## THE GRANITE YMCA ONLINE OVERNIGHT CAMP REGISTRATION GUIDE

This guide has been created in order to help you with the online registration process. Please follow <u>ALL</u> steps listed below in order to ensure your child is registered properly for camp.

1. Click the "Register Today!" button and then click "Register Here" link.

	Register Today
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**2.** This will bring you to a page that lists all the sessions that are available at Camp Foss. You will want to click on the "Log in" link in the top right corner of the page.

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the Shop - by toe	All •	What prod	lucts are you looking for?	Q	
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Age			Foss Session 1		
Al		- )	YMCA Camp Foss Sup to Sat	06/25/2017 - 07/08/2017	
Gender © Any			Ages 8 to 16	No Membership Required	
⊙ Male ⊛ Female			Foss Session 2		
Not Listed	e	·· //	YMCA Camp Foss Sun to Sat	07/09/2017 - 07/22/2017	
Branch			Ages 8 to 16	No Membership Required	
YMCA Downtown Manchester     YMCA Allard Center, Gelfstown			Foss Session 3		
VMCA of Strafford County		-27	VMCA Camp Fess Sun to Sat	07/23/2017 - 08/05/2017	
WICA of Greater Londonderry			Ages 8 to 16	No Membership Required	

**3.** A new screen will open. Here you will choose the option that works best for you. If you have forgotten your password, you can click "Forgot Password" and you will be emailed with a replacement.

the sho	All - What products are you look	ing for?	
	Log into my account	New member sign-up T am not a member of the "Y" T have not participated in programs or activities.	
	Password	Join the YMCA	
	Forgot password Staff portal	Existing members	
	Login	Search for my account	

**NOTE:** If you have an existing account and have registered your child for programs online before, enter your e-mail address and password and move to **step #8** once you are logged in; If you have not created an account before, move to **Step #5**.

**4.** If you are unsure about whether or not you have an existing account, you may click on "**Search for my account**". That will bring you to this page:

your Access ID and Birth Date
ess ID: (Found on scan card)
n Date
m/dd/yyyy
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**NOTE:** To find your account- search using an email address that would be on file. When you enter this, you will automatically see a prompt letting you know that an email has been sent to that email address with further instructions.

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Ise your Email Address mail Address test_marshatest@gmail.com		- OR -	Use your Access ID and Birth Date     Access ID: (Found on scan card)     Birth Date:     mm/dd/yyyyy	

**5.** If you have not registered before, you will want to select "**Join the YMCA**". This will bring you a screen to enter **YOUR** information, as the parent. You will be able to add your camper's information on a later screen.

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Already have an account? Log m

**NOTE:** If you go to sign up and the system recognizes your email address, you will see the prompt below.

A The following errors were detected in your input. Please correct them and resubmit:				
<ul> <li>This small address already rests under another member. If this is your member or your family's member you or a family member muld first keen to that member and hide your member or detels this small address from 8. If you do not have logis information contact us and we'll do it for you. Once that is done you can register with that amail address.</li> </ul>				
Registration - New to 1	he YMCA?			
Marsha	test_marshalest@gmail.com			

6. Once you create your account, you will be brought to a new screen, where you will be able to add your camper to your account. Click on "My family" and select "Add a new family member". Unless you decide to create a paid membership through our YMCA, the "membership" that will be created will have no additional cost to you or your family.



**7.** You can add as many family members as you please to your account. Be sure to enter the correct information for them before saving.

ity type	All • What	products are you looking for?	P
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		Bobby	
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		Test	
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Male •		02/01/2005	

8. Don't forget to add your mailing address! To do this, go to "My Personal Information", and click "Address Book" and enter you current mailing information.

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My Person	nal Information	>
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Manage Billy's person	nal information	
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	45 years of	>
	Phone book	>
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	Change password	

**9.** Once you've entered all of the information that you need, you can either start your search by clicking "**Shop**" in the top left corner and select programs, or through the specific camp you are looking for on the search bar. (ie: Searching "Foss" should yield results for all available sessions at Camp Foss)

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Family		
Add new family member	>	
Billy Test	>	
D1 years out		
Bobby Test	>	

**10.** This will bring you to the product page. All searches are done based on age and gender. To be sure, have the correct camper selected in the drop down menu on the left side.

	Products	0 - 0 of 0 results for 'mi-te-na' Clear search
(	Stopping for Billy Test Billy Test Sally Test Tommy Test DT/01/19/15 (Age 43)	)
	Gender	
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	Male	
	Female	
	Not Listed	
	Branch	
	All Branches	
	VMCA Downtown Manchester	

**11.** Once you choose the correct camper, you will see that all the available sessions that they can attend show up on the right side. You can select the specific branch if you would like to. Additionally, you may narrow your search by selecting **"1 Week Session**" or **"2 Week Session**", listed under **"Categories**".

