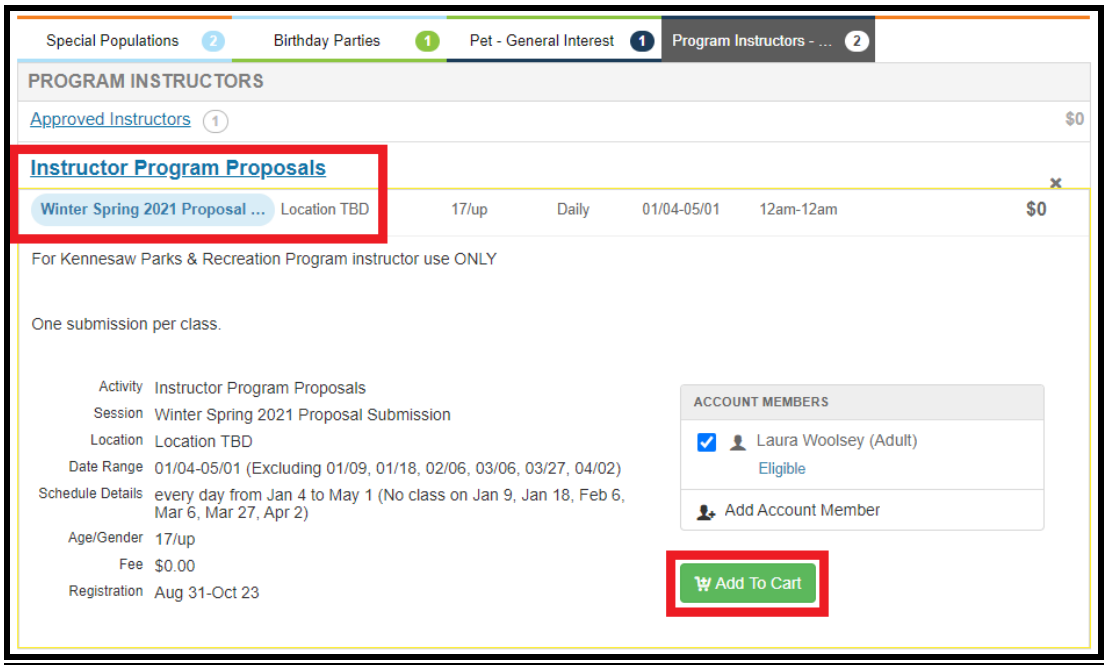
SEASON PROPOSAL SUBMISSION

From the main Catalog screen go to “Program Instructors-STAFF”
This tab is for Program Instructor use only.

1. Click on “Instructor Program Proposals”
2. Select the season you would like to submit your proposal under and add it to your cart.



3. The next screen you will see will be the “Prompts”
    - This is your Activity Proposal, all of the information that would normally go onto the physical document will be entered here.
    - For each class that you have, you will enter a new “registration” for it answering each of these Prompts for that particular class/session.
    - These are examples of what the prompts will look like and are subject to change.

Prompts

Prompt	Response
Laura Woolsey for Instructor Program Proposals Winter Spring 2021 Proposal Submission	
1. What is the name of your activity?	100 character(s) remaining
2. Instructor Name (if different from applicant)	
3. Please give a description of your activity.	
4. Who can participate in this activity?	Select an option...
5. If this activity requires a pre-requisite please list it here.	

6. Does the participant need to WEAR special attire? Yes ○ No ◉

7. Please list special attire (if applicable)

8. Does the participant need to BRING any supplies/materials? Yes ○ No ◉

9. Please list the supplies/materials to BRING (if applicable)

10. Is the participant required to PURCHASE supplies/materials directly from the instructor? Yes ○ No ◉

11. Please also list the fee associated with the supplies/materials. **Additional Supply Fees are payable to the instructor on the first day the activity meets, and should not be included in the Registration Fee.

12. Please select 2 options for where you would like to hold your activity. Select one or more...

13. Please describe your facility set up (if applicable)

14. What is the START DATE of your activity? Date

Please adhere to current season dates

15. What is the END DATE of your activity? Date

16. What dates will you not be holding classes (skip dates) due to a scheduled vacation, city event and/or holiday? Please use the format (MM/DD)

17. What date would you like to have registration for your activity CLOSED? NOTE: This would be the last possible day participants would be able to still sign up for your activity.

Date

18. What days of the week will you be holding this activity? NOTE: Sundays are only available at Swift-Cantrell Park.

Select one or more...

