Registration FAQ’s

1. Does Cvent reserve my track spot while I am filling out the online registration form?

No. Unfortunately, Cvent is unable to reserve your spot until you complete the registration process. Even if a track has spots available when you start registration, the system will put you on the waitlist once you finish registration if others have completed registration and taken the final spot before you. If this happens and you are put on the waitlist, we will contact you if a spot becomes available.

2. Will Cvent work in my computer browser?

The Cvent system is designed to work in any browser. However, prior to using Cvent, it is highly recommended to make sure your browser is updated and cleared of any “cookies” or previous searches. Having a cluttered or outdated browser may slow down or shut down your progress in Cvent. Also, Cvent is now mobile-friendly!

3. Can I do my registration over the phone?

Due to the high volume of applicants, we cannot take any registrations over the phone.

4. What information about my child(ren) will I need to enter?

This FIRST STEP of registration will primarily place participants in available track spots. Closer to ENVISION, forms will be emailed to parents/guardians. These later forms will ask for information about health insurance and medical history and will include waivers to be signed. The following information will be required for the online registration:

- Child’s official first and last names.
- Parent/Guardian email address.
- Grade in Spring of 2022.
- Home address and phone number.
- Name your child prefers to be called.
- Labmate name.
- What is this child’s gender?
- Child’s Age.
- Please indicate the school district/school this child attends.
- T-shirt Size
- Please indicate this child’s main area(s) of science interest.
- Please note this child’s lunch selection.
- Will your child need any physical, medical, or learning accommodations?
- Parent/Guardian Information: full name, daytime phone number, and email address
- Emergency Contact Information: full name and phone number
- Would you like to apply for Financial Aid?
- Program demographics of attendee (ethnicity and ability options).
- Where did you see information pertaining to the ENVISION: STEM Career Day Supporting Young Women program?
Once all questions about your child are answered, the registration system will provide you the track options for your child’s current grade.

5. I registered my child(ren) previously for ENVISION or Science-U, is my information still in the system?

No, Cvent does not save registration information from previous years. You will need to re-enter your contact information. However, on some computers with cluttered browsers, information may be automatically inserted. This should be avoided by updating and clearing your browser ahead of time.

6. If I start a registration and need to stop, can I save it and come back later?

No, there is no “Save” option with our Cvent registration. If you close out of Cvent before completing a registration, you will lose any information that was entered. Also, Cvent will time-out after 20 minutes of inactivity.

7. How do I register multiple children from the same residence?

To enter multiple children, begin by registering one child, and at the end of that page there is a button to add “Additional Participant”. Repeat as often as you need to.

8. How do I apply for financial aid?

During registration, there is a question that asks if your family wishes to apply for financial aid to cover the $30 registration fee. If you click “yes”, the Office of Science Outreach will email you an electronic Financial Aid application once registration is completed. Continue to the camp selection section and choose the camp for your child. Then, in the Payment section, select the “No Payment Now – Financial Aid Request” choice.

9. How will the track options appear in Cvent?

AFTER you enter all information for each child you are registering, Cvent proceeds to the track selection portion. Available tracks for a specific grade will be listed. If you are registering multiple children, the track options specific for each child’s school grade will be made available and you will be able to select which track each child wants.

10. What if I make a mistake in my track selection?

If you click again on the dark blue “Selected” button for a track, your child’s name will appear with a blue checkmark next to it. Click on the blue checkmark to remove it and then click “Confirm”. This will remove your child from that track.

The registration system also allows you to go backwards by clicking the “Previous” button at the bottom of each page. In addition, there are sections of the registration where you can review your information and edit or remove your answers.
11. What happens if a track capacity is filled?

Each track has a pre-determined capacity based upon our staff and space accommodations. If enough participants are registered to reach that track’s capacity, then the next option would be to register for another track or a track’s waitlist. The registration system will invite you to join a waitlist for a track by adding your name and email. Registrants will be moved from the waitlist to the track as spaces become available due to cancellations. Participants on the waitlist are notified of opened spaces by email, in order of their registration time.

12. If my child is on a waitlist for a camp, do I have to pay?

No, you do not have to pay to be on a waitlist. If a spot opens in a track, waitlisted registrants will be notified by email and asked if they want the spot. Once registrants are moved from a waitlist to a track roster, parents have two weeks in which to make their payment.

13. How will I know my registration was successful?

Once registration is complete you will receive a detailed email from Cvent. Save that email because you will be able to use it to modify your registration. Please do not respond to that email because it does not connect with our office. The contact for our office is outreach@science.psu.edu or 814-865-0083. More information will be sent to registered families closer to ENVISION.

14. What if I forget to add a child to a completed registration?

If you have completed a registration but need to make adjustments, please contact our office at outreach@science.psu.edu or 814-865-0083. We can help with that! Please note that Cvent will not accept new registrations for a previously used email address. If you want to make a second registration for additional children, you will need to use a different email address, or contact our office.

15. What are ENVISION’s payment and cancellation policies?

As in previous years, our payment policy is as follows:

Full payment is due within two weeks (14 days) of your registration date. Track spots will not be held if the full payment or a completed financial aid application is not received within 14 days; track spots will be released, and your child will no longer be registered.

Our current cancellation policy is subject to change but is as follows:

Cancellations made two weeks (14 days) prior to the start of ENVISION are fully refundable. Cancellations made within two weeks (14 days) of the start of ENVISION will not be refunded. If the Office of Science Outreach finds it necessary to cancel ENVISION, participants will be issued an appropriate refund.

18. What are ENVISION’s plans regarding COVID-19?

As part of Penn State University, the Office of Science Outreach will follow the Penn State COVID guidelines and will make sure all staff and participants adhere to the policies in effect at the time of ENVISION. Parents will also be required to sign an acknowledgement of risk waiver prior to the event.