

# **SUMMER CAMP 2018 - SIGN UP INSTRUCTIONS**

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To sign your child(ren) up for our Summer Camp 2018 Session, please visit our Mindbody Site and follow the directions below.

\*If you have already set up your account in Mindbody, log into the site below and skip to step 5

**\*\*Wording that is UNDERLINED is used to describe the actual button text\*\***

## **NEW USERS:**

1. If this is your first time, Click [HERE](#):
2. Create a New Account by entering the email you would like your receipt and reminders sent to and click the Next button.
3. Enter your contact information.
4. Create your password (make sure to check the box for receive notifications and reminders).
5. Click the button for Add Family Member and enter the information for the child you are enrolling.  
(Make sure to click YES in the Paid For By New Client section).  
(Make sure to ADD YOUR EMAIL in their email spots, otherwise you will not get receipts for their enrollments).
6. Click the Save button and STOP - If you have another child to enroll, click the Add Family Member button and repeat step 5.
7. Once you're done adding everyone, click the Create Account button.
8. Click My Info button.

9. Click Edit and Add billing information you will use for payment(s).
10. Click Save.

### **TO REGISTER/ ENROLL 1 CHILD:**

1. Click on the REGISTER<->2018 SUMMER CAMP tab on the top of your browser page (or [HERE](#) for the link).  
**\*IMPORTANT:** You must pay for registration through this tab before enrolling your child in the summer camp. If you enroll prior to paying for registration, this process will not function correctly and your child will not be enrolled in the session(s).
2. Go to the "Register 1 Child" section and click the SIGN UP NOW! button.
3. Scroll down and click the button ENROLL "Child's Name" you'd like to enroll.
4. Select what type of series you'd like to purchase. The pricing listed includes both the registration fee as well as the Sibling and Multi-Week discounts. They are listed based on the number of weeks and types of session (1 or 2 Week), so be watchful of your selection.  
(Precare and Aftercare, if desired, will be available for purchase at a later step).
5. Your Total will be listed on the page. Scroll down and click the CHECK OUT button.
6. \*\*\*You must click PLACE ORDER button to complete the purchase.
7. Click on the ENROLL SUMMER CAMP 2018 tab at the top of the your browser page or click [HERE](#).
8. If you purchased a Single Session -
  - a. Search for the session you desire and click the Sign Up Now! Button.
  - b. Scroll down and click the button ENROLL "Child's Name" you'd like to enroll.If you purchased Multiple Sessions -
  - a. Search for the session you desire and click the Sign Up Now! Button.
  - b. Scroll down and click the button ENROLL "Child's Name" you'd like to enroll.
  - c. Click on the ENROLL SUMMER CAMP 2018 tab.
  - d. Search for the next session you desire and click the Sign Up Now! Button.
  - e. Scroll down and click the button ENROLL "Child's Name" you'd like to enroll.
  - f. Repeat steps C through E for each session until you've enrolled your child in all sessions desired.
9. You will receive an email with your child's reservation along with your purchase receipt that includes a Google Docs Link. ***THIS FORM MUST BE FILLED OUT TO COMPLETE REGISTRATION.*** (If you would like to enroll in Pre Care and/or

Aftercare, proceed to the Precare and AfterCare Enrollment set of directions below.)

### **TO REGISTER/ ENROLL 2 CHILDREN:**

1. Click on the REGISTER<->2018 SUMMER CAMP tab on the top of your browser page (or [HERE](#) for the link).  
**\*IMPORTANT:** You must pay for registration through this tab before enrolling your child in the summer camp. If you enroll prior to paying for registration, this process will not function correctly and your child will not be enrolled in the session(s).
2. Go to the "Register 2 Children" section and click the SIGN UP NOW! button.
3. Scroll down and click the button ENROLL "Child's Name" for the **FIRST** child you'd like to enroll.
4. Select what type of series you'd like to purchase that ends with **-ENROLL FIRST CHILD**. The pricing listed includes both the registration fee as well as the Sibling and Multi-Week discounts. They are listed based on the number of weeks and types of session (1 or 2 Week), so be watchful of your selection.  
(Precare and Aftercare, if desired, will be available for purchase at a later step).
5. Your Total will be listed on the page for the first child. Scroll down and click the CONTINUE SHOPPING button.
6. Scroll down again to the "Register 2 Children" section and click the SIGN UP NOW! button.
7. Scroll down and click the button ENROLL "Child's Name" for the **SECOND** child you'd like to enroll.
8. Select the exact same Type of series you chose for the first child but select the option ending in **-ENROLL SECOND CHILD**.
9. Your total will be listed on the page for both children. Scroll down and click the CHECK OUT button.
10. \*\*\*You must click PLACE ORDER button to complete the purchase.
11. Click on the ENROLL SUMMER CAMP 2018 tab at the top of the your browser page or click [HERE](#).
12. If you purchased a **Single Session** -
  - a. Search for the session you desire and click the Sign Up Now! Button.
  - b. Scroll down and click the button ENROLL "Child's Name" for the **FIRST** child you'd like to enroll.
  - c. Click on the ENROLL SUMMER CAMP 2018 tab.
  - d. Again, search for the same session you just chose for the first child and click the Sign Up Now! button.

