

Before & After School 2020/21 Program Enrollment Instructions



New to Camp Fire:

* If you have previously registered your child for any Before & After School or Summer Day Camp programming since 2019, you will already have an account and can skip this step.

To create a Camp Fire account:

1. First choose the [Before & After School program](#) you would like to enroll your child in.
2. Select the days you would like your child to attend.
3. Continue the account creation by answering the registration questions. Required fields will be marked with stars. Once you have completed the required registration fields, select “add to cart”.
4. In your cart, you can choose to enroll your child for additional programs and/or add a second child.
5. When you have added your child(ren) to the program that applies to them, continue the account creation by choosing a username and password, adding a payment method, and reviewing the waivers.
6. After you complete all the required fields, select “complete registration”.

Once your account is established, we recommend that you review your family portal then download the mobile app. Your family portal will allow you to view announcements, make payments, review and request changes to your child’s schedule, update your information and that of your emergency contacts and authorized pick-ups, and setup autopay. We highly recommend setting up autopay and authorized pick-ups immediately after creating your account.

For more information regarding the mobile app, skip down to the “Family Portal App”.

Returning Camp Fire Families:

Log-in to your [family portal](#) to enroll your child for additional programming. You can also enroll for programming using the mobile app.

For more information regarding the mobile app, skip down to the “Family Portal App”.

To enroll:

- 1) In your family portal, select the “registration” tab.
- 2) Use the drop-down menu to choose your child(ren)’s school.
- 3) Scroll to the program you would like your child(ren) to attend then select “enroll”.
- 4) Select your child(ren) then select “submit”.
- 5) Select the days you would like your child(ren) to attend.
- 6) Review the required registration fields then select “add to cart”.
 - a. **After you complete the enrollment, please review yours and your child(ren)s person details in your family portal to ensure that the registration questions are up-to-date.**
- 7) Finalize the enrollment by selecting a payment method, and reviewing the waivers.
 - a. After you complete the enrollment, we highly recommend that you setup autopay.
- 8) After you electronically sign the waiver, select “complete registration”.

Family Portal App:

Families who have a family portal can download the InSite Connect app to their mobile devices. Every family has a unique authentication code assigned to them as their family portal is created and the app will require that code when it is first downloaded.

To access your authentication code:

- 1) Log-in to your family portal then select “account” in the top right corner.
- 2) Your authentication code will be listed after your username.

Once you have entered your authentication code into the app, you will then be able to use your username and password to access your family portal as needed. Within the app you can access:

- 1) Communications
 - a. Camp Fire announcements will be posted here. You can setup the app to notify you when there are new announcements.
- 2) Statement
 - a. Review any balances you have due.
- 3) Pay Now
 - a. Make a payment on your account.
 - b. You cannot access autopay in the app. For your convenience we do recommend setting-up autopay for all balances.
- 4) Profile
 - a. Review your details, your child(ren)s details, and the details of your emergency contacts/authorized pickups.
 - b. You will need to login to your online family portal to edit these details.
- 5) Daily Insite
 - a. The site teams will be able to upload regular photos and achievements made by the children in their programs. You can setup the app to notify you when there are new daily insites.
- 6) Insite Photos
 - a. Program photos uploaded by the site teams can be viewed here.
- 7) Calendar
 - a. Review your child(ren)s upcoming schedule.
- 8) QR Code
 - a. Rather than having to enter your pin each time you sign-in/out your child, you can scan this QR code.
This is only applicable for the sites who are using digital attendance
- 9) Registration
 - a. Enroll your child(ren) for additional Camp Fire programming.
- 10) Settings
 - a. Setup announcement and daily insite notifications.
- 11) Log Out

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

Email: awest@campfirecolumbia.org

Phone: (971)340-1613