

The CAC YOUTH PROGRAMS - SIGN UP INSTRUCTIONS

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

*If you have already set up your account in Mindbody, click [HERE](#) to log into the site and skip to step 5

CREATE NEW ACCOUNT:

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.
 - o (Make sure to click YES in the Paid For By New Client section) .
 - o (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 then Add the billing information you will use for payment(s).
10. Click Save.

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**. Complete ONE form for EACH child. The CAC registrar will email registered families additional forms and information.

TO REGISTER/ ENROLL 1 CHILD:

1. Click on the REGISTER NOW button on The CAC websites program page (Your desired program, camp, Junior Sailors, etc) .

2. Go to the desired CAMP SESSION and click the SIGN UP NOW button.
3. Scroll down and click the ENROLL button.
4. Scroll down and click the button ENROLL "Child's Name" you'd like to enroll.
5. Click on the listed "Camp Pricing Option" to add to your cart.
 - * If you are enrolling another child, click " Continue Shopping " and repeat Steps 2-5 (make sure to select your additional child's name each time).
 - * If you are adding Before Care/After Care, repeat steps 2-5 selecting the desired session with each of your children.
6. Your Total will be listed on the page. Scroll down and click the CHECK OUT button.
7. ***Click the PLACE ORDER button to complete the purchase.

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.** Complete ONE form for EACH child. The CAC registrar will email registered families additional forms and information.

TO REGISTER/ ENROLL 2+ MORE CHILDREN:

1. Click on the REGISTER NOW button on The CAC websites program page (Your desired program, camp, Junior Sailors, etc) .
2. Go to the desired CAMP SESSION and click the SIGN UP NOW button.
3. Scroll down and click the ENROLL button.
4. Scroll down and click the button ENROLL "Child's Name" you'd like to enroll.
5. Click on the listed "Camp Pricing Option" to add to your cart.
 - * If you are adding Before Care/After Care, repeat steps 2-5 selecting the desired session with each of your children.
6. Your Total will be listed on the page. Scroll down and click the CHECK OUT button.
7. ***Click the PLACE ORDER button to complete the purchase.

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.** Complete ONE form for EACH child. The CAC registrar will email registered families additional forms and information.