
184547	KASIA	KOWALSKI	1	ALBIRMI0001/SESSION 1 Time: 04:00:00	PAID ✘
662126	CLINT	EASTWOOD	4	ILLISLE0001/SESSION 2 Time: 15:15:00	PAID ✘
055805	JOHN	SMITH	4	ILLISLE0001/SESSION 1 Time: 18:30:00	PAID ✘

This page displays all currently registered students. Use this page to update any registration information, including center/testing location, grade level, etc. Click on the student ID number, in blue, to update any information. Click 'Update This Student' for ANY changes made to the information or student account.

To unregister a student, click the red 'X' icon under the status tab.

Unregistering Students



Math Kangaroo Registration Welcome, JOE DOE!

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- [Update Student Registration](#) **Change registration center, level, student info, etc.**
- [Unregister/Refund](#) **Unregister and receive a refund**
- [Update User Profile](#) Change your profile info or password

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In order to unregister a student, select the 'Unregister/Refund' option.

Students Currently Registered

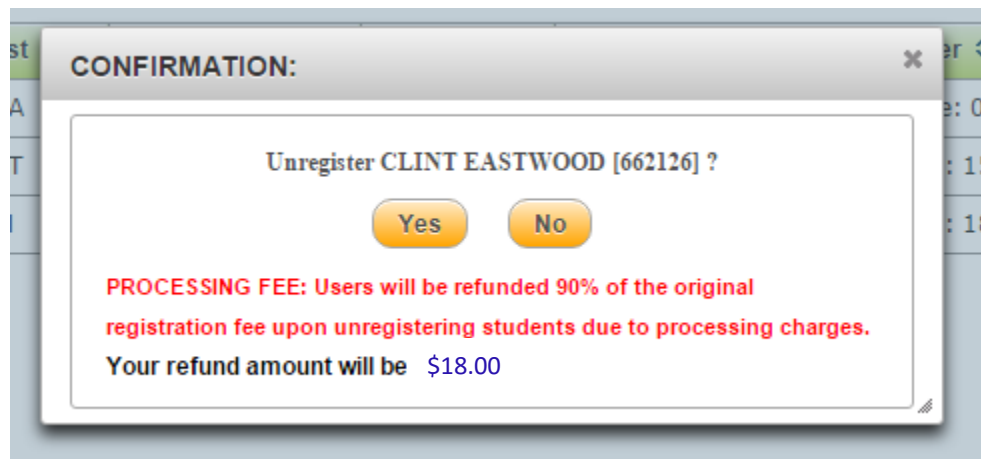
Student ID ↕	First ↕	Last ↕	Level ↕	Center ↕
184547	KASIA	KOWALSKI	1	ALBIRMI0001/SESSION 1 Time: 04:00:00
662126	CLINT	EASTWOOD	4	ILLISLE0001/SESSION 2 Time: 15:15:00
055805	JOHN	SMITH	4	ILLISLE0001/SESSION 1 Time: 18:30:00

To unregister student and receive a refund click on the Student ID.

Exit

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In order to unregister a student, click on the student's ID number, in blue, under the 'Student ID' tab.



To unregister the selected student, click 'Yes.'

Due to the organization's processing fees, you will be refunded 90% of the original registration fee.

After selecting 'Yes,' the system will initiate the refund process and two confirmation e-mails will be sent to the e-mail address on file; one e-mail confirming the deregistration of the student, and the second e-mail confirming the refund.

For any further questions or concerns,
please contact the Math Kangaroo team at:

info@mathkangaroo.org