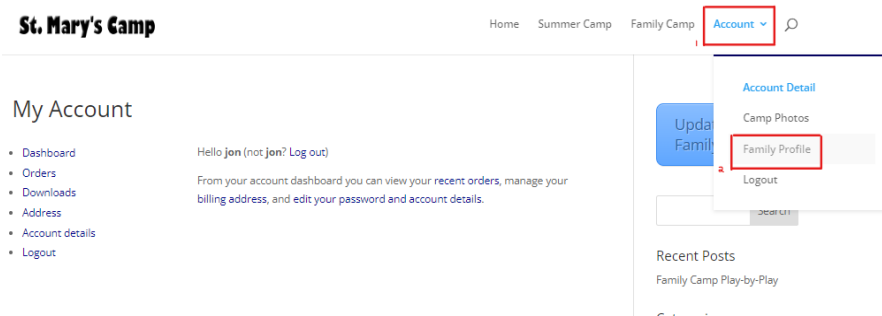## FAMILY CAMP REGISTRATION INSTRUCTIONS

1) Login or Create an Account

If you are new to the Camping Program (haven't sent your child to Summer Camp or attended Family Camp), you will have to create an account. To do so, click *Login/Create Account* in the **Menu** bar. You will be directed to the "My Account" page. Enter your email address, first and last name and click *Register* to create your account. *For returning families,* simply click *Login/Create Account* in the **Menu** bar, enter your login credentials, and click *Log in*. If you cannot remember your password and the password retrieval link does not respond to you within 10 minutes (don't forget to check your spam and junk folders), please contact us at camp@stmaryscamp.com during the hours of 9:00 AM and 5:00 PM, Monday- Friday. We will respond with a new password for you.
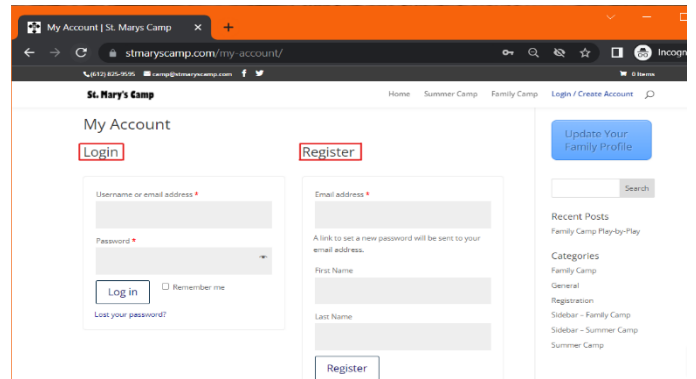
2) Complete Family Profile

Once you have created your account, or logged in, place your cursor over *Account* **(1)** and select *Family Profile* **(2)**. To add yourself or your spouse, or children to the family profile, as well as your Emergency Contact info, select *Add New Child*, *Add New Parent/Guardian* (Adult) and *Add New Emergency Contact*. Remember, you must be logged in to view the Family Profile.

3) Register Children or Parents/Guardians (Adults)

When your Family Profile is complete, and if registration is open for camp, you'll see a ***Register for Family Camp*** button next to your Children and/or next to the Parent/Guardian name. Select the ***Register for Family Camp*** button and complete the form. Once you have completed the form, select the ***Register*** button. It will then bring you back to the Family Profile page. Complete all the individuals you would like to register. You will see the name of the person who is registered under the **Registration** heading, followed by the specific Camp they are registered for (*Family Camp 2022*). If the people that are listed as registered are correct, select the ***Proceed to Checkout*** button.

4) Proceed to Checkout

Once selecting the ***Proceed to Checkout*** button, you will be brought to the "Checkout" page. If you have received a camp scholarship coupon, enter the code by clicking on ***Have a coupon?*** prompt in the blue banner at the top of the page. Complete the **Billing Details**, and select a payment method (Credit Card or eCheck). Input your payment information and then click on ***Place Order*** at the bottom of the page. That's it. You're done!