- e. Scroll down and click the button ENROLL "Child's Name" for the **SECOND** child you'd like to enroll.
- f. Skip to Step 13.

If you purchased **Multiple Sessions** -

- a. Search for the session you desire and click the Sign Up Now! Button.
  - b. Scroll down and click the button ENROLL "Child's Name" for the **FIRST** child you'd like to enroll.
  - c. Click on the ENROLL SUMMER CAMP 2018 tab.
  - d. Again, search for the same session you just chose for the first child and click the Sign Up Now! Button.
  - e. Scroll down and click the button ENROLL "Child's Name" for the **SECOND** child you'd like to enroll.
  - f. Click on the ENROLL SUMMER CAMP 2018 tab.
  - g. Search for the next session you desire and click the Sign Up Now! Button.
  - h. Repeat steps A through E for each session until you've enrolled your children in all sessions desired.
13. You will receive an email with your child's reservation(s) along with your purchase receipt that includes a Google Docs Link. ***THIS FORM MUST BE FILLED OUT ONCE FOR EACH CHILD TO COMPLETE REGISTRATION.*** (If you would like to enroll in Pre Care and/or Aftercare, proceed to the Precare and AfterCare Enrollment set of directions below.)

## **TO REGISTER/ ENROLL 3 CHILDREN:**

1. Click on the [REGISTER<->2018 SUMMER CAMP](#) tab on the top of your browser page (or [HERE](#) for the link).  
*\*IMPORTANT:* You must pay for registration through this tab before enrolling your child in the summer camp. If you enroll prior to paying for registration, this process will not function correctly and your child will not be enrolled in the session(s).
2. Go to the “Register 3 Children” section and click the [SIGN UP NOW!](#) button.
3. Scroll down and click the button [ENROLL “Child’s Name”](#) for the **FIRST** child you’d like to enroll.
4. Select what type of series you’d like to purchase that ends with **-ENROLL FIRST CHILD**. The pricing listed includes both the registration fee as well as the Sibling and Multi-Week discounts. They are listed based on the number of weeks and types of session (1 or 2 Week), so be watchful of your selection.  
(Precare and Aftercare, if desired, will be available for purchase at a later step).
5. Your Total will be listed on the page for one child. Scroll down and click the [CONTINUE SHOPPING](#) button.
6. Scroll down again to the “Register 3 Children” section and click the [SIGN UP NOW!](#) button.
7. Scroll down and click the button [ENROLL “Child’s Name”](#) for the **SECOND** child you’d like to enroll.
8. Select the exact same Type of series you chose for the first child but select the option ending in **-ENROLL SECOND CHILD**.
9. Your Total will be listed on the page for 2 children. Scroll down and click the [CONTINUE SHOPPING](#) button.
10. Scroll down again to the “Register 3 Children” section and click the [SIGN UP NOW!](#) button.
11. Scroll down and click the button [ENROLL “Child’s Name”](#) for the **THIRD** child you’d like to enroll.
12. Select the exact same Type of series you chose for the first and second child but select the option ending in **-ENROLL THIRD CHILD**.
13. Your total will be listed on the page for all 3 children. Scroll down and click the [CHECK OUT](#) button.
14. \*\*\*You must click [PLACE ORDER](#) button to complete the purchase.

15. Click on the [ENROLL SUMMER CAMP 2018](#) tab at the top of the your browser page or click [HERE](#).

16. If you purchased a **Single Session** -

- a. Search for the session you desire and click the [Sign Up Now!](#) Button.
- b. Scroll down and click the button [ENROLL "Child's Name"](#) for the **FIRST** child you'd like to enroll.
- c. Click on the [ENROLL SUMMER CAMP 2018](#) tab.
- d. Again, search for the same session you just chose for the first child and click the [Sign Up Now!](#) button.
- e. Scroll down and click the button [ENROLL "Child's Name"](#) for the **SECOND** child you'd like to enroll.
- f. Click on the [ENROLL SUMMER CAMP 2018](#) tab.
- g. Again, search for the same session you just chose for the first/second child and click the [Sign Up Now!](#) button.
- h. Scroll down and click the button [ENROLL "Child's Name"](#) for the **THIRD** child you'd like to enroll.
- i. Skip to Step 13.

