



## Registration Instructions for Before and After School 2016-2017!

### 1. Find your program

Visit our [BAS website](#) page and pick the district you would like to register for (i.e. PPS or WLWV).

Once on the correct district page, Click the “Register now” button and you will be redirected to our **NEW** registration system.

### 2. Creating your account

When registering on the [brand-new registration website](#), you will initially establish a Customer Account with a Login Name and Password **using the parent/guardian information first**. **\*If you have already registered for Namanu or Day Camp for Summer 2016, you can register for Before and After School using the same login information.\***

**Note: you will MUST create a new account for head of household first, then you will be able to add each child and family member you are registering.**

Please start out using your own information (Head of Household) when filling out the online registration account request form, NOT the information of the children you wish to register.

Create an online registration account:

- 1) Click on the **Create New Account** button.
- 2) After entering phone numbers, **be sure to check “Yes, I am the main contact for my family”**
- 3) Fill out all required fields (Birth date (Adult 18-99), Gender, Email Address, etc.)
- 4) Next click “Create Account and Add Family Member”. Then “add a family member” for each of your children. **Be sure to un-check “Yes, I am the main contact for my family” on the contact information page**. Please submit your request only once. You can also add other adult members of the household following this path as well.

Date of birth errors need to be corrected by calling or e-mailing the main office.

Once your account is established, you can login at any time to sign up for more options, see your receipt, schedule and more!

### 3. Registering for Program

Under the “Activities” tab, you will search for “Daycare” activities. This will show you all the BAS program options and In-Service days available. You can then search for your specific school name to get a more defined search. For In-Service Days, search PPS, WLWV or Beverly to pull all options for those schools.

\*Please note for the BAS Packages, the school year dates in the registration software will not match what the actual BAS calendar dates are. The system needs to show all calendar dates in a billing month in order to process correctly. You can find accurate district specific calendars on [our website](#). Also, you will not see the

months of August or June on the calendar. But if registering for a package, those will be included in the 9 monthly payments.

Once you pick your program, then you will be asked to pick the specific days you are requesting each month (i.e. Monday, Tuesday, Thursday). Then hit the "Show on Calendar" button. to see and confirm your selections below.

▼ **Block Booking**

Use this section to make block bookings. Select desired days. Click "Show on Calendar" to book your choices.

Session Bolton PM Test

All Days     Mon     Tue     Wed     Thu     Fri

**Show on Calendar**

Click Continue to proceed.

All BAS registrations require the **\$50.00 annual registration fee per child** and 1<sup>st</sup> month's payment for each package registration.

Upon registering you will automatically have the option to use the Monthly payment plan option. Families are free to pay the remaining balance on their account any time before the deadline. You have the option to have all payments automatically deducted from the original payment source on the payment deadline. If you choose to pay earlier than the deadline, you can log in and pay with a different method.

Click Continue: Answer the questions that follow (authorized pick-up, etc.) Required questions will be marked with a star.

When you get to the shopping cart, if you have another child to add to the same program (i.e. AM, PM or AM&PM), you can click add another participant. This will calculate the multi-person discount of \$20.00 per month into the payments.

## Shopping Cart



Participant:   
123 Easy St. Portland, OR 97215

Description	Amount
▶ Bolton PM - 5450 <a href="#">Edit</a> or <a href="#">Remove current participant</a> <a href="#">Add Another Participant</a>	\$425.00

Subtotal for Cher Cleveland: \$425.00

Payment Plan Deferred: (\$3,000.00)

**Due Now: \$425.00**

**Proceed to Checkout**

### 3. Payment (Click Proceed to Checkout)

You will be asked to Review and sign the waiver(s). Initial for each child and acknowledge. Then, hit next.

**Electronic Check** from your bank account is our preferred method of payment. Credit Card charges incur a small fee with every transaction and that can add up. **We are a non-profit and every bit of savings helps. Using Electronic Check method of payment saves us costs that we could put back into our programs.** This system accepts Electronic Check, Visa, MasterCard, and American Express.

Enter your payment information on the Payment Information Page.

Click Next: This page will verify automatic charge for a payment plan if selected prior.

\*If you have special payment arrangements, you will need to sign up with one single payment method and then give the registrar's office a call to discuss alternate methods or split payments.

Once your payment has been approved, your receipt will display. The receipt will be sent to your e-mail or you can print a copy of your receipt for your records.

#### Next Steps:

In the coming months, you may hear from the Registration team! Please access to our [Parent/Guardian handbook](#) with information about our program and policies!

Feel free to contact the Registration team if you have any questions

**E-mail:** [REGISTRAR@CAMPFIRECOLUMBIA.ORG](mailto:REGISTRAR@CAMPFIRECOLUMBIA.ORG)

**Phone:** 971-340-1613, 971-340-1608, 971-340-1607