



## Help Guide: Family Day Registration

1. Begin at the WCATY homepage (wcaty.wisc.edu) and click on 'Register Now.'



2. Click on the 'GEM' WORDS in the icons.



3. Select an 'Individual'



4. If you are returning to WCATY, continue to step 6
5. If you are new to WCATY:
  - a. Create a login under the 'New?' tab. You may need to push on the gray tab to open the box.

- b. NOTE: Make sure you read the password restrictions and click on the 'privacy policy' box. You may see the screen flash when you push 'ENTER.'
  - c. Now that you have created your username and password in the top section, you will need to move on to STEP 6 and log in with your username and password in the 'Individuals' section.

6. Enter your Username and Password in the 'Individuals' tab and push 'LOG-IN'

7. Push the 'Begin Application' button

**IMPORTANT:**

If a screen does not load right away after pushing a button, please give it some time. The system is working to pull up all the information.

8. The GEM Family Day event will show up. Click 'Select.' It may take a little time for the next section to show up on the screen. It may take over a minute to load.

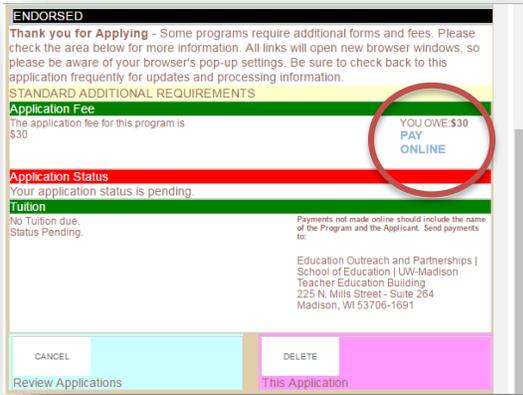


9. Input your Student's information in the boxes in the registration page. **IMPORTANT: If your child is \*returning to WCATY, push the red 'select' button next to their name. That action will autofill the information for you. Please make any necessary updates.**
- You do not need to put anything into the "Choice2:2017"
  - All of the new applicant data will be entered in the boxes below:

\*Returning to WCATY

10. When you are done with each section, click 'Submit' or 'insert' in the lower right hand corner. **If you are having issues with phantom pull down menus appearing, scroll down so the new information is further down on the screen. You will go through school, program specific, outreach information, and Endorsement Sections.**

11. You will know you have completed the Family Day registration when you get to this page:



**\*Please note that there are no additional documents needed to register for the GEM Family Day. Any additional materials will be mailed to you at the address you submitted.**

12. To pay the \$30 registration fee, you can click on the blue 'Pay Online' words. You will be able to pay with a VISA, MasterCard, Discover card using the UW- Madison Cash Net system.



13. You will be able to log back into the registration unit to check your registration status. A packet will be sent to the address you provided with more materials and information.



14. If you have any questions regarding the online application, please feel free to call the WCATY office at 608-890-3260 or email wcaty@education.wisc.edu.