If you purchased **Multiple Sessions** -

- a. Search for the session you desire and click the [Sign Up Now!](#) Button.
- b. Scroll down and click the button [ENROLL "Child's Name"](#) for the **FIRST** child you'd like to enroll.
- c. Click on the [ENROLL SUMMER CAMP 2018](#) tab.
- d. Again, search for the same session you just chose for the first child and click the [Sign Up Now!](#) Button.
- e. Scroll down and click the button [ENROLL "Child's Name"](#) for the **SECOND** child you'd like to enroll.
- f. Click on the [ENROLL SUMMER CAMP 2018](#) tab.
- g. Again, search for the same session you just chose for the first/second child and click the [Sign Up Now!](#) Button.
- h. Scroll down and click the button [ENROLL "Child's Name"](#) for the **THIRD** child you'd like to enroll.
- i. Click on the [ENROLL SUMMER CAMP 2018](#) tab.
- j. Search for the **next** session you desire and click the [Sign Up Now!](#) Button.
- k. Repeat steps A through E for each session until you've enrolled your children in all sessions desired.

17. You will receive an email with your child's reservation(s) along with your purchase receipt that includes a Google Docs Link. **THIS FORM MUST BE FILLED OUT ONCE FOR EACH CHILD TO COMPLETE REGISTRATION.** (If

you would like to enroll in Pre Care and/or Aftercare, proceed to the Precare and AfterCare Enrollment set of directions below.)

### **PRECARE/AFTERCARE ENROLL 1 CHILD:**

1. Click on the PRECARE / AFTERCARE tab on the top of your browser page (or [HERE](#) for the link).
2. If you registered for a **Single** Summer Camp Session -
  - a. Search for the Precare or Aftercare session that coordinates with the camp session you registered for and click the Sign Up Now! Button.
  - b. Scroll down and click the button ENROLL "Child's Name" you'd like to enroll.
  - c. Select the 1 CHILD - 1 One Week - Enroll Child option.
  - d. Skip to step 3.
- If you purchased **Multiple** Sessions -
  - a. Search for the first Precare or Aftercare session that coordinates with the first camp session you registered for and click the Sign Up Now! Button.
  - b. Scroll down and click the button ENROLL "Child's Name" you'd like to enroll.
  - c. Select the 1 CHILD - 1 One Week - Enroll Child option.
  - d. Your Total will be listed on the page for one session. Scroll down and click the CONTINUE SHOPPING button. (or PRE CARE/AFTERCARE tab)
  - e. Search for the next Precare or Aftercare session session that coordinates with the second camp session you registered for and click the Sign Up Now! Button.
  - f. Scroll down and click the button ENROLL "Child's Name" you'd like to enroll.
  - g. Repeat steps D through G for each Precare and/or Aftercare session until you've enrolled your child in all sessions desired.
3. Your Total will be listed on the page. Scroll down and click the CHECK OUT button.
4. \*\*\*You must click PLACE ORDER button to complete the purchase.
5. You will receive an email with your child's Precare and/or Aftercare reservation along with your purchase receipt.

## **PRECARE/AFTERCARE ENROLL 2 CHILDREN:**

1. Click on the PRECARE / AFTERCARE tab on the top of your browser page (or [HERE](#) for the link).
2. If you registered for a **Single** Summer Camp Session -
  - a. Search for the Precare or Aftercare session that coordinates with the camp session you registered for and click the Sign Up Now! Button.
  - b. Scroll down and click the button ENROLL "Child's Name" for the **First** child you'd like to enroll.
  - c. Select the 2 CHILDREN-1 One Week Pre Care(Aftercare)-Enroll 1ST CHILD option.
  - d. Your Total will be listed on the page for the first child for one session. Scroll down and click the CONTINUE SHOPPING button (or PRE CARE/AFTERCARE tab).
  - e. Again, search for the same Precare or Aftercare session that coordinates with the camp session you registered for and click the Sign Up Now! Button.
  - f. Scroll down and click the button ENROLL "Child's Name" for the **Second** child you'd like to enroll.
  - g. Select the 2 CHILDREN-1 One Week Pre Care(Aftercare)-Enroll 2ND CHILD option.
  - h. Skip to step 3.
- If you purchased **Multiple** Sessions -
  - a. Search for the first Precare or Aftercare session that coordinates with the first camp session you registered for and click the Sign Up Now! Button.
  - b. Scroll down and click the button ENROLL "Child's Name" for the **First** child you'd like to enroll.
  - c. Select the 2 CHILDREN-1 One Week Pre Care(Aftercare)-Enroll 1ST CHILD option.
  - d. Your Total will be listed on the page for the first child for one session. Scroll down and click the CONTINUE SHOPPING button (or PRE CARE/AFTERCARE tab).
  - e. Again, search for the first Precare or Aftercare session that coordinates with the first camp session you registered for and click the Sign Up Now! Button.



