



# Online Camp Registration Instructions

❖ Payment must be made with Visa or MasterCard

## If you registered your child online for camp last year...

Your child has an existing profile. Please use that log-in information to sign-in. A confirmation email was sent when you created the profile that included your username and password. If you need assistance, please call Mindy at 440-746-8246.

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## If you are registering online for the first time...

**You must create a profile *before* placing a camp in your shopping cart**

### Follow these steps:

1. Click on "sign in" on the left navigation pane
2. Click on "create new student profile"
3. Select "Create a **Household Profile**" (*very important*)
4. Click "Create Profile"
5. Complete screen with *your* information (not child's)
6. Click "submit"
7. Complete screen (make sure to select appropriate district)
8. Click "save profile"
9. Click "Add youth member to household"
10. Complete screen with your *child's* name and district (*very important*)
11. Click "save profile"
12. If you have a second child to register, add another youth member to profile
13. Click on "courses" on left navigation pane
14. Click on camp
15. Click on "Add to Cart"
16. A window should appear asking which family member you'd like to register, select your **child's** name
17. Click "submit"
18. A window should appear; complete fields and click on "submit"
19. Click on "Checkout" (in shopping cart box on right)
20. Review Refund Policy and check box
21. Click "Checkout"
22. Complete screen with your Visa or MasterCard information
23. You will get an email with your transaction information
24. Call Mindy, at 440-746-8246 if you have any problems or questions