19. How many individual meeting dates are there in this activity session?

20. What is the START time for this activity? Please use the format (00:00 AM/PM). **If the start time differs depending on the day of the week, please specify that here**

21. What is the END time for this activity? Please use the format (00:00 AM/PM). **If the end time differs depending on the day of the week, please specify that here**

22. What is the MINIMUM age of participants able to participate?

23. What is the MAXIMUM age of participants able to participate?

24. What is the MINIMUM number of PARTICIPANTS you are willing to accommodate?

25. What is the MAXIMUM number of PARTICIPANTS you are willing to accommodate?

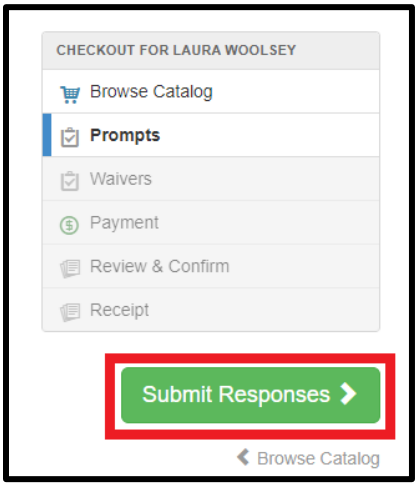
26. Registration Fee: Indicate the amount that will be charged to a City of Kennesaw Resident. NOTE: Non-Residents will be charged an additional $20 per activity, or $15 if the activity is one month or less in duration. No additional fees will be charged for one-day workshops.

27. Indicate yes/no if you are willing to allow the registration fee to be pro-rated for late enrollment.

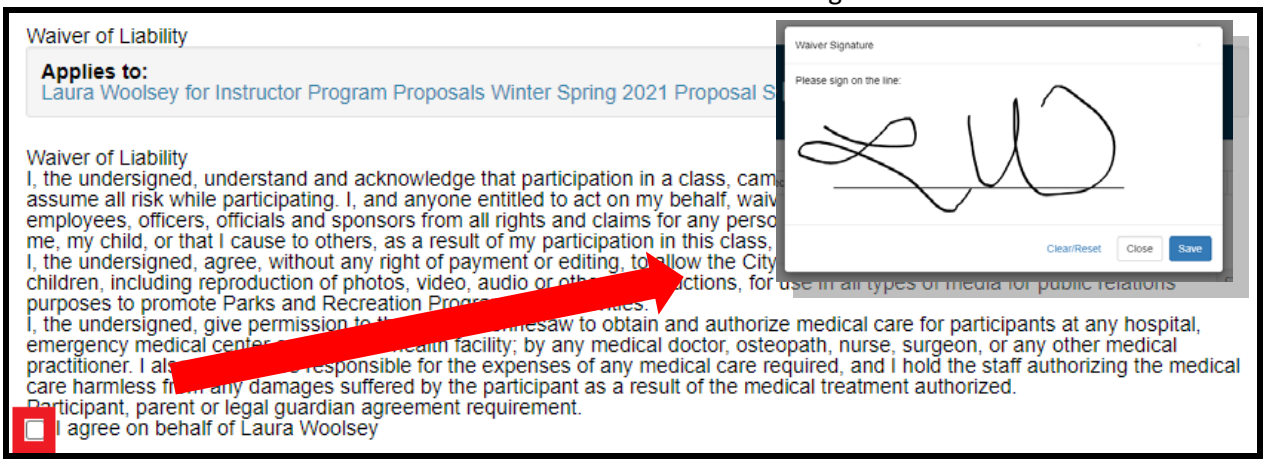
Yes ○ No ◉

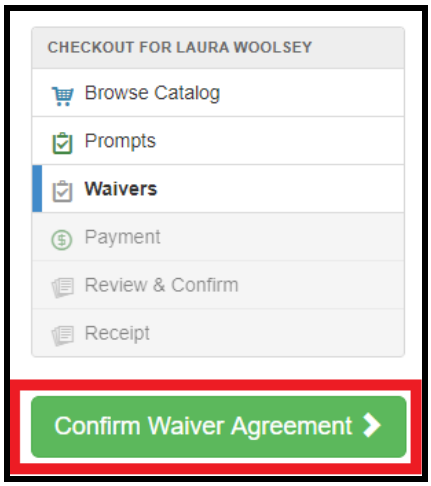
28. Please list any discounts here.

4. Once you have entered in all of the prompts responses click “Submit Responses”
    - If there are any missing prompt answers then you will receive a notification in RED on the top of the screen, all prompts that were not answered will be highlighted in RED, please go back and answer those prompts.
    - Once you have made the corrections click on “Submit Responses” again.

