



# WIBC Director Online Help

(541) 778-4880

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## 1. Login to Student Account:

- Go to [www.bandworld.org/wibc](http://www.bandworld.org/wibc), click on “Register Now” under “Honor Band Registration and Info.”
- If you have forgotten your PASSWORD, click on the “forgot password link” on the registration screen. If you need your USER NAME, please contact us for help.

## 2. Click on LODGING tab:

- Select “Where you will stay” while you are at WIBC.
- Either choose hotel lodging, staying at home, staying with relatives, or staying with parents in hotel.
- If you choose any other than the hotel, please supply the contact information in the next part of the online form.
- Roommates are totally optional. We will assign a room for you if you don’t select your roommates.
- Click on “Choose Roommate” if you want to select a roommate from other WIBC students that have been accepted this year (read the instructions on the screen).

## 3. MEDICAL tab:

- Read the Curfew-Damage-Behavior Agreement info and then sign online.
- Parents read the Curfew-Damage-Behavior Agreement info and then sign online.
- Fill out the Medical Release info be sure that your parents click on the box that gives WIBC permission to give you medical attention in case of emergency.

## 4. CHECKOUT tab:

### Credit Card Payment Method:

- Select the items you want to include in your credit card payment. (If your school is covering some fees, then don’t select that box. The director will cover those items with a school check or purchase order.)
- Click on the “Recalculate” to tally the amount due.
- Enter in all of the credit card info and click on “Complete Checkout” and print the confirmation screen.

### Check Payment Method:

- If you want to pay by personal check, then choose “My School/Sponsor is paying for me” and WRITE YOUR PERSONAL CHECK OUT TO YOUR SCHOOL.
- WIBC NO LONGER ACCEPTS PERSONAL CHECKS!
- Schools must send ONLY ONE SCHOOL CHECK if using this payment method.
- Click on “Complete Checkout” and print the confirmation screen.

**Questions?** Call (541) 778-4880 or e-mail [scottmckee@bandworld.org](mailto:scottmckee@bandworld.org)