

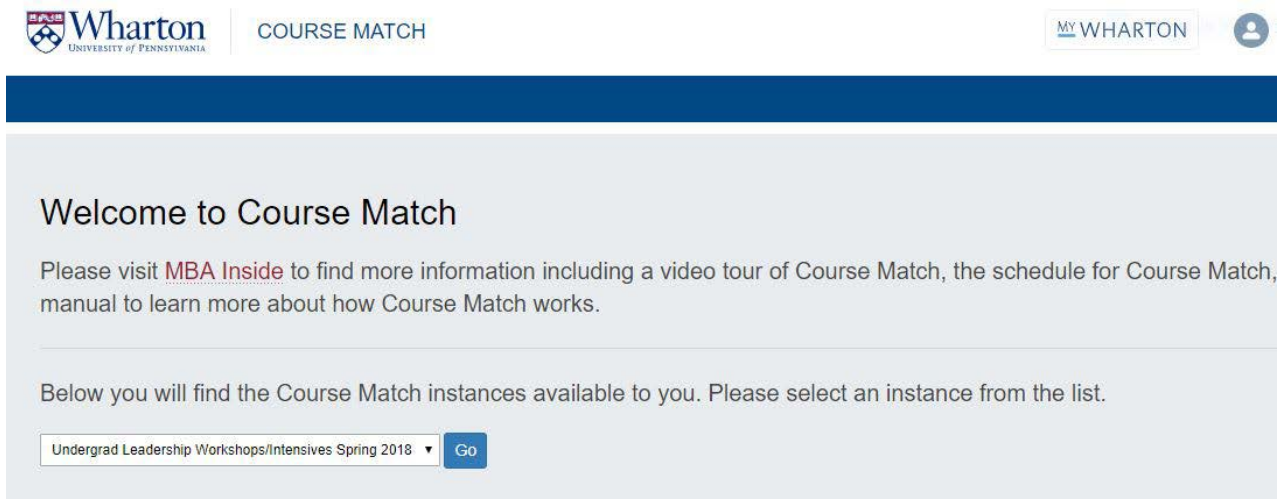
Undergraduate Ventures Registration



Process to Register through Course Match

Step 1: Log in to Course Match

- Log into <https://coursematch.wharton.upenn.edu/index.cfm> with your Penkey and Penkeypassword
- Select “Undergrad Leadership Intensives Spring 2019”



The screenshot shows the Wharton Course Match website. At the top left is the Wharton logo and 'UNIVERSITY of PENNSYLVANIA'. To its right is 'COURSE MATCH'. On the far right is a 'MY WHARTON' button with a user icon. Below the navigation bar is a dark blue header. The main content area has a light gray background. It starts with the heading 'Welcome to Course Match'. Below this is a paragraph: 'Please visit [MBA Inside](#) to find more information including a video tour of Course Match, the schedule for Course Match, manual to learn more about how Course Match works.' Below that is another paragraph: 'Below you will find the Course Match instances available to you. Please select an instance from the list.' At the bottom of this section is a search bar with the text 'Undergrad Leadership Workshops/Intensives Spring 2018' and a 'Go' button.

Step 2: Utility Selection

- Enter utilities on the items you would like to participate in. The maximum amount of utilities you can place on an item is 100.
 - Remember, you are ranking the items based on your own individual preference using the scale of 0-100. If you place 100 utilities on 2 items, the system will interpret that you are indifferent to which one you get.

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- As you place utilities on an item, you will see a confirmation box with green text.

Title	Detail	Utility
Equine Teambuilding	Date: Friday, Sept. 22, 2017; Time: 9:30am to 5pm Place: Meet at JMHH then transport to Malvern PA Cost: \$0	50
Glassblowing	Date: Friday, November 17, 2017; Time: 12pm-5pm Place: Meet at JMHH then transport to East Falls Cost: \$0	0
Leadership Under the Big Top: Circus Arts	Date: Friday, December 1, 2017; Time: 10am-3pm Place: Meet at JMHH then transport to Facility Cost: \$0	0
Marine Leadership Workshop	Date: Sept. 29th, 2017 Time: 8:30am-2pm Place: JMHH	0
Mountain Biking Navigation	Date: Friday, Sept 29, 2017; Time: 7:00am-7:00pm Place: Meet at JMHH the transport to New Paltz, NY Cost: \$0	0
Outdoor Rock Climbing	Date: Friday, October 13, 2017; Time: 7am-7pm Place: Meet at JMHH then go to Rocks State Park Cost: \$0	0
Trauma Center	Date: MUST BE ABLE TO DO ALL DATES AND TIMES YOU WILL BE ASSIGNED A DAY AND TIME UPON ENROLLMENT Friday, November 10, 2017; Time: 8:00pm-12am; 12am-4am; Saturday Nov 11 8pm-12am; 12am-4am Place: Penn Presbyterian Offsite Cost: \$0	0

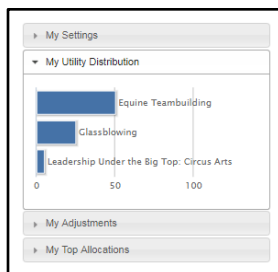
- Once you have entered all of your utilities, the system will automatically save them (there is no save or submit button)

Step 3: Your Profile

Review the settings on the right hand side of the screen

- My Settings**
 - Budget: will be preset on the backend by the Leadership Program
 - Maximum items: indicate whether you want to use your budget across 1 item or 2 items

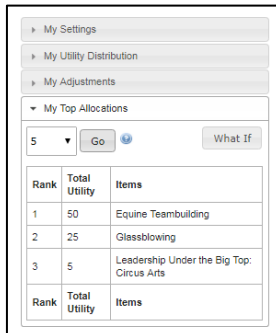
- My Utility Distribution:** will display how you have allocated your utilities across all items



- My Adjustments:** typically used when building a schedule (not for Ventures), where you can indicate if there are any combinations you do not wish to receive

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- **My Top Allocations:** will display a listing of your top allocations



The screenshot shows a web interface for 'My Top Allocations'. It includes a dropdown menu set to '5', a 'Go' button, and a 'What If' button. Below this is a table with the following data:

Rank	Total Utility	Items
1	50	Equine Teambuilding
2	25	Glassblowing
3	5	Leadership Under the Big Top: Circus Arts

Below the table, there is a summary row with the same column headers: Rank, Total Utility, and Items.

Viewing Results in Course Match

Beginning Monday, 2/18 at 12:00pm, you can log into Course Match to view results. You will also receive an automated email from the system with additional information.

For Questions and Additional Support

Video tutorials on Course Match

- [Tutorial of Course Match interface](#)
- [Course Match introductory video: https://www.youtube.com/watch?v=u9gwHW87ZJQ](https://www.youtube.com/watch?v=u9gwHW87ZJQ)

Please email us at Wlpventures_ug@wharton.upenn.edu, or stop by the McNulty Leadership Program Office in JMHH G47.