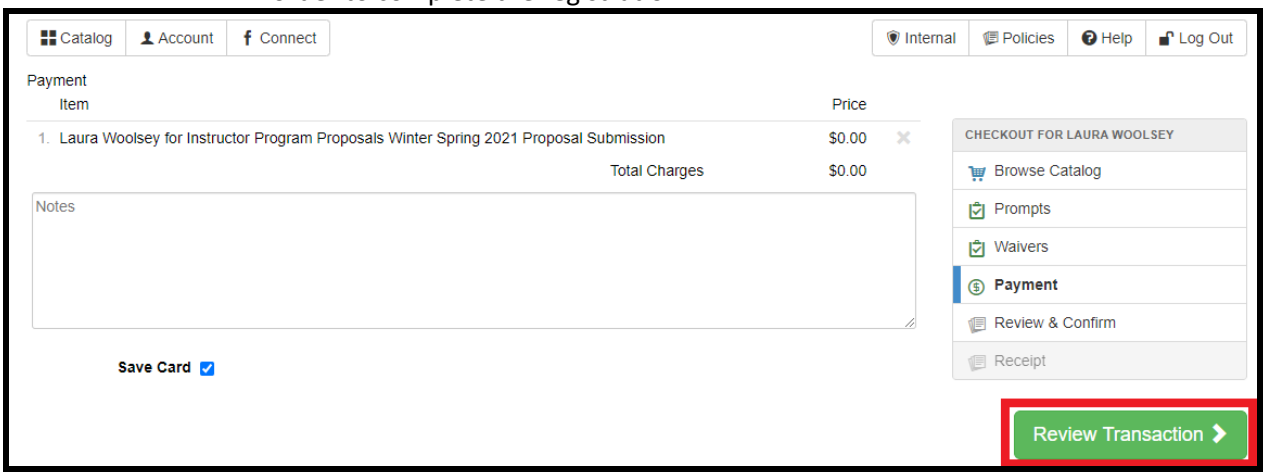


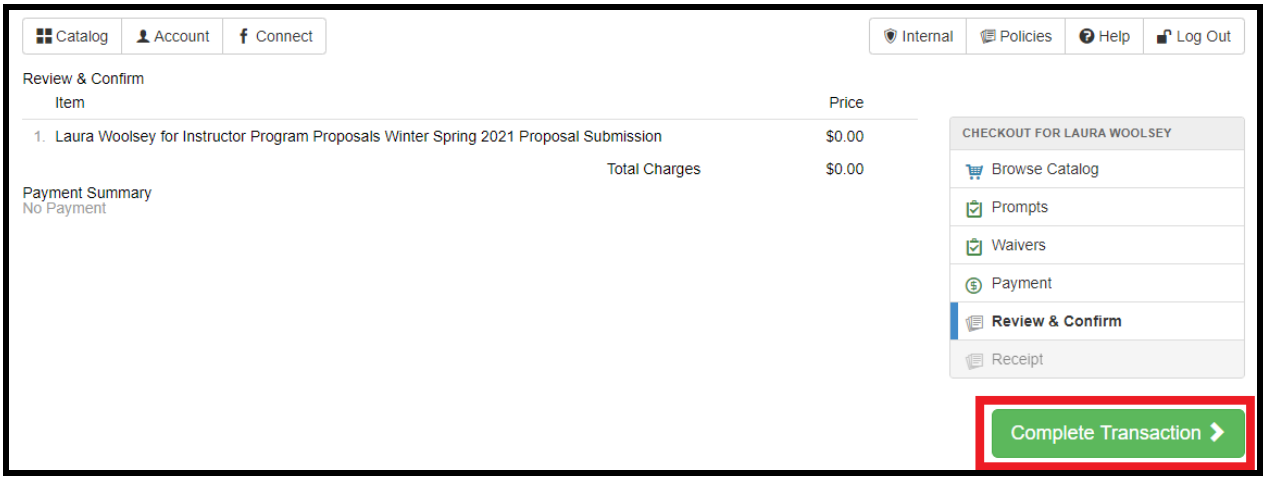
5. The next step is to agree to the Liability Waiver
    - Click on “I agree” and then another window will pop up for you to electronically sign the waiver.
    - To sign, click your mouse and drag like you are writing with a pen
    - Then click on “Save” and then “Confirm Waiver Agreement”





6. The next two screens are where you have the opportunity to review your proposal prompt responses.
    - If all of your answers look correct then click “Review Transaction” and then “Complete Transaction” (there is no actual payment so it will say “no payment”)
    - If you need to go back and make any corrections, you may click on the “Prompts” section on the right hand side above the “Review Transaction” button, it will bring you back to that screen in order to fix any mistakes. Then just repeat the steps again in order to complete the registration.