Products	0 + 10 of 20 results			tiens per page	10
Shopping for Sally Test Birthdate	the	Foss Session 1 VMCA Camp Foss Sun to Sat Ages 8 to 16	05/23/2019 - 07/06/2319 No Membership Required		
05/01/2008 (Age 10) Gender @ Any.	the	Foss Session 2 YMCA Camp Foss Sun to Sat Ages 8 to 16	07/07/2019 - 07/25/2619 No Memberahip Required		
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Resident Cam	p: 1 Week Sess p: 2 Week Sess	sion			
Resident Cam	p: CIT p: Foss Runnin	g Camp			
Resident Camp Scuba	p: Specialty Ac	tivities			
Scuba					

**12.** If you do not see all of the sessions listed, be sure to switch pages at the bottom of the search area.

	Foss Session 4A		
the	YMCA Camp Foss Sun to Sat	08/04/2019 - 08/10/2019	
	Ages 8 to 16	No Membership Required	
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the	YMCA Camp Foss Sun to Sat	06/30/2019 - 07/05/2019	
	Ages 8 to 16	No Membership Required	
	Foss Session 2B		
the	YMCA Camp Foss Sun to Sat	07/14/2019 - 07/20/2019	
	Ages 8 to 16	No Membership Required	
	Foss Session 3B		
:he	YMCA Camp Foss Sun to Sat	07/28/2019 - 07/29/2019	
	Ages 8 to 16	No Membership Required	
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**13.** Once you choose your session, you will directed to the session's page. Here you can either add the session directly to your cart, or if there is an eligible "add-on", you may choose to add that to your cart. You also can add White Water Rafting or Horseback Riding at any time after registration as well, by contacting Lauren Frazier.

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**14.** When selecting "**Add to cart**", you will then be prompted to fill out the registration information for that camper. When registering for multiple sessions, this information will only need to be filled out once, per camper. Once you finish, click "**Next**".

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of 1 required forms for Foss Session 3			
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**NOTE**: If you skip a required question, you will be prompted. Your registration will not be completed until all of the required information is entered.

15. Once you enter all of the information required, you will have the option to continue shopping, add more sessions or add sessions for an additional camper. You can do this by clicking "Continue Shopping". If you are done, you will click "View Cart", which will also show the number of items you currently have in your cart.

Foss Session 3	Continue shopping View cart (1)
the	
\$1,750.00	

16. On the next screen, you will see all of the sessions that you registered your camper for, as well as the amount of each session. All session payments are due the month before the start of the session and will AUTOMATICALLY charge to the payment method used for the deposit. To change this, please call or email Lauren Frazier. If you wanted to pay the entire balance upon registration, you and do so by clicking "View Payment Plan" and deleting the payment plan. Otherwise, you can click "Proceed to Checkout" and will only be charged the amount for the non-refundable deposit.



**17.** Once you are on the checkout screen, you will notice that the first thing you see is the screen prompting you to select a payment method. If you have more than one payment method listed on your account, you can choose which one you would like to use. Click "**Select a payment method**" to do so. It will bring you to another screen where all of the payment methods that you have saved on file will be listed for you to choose from. You will also have the option to add a payment method if you do not have one listed on file, or would like to use a different account.

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**NOTE**: Please be sure to choose a payment method to continue to finalize your checkout process.

**18.** Before finalizing your payment, you will have one last chance to look over all of the information on the account to make sure that it is correct. If you need to change anything, you can click on any of the links that say "**Change**". If there are no changes that need to be made, you can click on "**Finalize purchase**" to proceed.

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**NOTE**: If there is no billing address or mailing address selected, it will prompt you to do so before completing the registration.

ckout				
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mail Address	test_billy1001@gmail.com	Change		
Irona Mambar	603-555-4858	Charman		

**19.** After finalizing your purchase, you will be directed to your invoice page, which will show you how much you paid during the transaction. You also have the option to click "**Show order details**" to see a full summary of future payments, and a brief description of the session that you registered for. You may also print the page for your records. Congratulations! You successfully registered your camper for Camp Foss!

Print this page			Order Confirmation Order Number 9303
			Payment Amount: \$100.0
)ear Billy Te	St Iranie YMCAI		
Inder Information			
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Total Payment:	\$ 100.00

## **Questions**

If you have any questions, please feel free to contact Lauren Frazier, Overnight Camp Registrar, at (603) 232-8642, or <u>lfrazier@graniteymca.org</u>.