Student Registration & Payment Instructions

The process to register and pay for your students will all be completed online. Use the step by step instructions to help you navigate the online system and get your students fully registered. To begin, click the following link or paste it into your browser:

https://mimh.configio.com/pd/1534/youth-writing-festival

Step 1: Create a school account (or login to your account if you have previously registered)

- Click the Login button at the top, right corner of the screen.
- Complete all required information on the registration screen. Please fill in your school name in the “Company or Facility” field.
- Click the “Create Account” button at the bottom of the screen.
- Add your school address.

Step 2: Add registrations to your cart.

- In the bottom right corner, indicate the total number of students you will be bringing.
- Click the “Add to Cart” button.
- You will get a pop-up window that says, “Successfully Added to Cart.”
- Click “Checkout.”

NOTE: You can click on the “Cart” button in the upper right hand corner to check what you have added and/or checkout. If you get to the checkout screen and notice you need to add more registrations, then you can use the back button or just reopen the link. Even if you get interrupted and logged out, your registrations should still be in your cart when you log back in.

Step 3: Deposits screen

- Choose pay now (default) or pay later.
- Scroll down to the bottom and click “Save and Continue” in the bottom right hand corner.
- If paying now by credit card, proceed to step 4. If paying later by school check, PO or individual student payments, then proceed to step 5.

Step 4: Complete payment

- Fill in the required credit card information and the correct billing address.
- Click “Save and Continue” at the bottom right hand corner of the screen.
Step 5: Finalize your order

- Review the contact information and the items in your cart for accuracy.
- Click “Process Order.” (gray button on the right hand side of the screen)

NOTE: If you are paying by credit card, the payment will show up as a charge from MIMH. MIMH is a unit of the University of Missouri St. Louis that handles registration for many UMSL groups.

Step 6: Check your email for confirmation and link to teacher survey

- You will be emailed a confirmation and invoice from no-reply@configio.com with the subject line: GWP Youth Writing Festival - Order Number: xxxxx. You may need to look for it in your spam and/or junk folder. This is your official invoice and receipt.
- Within the body of this message, you will find a link to a teacher survey that you will use to provide your individual student information.

Step 7: Complete and submit the teacher survey provided to you in the confirmation email

This teacher survey is the final step to complete your students’ registrations. You will need to know the following to complete the survey:

- Transportation information for your students, including whether you will arrive by bus or personal vehicles, if you will need on-campus parking, and anticipated arrival and dismissal times.
- Names of teachers or chaperones who will attend
- Names, grade levels, and session choices of the individual student registrants. You can collect this information in this spreadsheet, which you will be prompted to upload on the teacher survey.

NOTE: All surveys must be completed and submitted by Monday, November 5. Students will be assigned to sessions based on preference in the order that the surveys are received. Generally, students are assigned to sessions that match their preferences; however, if sessions are nearing capacity when the teacher survey is submitted, then session assignments may not match student preferences.

Please contact GWP Co-Director, Katie O’Daniels at 314-516-5578 or odanielsk@umsl.edu if you have any questions about getting registered.