

Summer Experience Online Registration *powered by CampBrain* Step by Step Instructions

1. Login Page: Once you have clicked on the registration link provided via email (priority registration) or from our website (general public), you will be taken to the login page. Returning families should use their current login credentials to sign-in while new families should use the "New user sign-up" to create an account. Please note you will not be able to create an account until registration opens.

If you are a Columbus Academy academic year family, you can use your Columbus Academy mySchoolApp login credentials so you don't have yet another username and password to remember! Please use the "Login using Columbus Academy mySchoolApp" button. Or you may also use the new user sign-up option if you would like to create a separate login for this application.

E-mail	First Name	Last Name	
Password	E-mail	Password	
Login		Create account	
Reset password	By clicking the button, you	By clicking the button, you agree to our Terms and Privacy Policy.	

2. Welcome/ Homepage: For each part of the registration process, there will be detailed instructions at the top of the page. To start a new registration, click "Start application". You may need to scroll down to see this button.



3. Instructions Page: Please read through this page carefully during registration. Then scroll down and click "Continue".

4. Now the actual registration steps begin! Step 1/6; Select People for Registration-

To register an existing camper, click on the check box next to the child's name. Please review the date of birth and then click on the drop down to choose their rising grade.

To register a new camper, click "Add a Child." You must enter their name, date of birth, and rising grade.

You can register more than one child at once - you just have to make sure that you have checked off the names of all the children you wish to register. Then you will be able to tab between them on each page of the registration process.

Once you have added your camper(s) and checked the box next to their name(s), scroll down and click "Continue".

	Select people you want to registe	er:
	Step 1/6: Select People for Registration	
	Previous	Continue
Make sure box is checked for each child!	Select people you want to regis	ster: •) Last Name Last Name
	irst Name Middle Name (option First Name Middle Name Date of Birth Gender Month V DD YYYY Select ger Grade in Fall 2021 (Rising Grade) Choose V	nder V

5. Step 2/6: Select Sessions- For each child you are registering, only the programs available for their grade will be visible on this page. In addition, there is a "Filter by" drop down button to search by the session week or a search box where you can enter the program title. If you want to view the full descriptions of all the programs, click "expand all".

To add a program to your cart, click on the program name followed by the green "Add to Cart" button. Once you have added a program to your cart, you will see additional options below that may also need to be selected before you can continue to the next step. Example: schedule options such as Full Day, Half +Plus, Clinic Only or Beyond Camp. The options listed reflect what is possible for that particular program. These will need to be added to your cart to complete registration for each program. Once everything has been added to your cart, scroll down and click "Continue".

Click the "Filter by" dropdown if you want to search by session week. Or you can use the "Search by name" box and type in the program title.	Select sessions f Filer by All Session 1 Mer and Off-Site Session 3 Session 4 Session 4 Session 5 Session 6 Session 7 Session 8 Session 9 Virtual and Off-Site All	e Only) a Only) a and Off-Site O irtual Only) (VO) a sOn the Move a s (Virtual Only) (VO)	Click "expand all" to view full descriptions of all the programs.
(Craft Extravaganza (VR) 14 - 18 hide detail Craft Extravaganza is a great week of crafting projects using many types of media. Some pr). Students will create a variety of ojects will include crayon	For each program you want to select, you will need to : Click on the program title Click "Add to cart"
C	Session Options Please select schedule day option	ises, it will be a very full week of	
	Full Day (9a-3:30p) Clinic Only (9a-11:30a)	265.00 🕞	Select the schedule day option (if applicable) by clicking on the green cart icon
	Session Options Pre-Registration is required for all Beyon Up to 1 Rem allowed.* 0 Items in cart. After Care FULL WEEK 3:30p-6:00p After Care DROP-IN 3:30p-6:00p After Camp Activities: Sport Seekers After Camp Activities: Creative Explorers	d Camp programs. 68.00 8 145.00 8 145.00 8	Don't forgetif you need a Beyond Camp program such as after care, after camp activities or swim lessons, select it here by clicking on the appropriate green cart icon.
	Swim Lessons: 4p-5p Swim Class Only (If you need to add After Care from 5p-6p, please contact our office for assistance.) Swim Lessons: 5p-6p Swim Class & After Care (3:30p-5p) Combo	85.00 125.00 125.00	
	Mina Bear Select sessions for Mina:	extend at Bearch by name	If you are registering more than one child, click on the tab with the child's name to switch back and forth and select
	Select sessions for Bear:	expand all Search by name	sessions for each.

- 6. Step 3/6: Fill Out Forms- In this step, you will be asked to complete a few mandatory forms. Each form will have an "Open Form" button and then after finishing, click "Complete this Form" at the bottom. After all forms have been completed, scroll down and click "Continue".
 - a. Household Form- parents/ guardians names, contact info, mailing address, emergency contacts, authorized pickup list, etc.
 - b. Camper Information Form- preferred name, t-shirt size, waivers & authorizations, etc.
 - c. Free Swim Permission Form- for grades K & up only
 - d. *Traveling/ Off-Site Permission Form-* for all applicable programs (majority are held on Sessions 1 and 9)

Please note the Medical Form will <u>NOT</u> be a part of registration. In order to allow ample time and attention, this form will be made available at a later date.

Fill out forms: Forms marked with an asterisk(*) are mandatory.
Household Form *
Forms for Summer
Camper Information Form *
Free Swim Activity Permission *

7. Step 4/6: Choose a Payment Option- Instructions and policies will be outlined at the top of this page. Please read through it carefully and then scroll down until you see "Select your payment option:" Click on the open circle next to the payment option you wish to select. Scroll down and click "Continue". *Please note for credit card or ACH payments, you will also need to click on the open circle next to the method of payment before clicking on "Continue"*.

Sele	ect your payment option:
💿 Fu	II Amount (\$167.50) by credit card (No AMEX) or ACH
O Re	gistration Fee (\$20.00) due now by credit card (No AMEX) or ACH + pay-in-full
progra	m fees (\$147.50) by paper check. Check payment must be received by our Business
Office	within 5-7 business days.
O Int	stallment Plan by credit card (No AMEX) or ACH: Registration fee (\$20.00) due now +
balanc	e (\$147.50) paid in installments. Payments will automatically be processed on March
15, Ap	ril, 15 and May 16.
⊖ C/	Faculty/ Staff Only: Registration fee (\$20.00) due now by credit card (No AMEX) or
ACH +	balance (\$147.50) paid by payroll deduction plan.
Sele	ect a payment method:
⊂ Cr	edit Gard
● AC	2H

- 8. Step 5/6: Review, Pay and Submit the Application- This page will allow you to review everything and enter your credit card or ACH details. Remember to click "Submit application" at the bottom!
- 9. Step 6/6: Confirmation Page- You will see an "Application submitted" message as your final step and then receive a confirmation email as well. You are all done and your registration is now complete!

Registration for Summer Experience 2021 Application submitted	Return Home			
Thank you for submitting your registration. You will receive a confirmation email shortly. To ensure important communications do not go to spam or a junk folder, please add Summer_Experience@columbusacademy.org to your Contacts, Address Book, or list of safe senders. If you have any questions, please contact our office at <u>Summer_Dopenierce@countbusacademy.org</u> or 614-509-2287.				
	Application submitted			