7. Once you have completed the registration you will receive a receipt which includes:
    - All of your prompt responses
    - Signed waivers
8. You can see an example of this receipt below:

Kennesaw Parks and Recreation

2753 Watts Drive
Kennesaw, GA 30144

770-422-9714
kennesawparksandrecdept@kennesaw-ga.gov
www.kennesawparksandrec.com

Registration/Payment Receipt 23143534

09/02/2020 09:59 AM

Account Information

Laura Woolsey
2753 Watts Drive
Kennesaw, GA 30144
770-422-9714

Item	Amount Paid
Laura Woolsey for Instructor Program Proposals Winter Spring 2021 Proposal Submission	$0.00
SCHEDULE: every day from Jan 4 to May 1 (No class on Jan 9, Jan 18, Feb 6, Mar 6, Mar 27, Apr 2)	
Total Payment	$0.00

Prompt(s)

What is the name of your activity? Test

Instructor Name (if different from applicant) N/A

Please give a description of your activity. Testing

Who can participate in this activity? Both Female & Male

If this activity requires a pre-requisite please list it here. N/A

Does the participant need to WEAR special attire? No

Please list special attire (if applicable) N/A

Does the participant need to BRING any supplies/materials? No

Please list the supplies/materials to BRING (if applicable) N/A

Is the participant required to PURCHASE supplies/materials directly from the instructor? No

Please also list the fee associated with the supplies/materials. **Additional Supply Fees are payable to the instructor on the first day the activity meets, and should not be included in the Registration Fee. N/A

Please select 2 options for where you would like to hold your activity. Craft Lab, Fitness Room

Please describe your facility set up (if applicable) Classroom style set up

What is the START DATE of your activity? 09/07/2020

What is the END DATE of your activity? 09/11/2020

What dates will you not be holding classes (skip dates) due to a scheduled vacation, city event and/or holiday? Please use the format (MM/DD) N/A

What date would you like to have registration for your activity CLOSED? NOTE: This would be the last possible day participants would be able to still sign up for your activity. 09/04/2020

What days of the week will you be holding this activity? NOTE: Sundays are only available at Swift-Cantrell Park. Monday, Tuesday, Wednesday, Thursday, Friday

How many individual meeting dates are there in this activity session? 5

What is the START time for this activity? Please use the format (00:00 AM/PM). **If the start time differs depending on the day of the week, please specify that here** 2:00 PM

What is the END time for this activity? Please use the format (00:00 AM/PM). **If the end time differs depending on the day of the week, please specify that here** 3:00 PM

What is the MINIMUM age of participants able to participate? 5

What is the MAXIMUM age of participants able to participate? 10

What is the MINIMUM number of PARTICIPANTS you are willing to accommodate? 1

What is the MAXIMUM number of PARTICIPANTS you are willing to accommodate? 5

Registration Fee: Indicate the amount that will be charged to a City of Kennesaw Resident. NOTE: Non-Residents will be charged an additional $20 per activity, or $15 if the activity is one month or less in duration. No additional fees will be charged for one-day workshops. 5

Indicate yes/no if you are willing to allow the registration fee to be pro-rated for late enrollment. No

Please list any discounts here. N/A

Waiver(s)

Waiver of Liability

Waiver of Liability

I, the undersigned, understand and acknowledge that participation in a class, camp or activity can be hazardous, and I hereby assume all risk while participating. I, and anyone entitled to act on my behalf, waive and release the City of Kennesaw, its agents, employees, officers, officials and sponsors from all rights and claims for any personal injury, death or property damage suffered by me, my child, or that I cause to others, as a result of my participation in this class, day camp or activity.

I, the undersigned, agree, without any right of payment or editing, to allow the City of Kennesaw to use the images of me and/or my children, including reproduction of photos, video, audio or other reproductions, for use in all types of media for public relations purposes to promote Parks and Recreation Programs and activities.

I, the undersigned, give permission to the City of Kennesaw to obtain and authorize medical care for participants at any hospital, emergency medical center or any other health facility; by any medical doctor, osteopath, nurse, surgeon, or any other medical practitioner. I also agree to be responsible for the expenses of any medical care required, and I hold the staff authorizing the medical care harmless from any damages suffered by the participant as a result of the medical treatment authorized.

Participant, parent or legal guardian agreement requirement.

Activity Notes

Instructor Program Proposals Winter Spring 2021 Proposal Submission

Thanks for submitting your Program Proposal for the Winter Spring 2021 season.

You will receive a confirmation email regarding acceptance/denial in 7-10 business days.