

Reporter Event Registration Directions

Finding Events

- Scholars Forum events are listed on the University Scholars Program website at <http://scholars.dasa.ncsu.edu/forum/schedule>. The schedule of events is sent out weekly via email for the upcoming week's events.
- Each event listed in the Scholars Forum Schedule has a unique registration link, listed at the end of the event description.
- To register for an event, click the link in the event description, then add the event to your cart in the Reporter system. Please pay special attention to the cancellation policy for events (further details below) and for beginning and ending times of events.

Signing Up for Events

- **Please note that the first date to sign-up for Week 2 - Week 5 events is Friday, August 25 at 7:00 AM.** Sign-up for Week 6-Week 10 events will begin on Friday, September 15 at 7:00 AM. Sign-up for Week 11-Week 15 events will begin on Friday, October 13 at 7:00 AM.
 - If you try to register for an event before the registration period opens, you will receive an error message.
- To see the complete list of Scholars Forum Events, please visit <http://scholars.dasa.ncsu.edu/forum/schedule>
- Events in the schedule that require advance registration via Reporter will have a unique registration link in the event description that reads as follows
 - There are __ spaces available for this event and advance registration is required. Attendance will be taken by a USP staff person.
- The link for registration is the "advance registration" phrase.
- The link will show you how many spaces are available and the spaces available on the waitlist.
- Follow instructions in Reporter to register for your chosen event (including signing in with your unity id):
 - Click "Add to Cart" (You can ONLY register yourself. DO NOT register anyone else.)
 - Read and accept the attendance policies.
 - Participant's box should read "1" and Participant 1 should read as "Self" on the screen.
 - Click proceed to Order Summary.
 - Click checkout.
- Once you have registered for an event, the event will be listed under "Upcoming Courses" when you access your "Home" screen in Reporter. You will receive an automated reminder email about the event 4 days in advance.
- If you are on the waitlist, and a space becomes available, you will receive an automatic message notifying you that you are registered for the event.
- If you need to cancel your participation in the event you must do so no later than 72 hours in advance of the event.
- To register for your next event, you will return to the main Scholars Forum Schedule (<http://scholars.dasa.ncsu.edu/forum/schedule>) to the next event you wish to sign up for and follow the directions as shared above.

Canceling Your Participation in an Event

- If you need to cancel your participation in an event for which you previously registered, you must do so at least 72 hours in advance of the event by logging in with your unity ID at <http://reporter.ncsu.edu>. Your Reporter account will show you which events you are registered for and allow you to cancel your participation in an event.
- Once you log in and locate the event you need to cancel under your "Upcoming Courses" section, click into the event details and then click "Drop this Course" at the bottom of the page. You will then be asked why you are dropping the event. After entering your reasoning, then you will push the "Drop"

button. You will then confirm again that you wish to drop the event. After dropping the course you will receive email notification.

- If you cancel after the 72 hour window you will be charged the community member cost of the event. If you do not pay the charge by the end of the semester a hold will be placed on your university account preventing you from registering for the next semester's courses.

Tracking your attendance in Wolfware

- Log into Wolfware at: <http://courses.ncsu.edu/usp110/> (fall) or <http://courses.ncsu.edu/usp111/> (spring)
- All the events you attend will be tracked here. Please note it can take up to 72 hours for events to be posted to Wolfware, please be patient.
- If you find you are missing an event in this system, please contact Crystal Wallace at clwalla2@ncsu.edu stating the name and date of the event and the section of Forum in which you are registered.