



SHADOW COUNTRY SNIPER SCHOOL

Registration Checklist



HOW TO REGISTER

Work these steps in order. A seat is not held for you until the course fee is paid.

- ☐ **1. Read the Cancellation Policy and Training Waiver**
The online waiver version is for review only. A paper copy will be provided to you at day-1 check-in and must be signed before training begins.
- ☐ **2. Complete the Student Registration Form**
Fill in every field. The form is fillable — no printing required. Save your completed copy.
- ☐ **3. Email the completed form to Registration@shadowcountry.org**
Attach the saved PDF and **send it from your official department or agency email address** — this helps verify your affiliation. Use an address you check regularly, as the reply is returned to whatever address the registration was submitted from.
- ☐ **4. Allow time for packet review and credential verification**
Registration packets are processed in the order received. Applicant credentials are verified during this review, and a course-seat purchase link is issued only after verification is complete.
- ☐ **5. Review the Student Gear List before you purchase**
Confirm you can satisfy the required gear, and raise any major questions before purchasing a course seat.
- ☐ **6. Purchase your course seat using the link provided**
Seats are assigned in the order that completed packets and payments are received, and are not reserved until the course fee is paid. The link accepts payment by credit or debit card, which is the preferred method and confirms your seat immediately.
- ☐ **7. Submit your department letterhead endorsement**
Email it to Registration@shadowcountry.org as soon as possible. The endorsement must be signed by a supervisor at the rank of Sergeant or above who has authority over your team's sniper element. We recognize that obtaining this endorsement can take time, so it is not required to purchase your seat and will not delay registration. It must, however, be on file no later than 30 days before the course start date — a seat without an endorsement on file by that deadline may be forfeited.

AGENCY / DEPARTMENT INVOICING

If your agency will pay by invoice or purchase order rather than by card, notify Registration@shadowcountry.org before purchasing and include (1) the agency name and (2) the name and email of the billing point of contact who will complete payment.

Once invoicing is requested, a provisional hold of two (2) business days is placed on the seat. If payment is not completed within two business days, the hold expires and the seat is released back to first-come, first-served availability.

KEY POINTS

- Read the policy and the waiver first — the registration form requires you to confirm you have read both.
- The waiver is signed on paper at course check-in; the posted copy is for review only.
- Packets are processed and credentials verified in the order received; the purchase link is issued only after verification is complete.
- The purchase link and gear list are returned to the email address you registered from.
- Card payment is preferred and confirms your seat immediately.
- Invoicing / PO: notify Registration@shadowcountry.org with the agency name and billing contact. The seat is held for two (2) business days only.
- Your seat is not reserved until the course fee is paid.
- Letterhead endorsement deadline: 30 days before the course start date.

QUESTIONS

Registration, payment, and endorsements: Registration@shadowcountry.org

Gear and equipment: Nate Hahn · Nate@shadowcountry.org · 602-879-7381

Text or call.