

## How to avoid a late fee:

### After you register online, and AFTER you click Submit:

1. Back on the home page for registration, click on the View Registration button for your division.
2. Print out the registration form—it will show your school, your name and your correct email at the top. (If any information is wrong, update your profile.)
3. Write a personal check for the total amount owed, and mark it HOLD (in the notes corner or with a post-it stuck to it)
4. Mail the registration form and your personal check to the registrar by the postmark deadline.

The treasurer will keep your Hold check until the Monday after the festival, so you have plenty of time to replace it with a school check.

As long as DTASC has a check from you by the deadline, you will not be charged a late fee.

### NOTE:

If your school needs a copy of the registration form, then print 2 copies. One gets mailed by you to the registrar, and the other goes with your request for a school check.

And PLEASE make sure the financial manager really knows which registrar to mail your school check to!
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**Ecology note:** If you can't bear to use the paper and ink to print 2 copies, then create a pdf of the registration form. Email one copy to your financial manager, and one copy to the DTASC treasurer at: [llanning@pacbell.net](mailto:llanning@pacbell.net). You still need to snail-mail your personal check marked Hold.

How to create a pdf:

- a. Have the form on the screen.
- b. Go to the print dialog box.
- c. Find the button or pop-up (depends on the operating system) that lets you print to pdf or print to disk.
- d. Name the file with school name and DTASC (eg: Hawthorne DTASC Regis.pdf).
- e. Click Save or Print (depends on the operating system).