- f. Scroll down and click the button ENROLL "Child's Name" for the **Second** child you'd like to enroll.
  - g. Select the 2 CHILDREN-1 One Week Pre Care(Aftercare)-Enroll 2ND CHILD option.
  - h. Repeat steps A through G for each Precare and/or Aftercare session until you've enrolled your children in all sessions desired.
3. Your Total will be listed on the page. Scroll down and click the CHECK OUT button.
4. \*\*\*You must click PLACE ORDER button to complete the purchase.
5. You will receive an email with your child's Precare and/or Aftercare reservation along with your purchase receipt.

## **PRECARE/AFTERCARE ENROLL 3 CHILDREN:**

1. Click on the PRECARE / AFTERCARE tab on the top of your browser page (or [HERE](#) for the link).
2. If you registered for a **Single** Summer Camp Session -
  - a. Search for the Precare or Aftercare session that coordinates with the camp session you registered for and click the Sign Up Now! Button.
  - b. Scroll down and click the button ENROLL "Child's Name" for the **First** child you'd like to enroll.
  - c. Select the 3 CHILDREN-1 One Week Pre Care(Aftercare)-Enroll 1ST CHILD option.
  - d. Your Total will be listed on the page for the first child for one session. Scroll down and click the CONTINUE SHOPPING button (or PRE CARE/AFTERCARE tab).
  - e. Again, search for the same Precare or Aftercare session that coordinates with the camp session you registered for and click the Sign Up Now! Button.
  - f. Scroll down and click the button ENROLL "Child's Name" for the **Second** child you'd like to enroll.
  - g. Select the 3 CHILDREN-1 One Week Pre Care(Aftercare)-Enroll 2ND CHILD option.
  - h. Your Total will be listed on the page for the first/second child for one session. Scroll down and click the CONTINUE SHOPPING button (or PRE CARE/AFTERCARE tab).
  - i. Again, search for the same Precare or Aftercare session that coordinates with the camp session you registered for and click the Sign Up Now! Button.
  - j. Scroll down and click the button ENROLL "Child's Name" for the **Third** child you'd like to enroll.
  - k. Select the 3 CHILDREN-1 One Week Pre Care(Aftercare)-Enroll 3RD CHILD option.
  - l. Skip to step 3.
- If you purchased **Multiple** Sessions -
  - a. Search for the first Precare or Aftercare session that coordinates with the first camp session you registered for and click the Sign Up Now! Button.

- b. Scroll down and click the button ENROLL "Child's Name" for the **First** child you'd like to enroll.
  - c. Select the 3 CHILDREN-1 One Week Pre Care(Aftercare)-Enroll 1ST CHILD option.
  - d. Your Total will be listed on the page for the first child for one session. Scroll down and click the CONTINUE SHOPPING button (or PRE CARE/AFTERCARE tab).
  - e. Again, search for the first Precare or Aftercare session that coordinates with the first camp session you registered for and click the Sign Up Now! Button.
  - f. Scroll down and click the button ENROLL "Child's Name" for the **Second** child you'd like to enroll.
  - g. Select the 3 CHILDREN-1 One Week Pre Care(Aftercare)-Enroll 2ND CHILD option.
  - h. Your Total will be listed on the page for the first/second child for one session. Scroll down and click the CONTINUE SHOPPING button (or PRE CARE/AFTERCARE tab).
  - i. Again, search for the same Precare or Aftercare session that coordinates with the camp session you registered for and click the Sign Up Now! Button.
  - j. Scroll down and click the button ENROLL "Child's Name" for the **Third** child you'd like to enroll.
  - k. Select the 3 CHILDREN-1 One Week Pre Care(Aftercare)-Enroll 3RD CHILD option.
    - l. Repeat steps A through K for each Precare and/or Aftercare session until you've enrolled your children in all sessions desired.
3. Your Total will be listed on the page. Scroll down and click the CHECK OUT button.
  4. \*\*\*You must click PLACE ORDER button to complete the purchase.
  5. You will receive an email with your child's Precare and/or Aftercare reservation along with your purchase receipt.