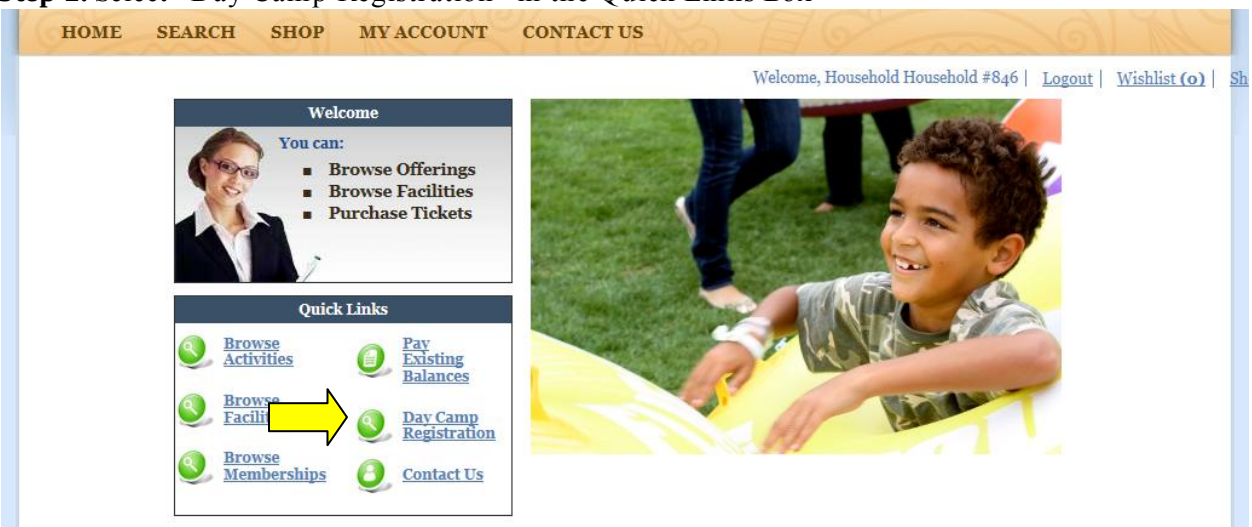
Online Camp Enrollment Instructions

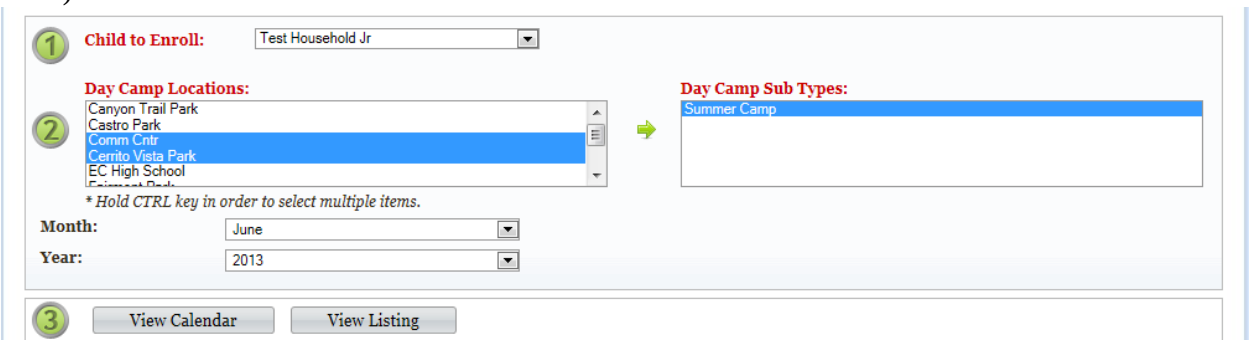
Please note: DO NOT use the refresh or back button during this process; you will have to start the process over.

Step 1: Log-In
Step 2: Select "Day Camp Registration" in the Quick Links Box



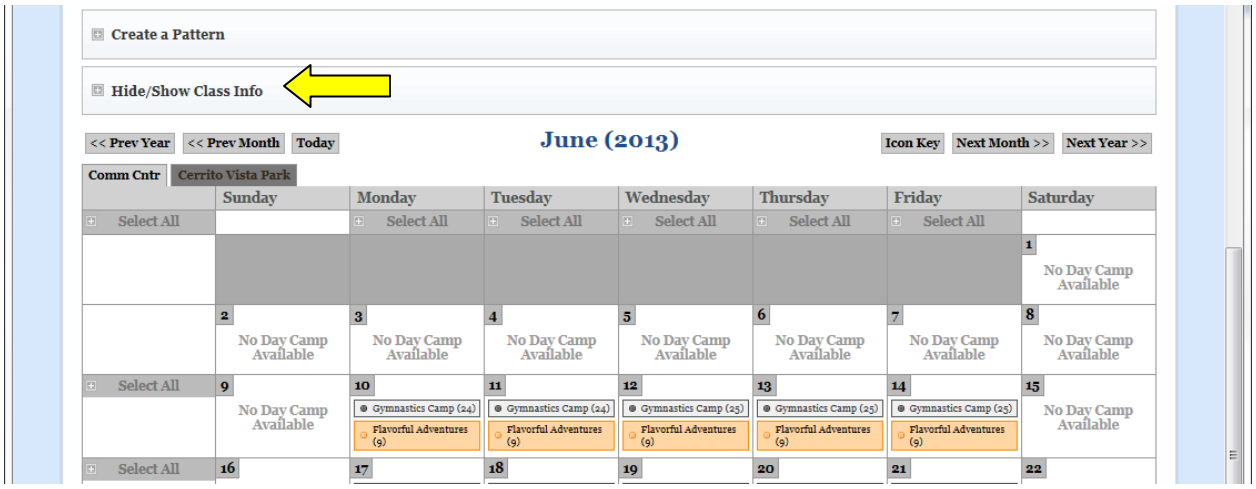
Step 3:

A) Select the child to enroll
B) Select Camp Location (to select multiple locations hold the CTRL key)
C) Select Camp Sub Type "Summer Camp"
D) Select the Month
E) Select the Year



Step 4: Select "View Calendar"

- The available camps will display on the calendar.
- There are separate calendars for each location (select a tab at top of calendar to pick a different location).
- Select the camp by clicking on each box for the days you would like to enroll. The box will change color as it is selected.
- Remember to use the location tabs to select all camps before selecting "Add to Cart."



You can also view class info at this stage by clicking on the box next to "Hide/ Show Class Info" marked with an arrow in the screen shot above.

Step 5: Once you have chosen the camps you would like to register for, select "Add to Cart." (You may select multiple camps on each calendar.)

Step 6: Select the Payment Option you would like:

a) Pay Now: Pay the full amount due at check-out
b) Payment Plan: Pay a $25 deposit per camp/ week and the remaining balance will be automatically charged to the account provided 2 weeks prior to the camp start date.

Step 7: Agree to the terms/ waiver and select continue.

Step 8: "Continue Shopping" if you would like to add more camps or select "View Shopping Cart" if you are finished.

Step 9: Review your shopping cart. Select "Continue Shopping" to make more selections or pay by selecting "Proceed to Check Out."