

## Registration Instructions for Summer Day Camp 2019

### 1. Choosing a program

Visit our [Day Camp](#) page to learn about the fun programs we are offering in Portland and West Linn. Once you have decided what you want to register your child for, select the “register here” button to get them signed-up for a summer full of fun.

### 2. Creating your account

**\*If you have previously registered for any programming since summer 2017, you will already have a Camp Fire [account](#). Please skip down to Registering for Programs for further instruction.\***

**When creating a Camp Fire [account](#), you will initially set it up using your parent/guardian information. As the creator of the account, you will be designated as the head of household. Once the account is established, you will then have the opportunity to add a significant other and children.**

To create a Camp Fire account:

- 1) Click on the “[create new account](#)” button.
- 2) On each page complete the required fields then select next to move on.
- 3) As an adult, skip the Date of Birth and instead select “adult (18-99)” as an Age Category. Be sure to check “**Head of Household**” before moving on to the next step.
- 4) Once you have completed all of the required fields, select “create account and add family member.”
  - At this point you can continue to add as many family members as needed. Be sure to un-check the “Yes, I am the main contact for my family” box for all additional family members.
  - For any additional adults, designate their Age Category as “adult (18-99).”
  - For children, you do need to enter a date of birth so as to be able to register them for Camp Fire programs.
  - Only include adults who have permission to make changes to the account. Emergency contact and authorized pick-up information will be gathered when you register your child for Camp Fire programs.
  - Please only enter each family member once. If an error is made, the Registrar’s office can correct it for you. They can be reached at (971)340-1613 or [registrar@campfirecolumbia.org](mailto:registrar@campfirecolumbia.org).

Once your account is established, you can log-in at any time to sign-up for more programs, see your receipts, check your current schedule, and more!

### 3. Registering for Programs

Under the “activities” tab (next to Home), you will select either “Summer Day Camp – Portland” or “Summer Day Camp – West Linn”. This will show you the Day Camp programs we are offering in each region.

After you’ve selected the Day Camp program you are interested in, please review the program details.

1. When you are ready, select “enroll now”.
  - Change the Participant to the child you are wanting to enroll. If you are planning to enroll multiple children, you will return to this page for each of them so keep track of who has and who hasn’t been registered. Once you have chosen a Participant select “continue”.
2. You will now be directed to the calendar page. There will be check boxes for each week day. Check the days you are wanting then select then “add to cart”.

- **The Day Camp programs are designed for children to be registered for 3 (\$245), 4 (\$305), or 5 (\$355) days during a week.** If you register your child for any less than that you will still be charged for the minimum 3 days.
  - There is no Day Camp programming on July 4<sup>th</sup> and 5<sup>th</sup>.
  - If any of the days you are needing are at capacity, they will show as **full** on the calendar. You will have the option to add your child to the waiting list for any days that are at capacity but your child will not be registered.
3. A \$50 deposit is due at registration for each week that you have enrolled your child for. You can choose to pay just the deposit and schedule a payment plan for the remaining balance or to pay the full balance now. After you have selected to pay in full or to establish a payment plan, select “continue”
  4. Answer the required (marked with a \*) licensing questions then select “continue”. You will only be required to do this one time per child.
  5. If you have another child that you want to enroll in the same Day Camp program select “add another participant”. Repeat steps two through six.
  6. When you have enrolled all of your children select “proceed to checkout”.
  7. You will be asked to review and sign the Camp Fire Summer Day Camp waivers. Initial for each child, check that you have “reviewed and consent to the waiver”, then select “next”.
    - There are three waivers that you are required to acknowledge.
      - i. A release of liability
      - ii. A drop-in agreement explaining drop-in charges
      - iii. A notice informing you that your child’s spot will not be held if you do not complete the check-out process before the session times out.
  8. **You can only complete the registration process for one week at a time. If you are wanting to register your child for multiple weeks please proceed through check-out then repeat the registration and payment steps for each additional week.**

#### **4. Payment**

To finalize your child’s registration in Camp Fire’s Summer Day Camp, you will be asked to enter credit card or electronic check information.

Electronic check is our preferred method of payment as credit card charges incur a small fee with every transaction. Being a non-profit, every bit of savings helps. **Using the electronic check method can help save us costs that we can put back into our programming.**

1. Once you have decided on a payment method for your child’s Day Camp fees, complete all of the required fields. If you would like us to save the method of payment for future use, check the “save this [card/electronic check] for future transactions” box.
  - If you are setting up a payment plan be sure to check the “save this [card/electronic check] for future transactions” box. Then select “next”
    - Review the payment plan then select “pay and finish”
  - If you are paying in full, select “pay and finish”.
2. After completing the registration you can choose to “view or print receipt”. You can also access this receipt at any time through your Camp Fire account.

#### **4. To View your Child’s Schedule**

After you have completed your child’s registration for Summer Day Camp you can view their schedule at any time. This schedule will update as changes are made to your child’s registration whether you add or remove days.

1. From your account's main menu select "registered Camp Fire activities".
2. Change the date range to June 17<sup>th</sup> through August 8<sup>th</sup> for Day Camp then select "monthly layout" as this provides the most user friendly schedule.
3. Move your child's name to the right and move "FlexReg" to the right.
4. Select "view schedule" then scroll down to see which days your child is scheduled to attend Camp Fire's Summer Day Camp.

**Feel free to contact the Before & After School Registrar if you have any questions:**

Email: [registrar@campfirecolumbia.org](mailto:registrar@campfirecolumbia.org)

Phone: (971)340-1613