

Quick Reference: Update Registration Form(s) for Summer/ Program Registration

NOTE: This function REPLACES the prior version(s) of your registration form(s). You will ONLY use this capability when you receive a forms update zip file from Senior Systems.

To load new or updated custom registration form(s):

1. Save the zip file that you received from Senior Systems on your local computer or network. Then log in to My BackPack as an administrator who has security access to Online Summer/Program Registration Setup.
2. Select **Online Summer/Program Registration Setup** from the Administration menu in the Admin Community (or, for the “new look” My BackPack, select **Summer/Program Registration** from the My BackPack Setup menu). Then click to select the **Documents** tab.
3. Click **Update Registration Form(s)** (above the Online Documents section of the page).



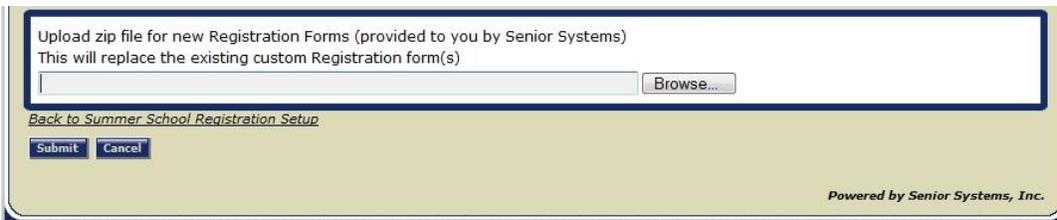
The screenshot shows the 'Documents' tab selected in a navigation bar. Below the navigation bar, there are three sections: 'Web Page Instructions', 'Online Documents', and a table. The 'Update Registration Form(s)' button is highlighted with a red circle.

Name	Action
Sign in / register page	
Upload Registrant picture page	

Online Documents [Update Registration Form\(s\)](#)

Name	
Top Part of Summer School Registration Page	/SeniorApps/admissions/d
Bottom Part of Summer School Registration Page	/SeniorApps/admissions/d

4. Click **Browse** to locate the zip file that was sent to you by Senior Systems on your computer. Click **Open** to select the file, then click **Submit** to upload the zip file.



The dialog box contains the following text and elements:

Upload zip file for new Registration Forms (provided to you by Senior Systems)
This will replace the existing custom Registration form(s)

[Back to Summer School Registration Setup](#)

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5. A message displays to confirm the successful completion of the process. You can now check your website, if necessary, to be sure the new form(s) work correctly.