

Guide to registering for Camp Fire North Shore Summer Camp 2017

TIPS:

- Have **ALL** of your child's information, including emergency contacts, ready, as most fields are required. If you don't, items in your cart will be saved, but you will need to re-enter ALL form data.
- Plan ahead and select as many weeks of camp and pre/post camp as possible when registering. Each time you do a new cart checkout, you will need to re-enter form data.
- At check-out, payment of the membership fee(s) and a \$25/week deposit for each week of camp is required. Be prepared for this or your form data will be lost if you need to return to your cart later.

REGISTERING FOR THE FIRST TIME:

- The first time you register in this new system, you need to create an account. When you click on the link to the page, select "REGISTER," from the very top menu bar. An adult should be head of household. Then add any additional household members who are emergency contacts/pick-ups **AND** program participants (e.g. each child who is attending camp).
- When you click "REGISTER," you will receive a confirmation email (check your Spam too if you don't see it right away). Click the link in that email to activate your account.

ENROLLING IN CAMP:

- Each child who will attend camp must pay an annual registration fee (called a camp membership). Be sure to select the correct membership for each child (and don't select an adult for membership, which is easy to do by accident!). The first child is \$20, the second child is \$10, and the third and additional children are \$0.
 - **I would suggest signing each child up for a membership first**, and then adding weeks of camps (referred to as activities). If you have more than one child, the oldest should be *first child*.
 - To do this, select "**MEMBERSHIP**" from the top menu bar and then click "**ENROLL**" on the appropriate membership for each child. Enroll one child at a time and then select "ENROLL IN ADDITIONAL MEMBERSHIPS," to select membership for additional children.
- Once you have selected a membership for each child, from the cart, select "**ENROLL IN ADDITIONAL ACTIVITIES**" to select the weeks of camp and pre/post camp that you need.
 - To search by camp type (Waluta, Discovery, Adventure, CIT, Pre and Post), select the camp you would like from the "Location" area on the left-hand side of the page and click "search".
 - Then, click on "**ENROLL**" (bottom right corner of the activity box) for the week of camp you want. *Only select sibling rate if this is the second child you are registering for the SAME week of camp. The sibling rate should be selected for the younger of the two (or more) children attending a week.*
 - Click the "ENROLL" box for the child you are signing up for that week of camp, then "**CONTINUE**."
 - Continue to click on "**ENROLL IN ADDITIONAL ACTIVITIES**" for each week of camp you want to enroll in. You must enroll one week at a time.
 - Once you have selected all camp weeks for all children, then add pre and post camp by selecting "Pre and Post" from the "Location" area on the left-hand side of the page. You can enroll multiple children in each week of pre/post camp at one time by clicking the box under each child's name.
- When complete, click the red "**CHECK OUT**" box to proceed. You will be asked to enter detailed information for each child you are registering for a program (one child at a time).
- Once that is complete, you will be able to check out.
- You **MUST** pay a minimum of the membership fee and a \$25/week deposit for each week of camp. Remaining balances are due **NO LATER THAN THE MONDAY PRIOR TO THE WEEK OF CAMP**.

If you have any questions, please call the office at 978-745-7200 and we will do our best to assist you.