If you are located on the www.sru.edu/camps or the www.rockathletics.com website, listed next to each camp is a registration link.

**STEP 1 – LOGGING IN**
1. Click on the registration link next to the desired camp - you will be brought to a non-SRU website. (irisregistration.com)
2. You will be prompted to either login or create a username and password.
   a. If you have signed up for a camp in the past, you can sign in with your previous login information.
   b. If this is your first time signing up for SRU camp, please create a new username and password.
3. After you have either logged in or created a new user – you will be put through to the specific camp registration site.

**STEP 2 – REGISTERING FOR CAMP**
4. Read through the first page of information about the camp.
5. Continue to the next page but clicking “NEXT.”
6. Fill out all of the required registration information on the page, including payment method.
7. Continue to the next page, confirm that all your information is correct in the Shopping Cart.

**STEP 3 – PAYING FOR CAMP**
8. Based on your payment preferences, you will either be taken to the Payment Gateway or the Check Confirmation Page.
   a. Credit Card - In the Shopping Cart you will see an additional charge for a processing fee that is applied when paying with credit card.
      i. Click “Finish Registering” and you will be prompted to the Payment Gateway to finish your payment.
      ii. You will receive a confirmation email indicating payment has been received and your spot has been reserved. Specific information regarding the camp will follow up closer to the camp date.
   b. Check –
      i. Click “Finish Registering” and you will be prompted to an information page regarding Check Payment Instructions.
ii. You will notice that your spot for camp is not confirmed until full payment has been received by the Office of Conference Services.

iii. Due to lag time with sending and processing a check, we recommend sending in full payment within 5 business days or as soon as possible to confirm your spot.

1. Please make checks out to:
   Office of Conference Services
   SRU – Name of Camp
   107 Central Loop, Suite 102
   Slippery Rock, PA 16057

iv. Once your full payment check has been received by The Office of Conference Services, your check will be posted and your registration will be completed.

v. At that time, you will receive a confirmation email indicating payment has been received and your spot has been reserved. Specific information regarding the camp will follow up closer to the camp date.

WAITLIST FOR CAMPS
Some of our camps have a capacity limit set – it is noted on each camp.

9. BEFORE THE WAITLIST CAPACITY IS MET:

   a. We recommend that you pay by credit card. Paying in full by credit card at the time of your registration before the waitlist capacity is met is the best way to confirm your spot for camp.

   b. If you choose to pay by check, your registration spot cannot be guaranteed and may be moved to the waitlist while checks are being delivered. During registration, you can BACK PAGE to the previous screen and move forward with the credit card option and follow “Step 3: a” to confirm your spot.

10. If you are registering and a camp is already at capacity, you will be brought to a page notifying you that the camp is full and you will be moved onto a waitlist if you continue.

11. You can continue through the registration process, but will be placed on a waitlist.

12. You will be notified if a spot opens up by the Office of Conference Services and can then complete your registration with payment information.

CANCELLING A REGISTRATION
Please contact the Office of Conference Service by phone 724.738.2027 or email conferenceservices@sru.edu. There is a $50 non-refundable registration fee throughout the registration process.

Any additional questions or concerns, please contact the Office of Conference Services by phone 724.738.2027 or email conferenceservices@sru.edu.